



DATE: 7/14/2021

Board of Directors Meeting

**Attendees:** Snehal Lillaney, Etkal Malvania, Jean Watson, Asra Salim, Alina Stancovici, Sylvia Garcia-Houchins, Lerenza Howard, Saba Rezaeian, Lisa Sanders, Carisa Anderson

Call in:

REPORTS	PRESENTER	DISCUSSION	ACTION	RESPONSIBLE PERSON	COMPLETION DATE
Call to Order	Sylvia Garcia-Houchins	Meeting called to order @ 1733 Minutes approved by Molly and Alina			
Membership Report	Lisa Sanders	Deferred until next meeting			
Treasurer	Molly Steele	Molly has been able to update the account with her name and is authorized to make payments. Registered to Chase as a C corporation in the 90's; the acct was created a long time ago and the account managers are trying to help streamline the transition. Based on the type of account we have, they are assuming we are incorporated, but APIC Chicago is not found on the state registry. Molly reached out to Crystal Edwards at National who sent articles of incorporation—mentions "APIC National and its subsidiaries" are incorporated. Should be able to streamline the process in the future going through CyberDrive. Switched payment platform over from PayPal; discussed website redesign—will submit workorder and payment. Will hand over to Asra once complete	Explore CyberDrive IL to see how we can be part of the database	Molly	

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		<p>upgrade. Fee increased to \$1260 per year for the website (an increase of \$160). 10% reduction for paying in full vs. monthly.</p> <p><b>The board voted and unanimously agreed to approve the funds for the website.</b></p> <p>We still need a formal statement from Diane Cullen and Lynn Skelton that the board has transitioned to update the PO Box/Accounts; will include Molly, Sylvia, and Erica on the accounts.</p>	Obtain letter and send to Molly	Sylvia	
Education	Alina Stancovici	<p>Education Committee has been meeting weekly via zoom to prepare for the summer conference.</p> <p>Created Education page on APIC Chicago webpage</p> <p>Created LinkedIn page—Lorenza will update with conference news.</p> <p>Created a virtual summer conference page; 89 registrations, 47 members, 42 non-members</p> <p>The education committee investigated speaker/vendor contracts; all have signed.</p> <p>We can offer 5IPUs for a single day conference via a local chapter. Would like to use a</p>			

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		<p>certificate of participation from the President after participants complete the post-survey.</p> <p><b>The board voted and unanimously agreed on utilizing a certification of participation.</b></p> <p>Honorarium for speakers: discussion around how much to offer speakers. \$200-\$400 should be a reasonable amount for a 1-hour presentation. At this point, no speakers have asked for an honorarium. Also discussed offering a token of appreciation/thank you gift. Honorariums are typically taxable income, and APIC Chicago would need to report it to the IRS if over \$600. We will need to reach out to APIC National for guidance. Possibly offer a \$100 gift card. (4 speakers=\$400).</p> <p><b>The board voted and unanimously agreed on offering a \$100 gift card.</b></p> <p>Results of Education Survey: 52 responses; results reviewed. The education will create a raffle for the 52 members that participated in the survey; 3 participants will win a APIC National membership paid for by APIC</p>	<p>Sylvia will draft a certificate and send to Alina.</p> <p>Education committee will need a check for the thank you gift.</p> <p>Investigate tax liabilities for offering honorariums/gifts</p>	<p>Sylvia</p> <p>Molly</p> <p>Molly</p>	



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		Chicago. APIC Chicago will send the winners a check for reimbursement.			
Legislative Report	Allison	Deferred until next meeting			
Bylaws Report		Deferred until next meeting			
Open Discussion		Adjourned @ 1846			

Respectfully submitted: Lisa Sanders