## MINUTES

**Western Pennsylvania ANIA Chapter**

**Date and Time of Meeting:** 18 April 2017 17:30

**Location:** Webex

**Recorder:** W. Michael Widmann

### Call to Order:

- **Welcome / Introductions**
  - Officers
  - Committee Chairs / Board
  - Members
  - New members in attendance

<table>
<thead>
<tr>
<th>Subject</th>
<th>Discussion</th>
<th>Conclusions, Recommendations/Actions, Evaluation/Effectiveness</th>
<th>Follow-up Date/Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Business</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documenting Medications by History: Process Review and Recommendations for Improvement</td>
<td>Presented by Taya Irizarry</td>
<td>Educational Topic</td>
<td></td>
</tr>
<tr>
<td>Review of Accounts</td>
<td>Slides sent by Chas</td>
<td>25 signed up for Bootcamp – needed 19 to break even</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current Balance $11,824.49</td>
<td>Working with UPMC East for Catering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transferring $1,096.12 to account for a total of $12,920.61</td>
<td>ANIA is pushing for Chapters to use them for review/bootcamp – but more expensive and poorly supported by ANIA National (poorly organized, unable to get CEUs, and unable to give slides [changed by end]).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50 Refund for Early Bird Registration</td>
<td>Requesting for flags and table covering. Also requesting membership forms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Owe 8100 to Susan Newbold</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All taxes were submitted</td>
<td></td>
<td></td>
</tr>
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### Minutes

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**Meeting Date and Time:**

- **Date:** 18 April 2017
- **Time:** 17:30

**Location:**

- Webex

**Recorder:**

- W. Michael Widmann

**Call to Order:**

- **Welcome / Introductions**
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  - Members
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**Members Attending:**

- See Attendance Roster for meeting Webex attendance: 5

**Members Absent/Excused:**

- |  

**Guests:**

- |  

### New Business

**Documenting Medications by History:**

- Process Review and Recommendations for Improvement

  - Presented by Taya Irizarry

**Discussion:**

- Educational Topic

**Conclusions, Recommendations/Actions, Evaluation/Effectiveness:**

- 25 signed up for Bootcamp – needed 19 to break even

**Follow-up Date/Person Responsible:**

- Working with UPMC East for Catering

**Review of Accounts:**

- Current Balance $11,824.49
- Transferring $1,096.12 to account for a total of $12,920.61
- $50 Refund for Early Bird Registration
- Owe 8100 to Susan Newbold
- All taxes were submitted

**Next Meeting:**

- Need to send out meeting reminder
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<td></td>
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<td>Change the meeting time to 18:00 because it is most popular in survey so far</td>
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<td></td>
<td></td>
<td>Need to meet as a board to discuss next steps</td>
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**Meeting Adjourned 18:10**