

ANPD Washington Affiliate Meeting  
09/20/2018 6 p.m.  
Minutes

Present on call: Ann Moore, Wendy Fordham, Jennifer Minhas, Lauri Ledbeter, Lauri Jankowski  
Minutes submitted by Lauri Jankowski

Goals for this phone call

- Committee Status Updates

Update on Committee Work:

- Bylaws & Board Directors (Lauri Ledbeter/Lauri Jankowski)
  - o Bylaws, EIN, and Business License Approved
  - o Organization Manual
  - o Board Director Positions (10), Descriptions & Nominations
  - o Willingness to serve form in pdf-editable format- Matt Liechty

Documents are available for review on Trello.

At the time of the meeting no willingness to serve forms had been received.  
*Since the meeting Wendy Fordham updated the willingness to serve form to a fill-in form.*

- Membership- (Amy Nowik/Ann Moore)
  - o Recruitment Drive
  - o Flyers
  - o Opening Membership Online

Amy Nowik created a simple logo for ANPDWA which can be used on flyers & other mailings.

Membership application is now open on ANPDWA website. We have 10 members so far!

Membership Flyer will be created for NPD week 9.23 to 9.29, send via mailchimp account. Links to website, willingness to serve form, upcoming meeting dates, info about certification review course in January.

*Flyer sent out 9.23 via mailchimp*

We discussed connecting to social media to get the word out. Share on Facebook, twitter, linked in

<ul style="list-style-type: none"> <li>• Finance- (Lauri Jankowski, Elaina Robinson) <ul style="list-style-type: none"> <li>o Bank account status</li> <li>o Motion to approve reimbursement of expenses</li> <li>o Integrated payment platforms: PayPal &amp; Braintree</li> </ul> </li> </ul>	<p>Bank Account opened (Lauri J) &amp; integrated Pal account opened (Lauri L)</p> <p>This has allowed us to open online membership application.</p> <p>Discussed need to reimburse Lauri Ledbeter and Lauri Jankowski for affiliate expenditures to date.</p>
<ul style="list-style-type: none"> <li>• Scholarship &amp; Journal Club (Matt Liechty and Susan Hanser) <ul style="list-style-type: none"> <li>o Pick first article</li> <li>o Determine process details; consider 2011 article as a guide</li> <li>o Host on anpdwa.org website page; add article name/reference; consider vlog</li> </ul> </li> </ul>	<p>Lauri L reviewed additions to the website for online journal club</p>
<ul style="list-style-type: none"> <li>• Committees on-hold pending membership and BOD elections: Education, Communication/Networking, Awards &amp; Recognition, Nominating</li> </ul>	<p>Education committee meeting planned for October 1<sup>st</sup> at 6pm Initial planning meeting – clarify roles &amp; objectives, plan for needs assessment.</p> <p>Jennifer shared an innovative idea she had seen using twitter as an educational platform. Participants earn CME by reviewing a deidentified case and participating in a twitter discussion.</p>
<ul style="list-style-type: none"> <li>• Next steps: <ul style="list-style-type: none"> <li>o Elections!</li> <li>o Plan Eastern Wa/ Western Wa meetings &amp; educational offerings</li> </ul> </li> </ul>	<p>Discussed waiting to hold elections until after January NPD certification course. Should have a bigger membership by then.</p>
<p><b>Next meeting: Thursday, October 1<sup>st</sup> at 6 pm</b></p> <p>October 11<sup>th</sup> meeting postponed <b>Next general meeting: November 8<sup>th</sup> @ 6pm</b></p> <p>Future Events: NPD Certification review course: January 3-4, 2019 Tacoma, WA. Hosted by Wendy Fordham &amp; CHI Franciscan</p> <p>ANPD National Conference: March 31st, 2019 Phoenix, AZ</p>	<p>Wendy Fordham offered to plan a social gathering for ANPDWA membership after the January certification course.</p> <p>Lauri J to inquire about a separate meeting room for affiliate at National convention in</p>

	<i>March. Inquiry sent to Holland Robinson at ANPD.</i>
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