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NOAP Business Meeting  
May 18, 2021  
\*\*DRAFT Minutes\*\*

Minutes

1. Call to order by Kathie Simpson at 1:00MST
2. Approval of agenda
  - Motion to approve - Suzanne Kinkle; Second
3. Approval of 2019 business meeting minutes prepared by Becky Eisenhut.
  - Motion to approve - ; Second,
4. Accomplishments
  - Reviewed and revised NOAP By-laws
  - Developed research committee; chaired by John Furman
    - Developed relationship with NCSBM
  - Conference
    - May 16 – 20, 2022 – Albuquerque, NM
    - May 15 – 19, 2023 – Fort Meyers, FL
  - Maintained fiscal responsibility
    - Did not lose money due to last minute conference cancellation as a result of COVID
    - Invested money into interest bearing account
  - Achieved collaboration with FSPHP; goal of joint conference in the next 5 years
  - Held first webinar for NOAP members; MRO/Toxicology
  - Renewed contract with Prime Management Services
  - Developed Active Bylaws committee
5. Membership Report – Provided by Robert Ranieri
  - A little lower than one year ago; 4 members lower
  - Things are looking great with membership; despite the effects of the pandemic
6. Financial Report – Provided by Robert Ranieri
  - Total conference income 2019 - \$100,940
  - Total Conference Income 2020 - \$69,940
  - Refunded all registration fees
  - Expenses occurred that could not be canceled
    - Printing, ordering, bags
  - Total Funds
    - 2019 - \$269,335.82
    - 2020 - \$214,969.04
  - Motion to accept membership and financial report; Sherry Sims, Second – Meg McGauley

7. New Board Members
  - Myrtle Greene – President
  - Katherine Garcia – President Elect
  - Andrew Haviland – Secretary
  - Shane Moes – Member at Large
8. Returning Board Members
  - John Furman – Treasure
  - Kathie Simpson – Past President
  - Meghan McGauley – Member at Large
9. NOAP Goals – Dr. Myrtle Greene
  - Establish a membership recruitment and retainment committee
    - Oversee the design and implementation of a recruitment campaign
    - Design a method to retain members
  - Expand NOAP's role as a "Go to for ATD information"
    - Enhance website; robust area of information
  - Recommend best practices based upon research
    - Assist and provide support for research committee
    - Get information out into communities and programs
10. Introduction of Bylaws Committee – Shane Moes, Chair
  - Committee clarified and expanded bylaws.
  - Adding policies
  - Detail to finance section
  - Further defined board functions; board vacancies
11. Introduction of Research Committee – John Furman, Chair – Presented by Myrtle Greene
  - Two active projects each year
  - Focus on nurses
  - Newly formed committee to produce research
12. 2022 Conference Committee – Suzanne Kinkle, Chair and Kathie Simpson, Co-Chair
  - Need volunteers; contact Suzanne
13. In Memoriam
  - Mark D, Lutz, MA, LCDCCIII, ICADC
  - Becky Eisenhut, MS, RN, CASAC, CARN
    - i. NOAP Becky Eisenhut Memorial Scholarship for 2022
      - Scholarship will be awarded to one nurse to cover the cost of conference registration, transportation and lodging.
14. Meeting adjourned at 1:35MST