

# APIC

## ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY

### Long Island Chapter 38

### General Meeting Minutes 5/15/07

Agenda items denoted as being on consent are approved en masse with a single motion to expedite issues on which all agree. Any Board Member may transfer any item on the consent agenda to the regular agenda for discussion and consideration. Items on the consent agenda are denoted a ©.

Barbara Lambert, President, called the General Meeting to order at 2:30pm Minutes of April were accepted.

ITEM	DISCUSSION	RESPONSIBILITY
<b>Standing Business:</b>		
<b>I.</b> New member Introduction Job openings	<ul style="list-style-type: none"> <li>New Members</li> <li>Job openings – check Chapter Website Job Bank</li> </ul>	
<b>II.</b> Standing Business Financial Report Bylaws Strategic Plan	<ul style="list-style-type: none"> <li>P. Kabigting was added to the Chapter bank accounts, as the Treasurer Elect. They can now access the accounts if needed. J. Luchetti submitted the April Financial Report. Conference fund was reduced to \$1000 and will remain open. \$10,000 from the conference fund was converted into CDs. The general fund has \$18,987.34.</li> <li>A. Candela will the bylaws role over from C. Wilfinger. The bylaws will be reviewed again, then sent to National. This will be an agenda item for the next Board meeting. The bylaws will be attached to the Board minutes for review prior to the next Board meeting.</li> <li>Strategic Plan: now posted on the chapter website. The plan needs to be sent to APIC National. B. Lambert will investigate further. The Chapter is on target with the plan except for public marketing of the chapter. D. Caccavale and D. DeDomenico will be writing an article for Advance for Nurses. The topic will be general cleaning and disinfection and they will attempt to include some public relations information about the chapter.</li> </ul>	J. Luchetti P. Kabigting  C. Wilfinger and A. Candela All Board members  B. Lambert
<b>III.</b> Old and New Business Chapter Conference Schedule of meetings Financial assistance for APIC National Conference	<ul style="list-style-type: none"> <li>The Board discussed the Oct 2008 Chapter Conference. A group will meet in August to begin work on the conference. Several Board members volunteered to participate on the committee: A. Genovese, D. Caccavale, N. Barrett , M. Solliday, C. Shannon, P. P.Kabigting, P.Fitzsimmons and B. Lambert. Andrea will begin investigating some possible locations and report back to the Board in June. Those attending National APIC will report back on some possible topics for the conference. The Board voted on the date for the conference. It will be held on</li> </ul>	

	<p>Tuesday Oct 21, 2008, in lieu of the monthly chapter meeting</p> <ul style="list-style-type: none"> <li>• Schedule of meetings: Discussion continued related to changing format and frequency of Board meetings to improve attendance. The Board will continue to explore the option of having some meetings via conference call. Board members present voted unanimously to decrease the number of Board meetings to 5 annually effective September 2007. This would help some members better fulfill their job obligations.</li> <li>• Financial assistance for APIC National: 4 members who met requirements were granted financial assistance. One member was declined reimbursement since she did not meet the requirements. Financial forms will be kept on file by the Treasurer.</li> </ul>	
<p><b>IV. Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Acute Care</b></li> <li>• <b>Long Term Care</b></li> <li>• NYSACC</li> <li>• Education</li> <li>• Membership</li> <li>• Library</li> <li>• Nominating</li> <li>• Marketing</li> <li>• Website</li> <li>• Newsletter</li> <li>• Fundraising</li> </ul>	<p>Acute Care:</p> <p>Long term care: issues reported from recent DOH survey included: lack of education documented on flu vaccine care plan, 2<sup>nd</sup> step PPD not given to a pt who was discharged then readmitted, pressure ulcer not documented. Members discussed the proposed JCAH changes in LTC and suggest that members take the opportunity to respond to the proposal. NSYACC - B. Lambert and C. Shannon will attend the June 11 meeting in Albany. No new report since last meeting.</p> <p>Education – M. Tsivitis completed the APIC Chapter Educational Needs Assessment. September meeting will cover highlights from APIC National. Possible topics for Oct meeting were discussed, public reporting or abstract writing may be presented. The topic for Nov will be HIV. June meeting will be about time management and professional organization.</p> <p>Membership – 104 members, unchanged from last month. Membership forms are available on the National APIC website</p> <p>Library – N. Barrett reported that members may email requests for materials to her and she will bring materials to the following meeting. Send requests to Nancy.Barrett@chsli.org.</p> <p>Nominating – no report.</p> <p>Marketing and Website -</p> <p>Newsletter – M. Solliday asked for volunteers to contribute to the Fall Newsletter.</p> <p>Fundraising – see above, chapter gift</p>	<p>All members</p>
<p><b>V. Public Health Announcements</b></p> <ul style="list-style-type: none"> <li>• Nassau County DOH</li> <li>• Suffolk County DOH</li> <li>• NYS DOH</li> </ul>		

**Educational Session: Topic: Tuberculosis Update 2007**  
**Speaker: Lourdes Diaz RN**  
**Clinical Supervisor – Suffolk County DOH**  
**Luncheon provided by Cellestis, manufacturer of Quantiferon Gold**

**\*\* Members are encouraged to look at our Chapter Website frequently for important Infection Control information and resources.**  
**Go to [www.apic-longisland.com](http://www.apic-longisland.com) . Save it as a Favorite.**

**\*\*\*In case of Inclement Weather or Meeting Cancellation, please see Chapter Website or call (631) 632-SNOW for information.**

Meeting adjourned at 12pm .

**Next Meeting:** Tuesday June 12, 2007  
Brunswick PMR Building – Day Room  
**See Chapter Website for directions**

**\*\*PLEASE NOTE THAT THE DATE FOR THE JUNE MEETING HAS BEEN CHANGED**  
**FROM JUNE 19, 2007 TO JUNE 12, 2007** The meeting will be held at the Brunswick PMR Building..

Respectfully submitted,

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Donna Caccavale *RN, BSN, MBA*