

**ANAC BUSINESS MEETING MINUTES – FINAL VERSION**

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**Dates:** November 22, 2013

**Location:** Westin Peachtree Atlanta, Georgia

**Present:** Rob Carroll, Suzanne Willard, Patrick Kenny, Craig Nielsen, Gwen Childs, Jason Farley, Don Kurtyka, Jeffrey Kwong, J. Craig Phillips, Willie Roberts, ANAC members present at the Business Meeting

**Not Attending:**

Topic	Discussion	Actions / Votes Taken	Next Actions ("To Do")	Lead / Support Parties
<p><b>Call to order</b></p> <p><b>Greetings and introductory remarks</b></p>	<ul style="list-style-type: none"> <li>• President Robert Carroll called the meeting to order at 3:36PM</li> <li>• President Carroll opened the 2013 Business Meeting and gave introductory remarks.</li> </ul>			
<p><b>Introduction of the Board of Directors</b></p>	<ul style="list-style-type: none"> <li>• President Rob Carroll introduced the members of the Board of Directors.</li> </ul>			
<p><b>Adoption of the standing rules</b></p>	<ul style="list-style-type: none"> <li>• The Standing Rules as printed in the 2013 Annual Business Meeting program were presented</li> </ul>	<p>Adoption of the standing rules was moved by Patrick Kenny. Second by Norma Rolfson</p> <p>Motion carried. No nays, no abstentions</p>		
<p><b>Approval of the</b></p>	<ul style="list-style-type: none"> <li>• The Agenda was presented as printed in the 2013 Annual</li> </ul>	<p>Adoption of the</p>		

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<b>Agenda</b>	Business Meeting program were presented, with one change in order for the Treasurer's Report to be moved up, switching items 9 and 10	agenda as amended was moved by Patrick Kenny seconded by Carol Cohen. Motion carried.		
<b>Financial Report</b>	<p>Craig Nielsen, Treasurer, presented the Financial Report. Craig Nielsen presented on the balance sheet included in the Business Meeting packet, as of October 31, 2013 which represents 10 months of the fiscal year. Craig reviewed income and expenses and presented information relevant to the financial status of the Association.</p> <ul style="list-style-type: none"> <li>• Mr. Nielsen gave an overview of the budget and financial status of the Association and noted the Treasurer's Report is included in the Business Meeting handout.</li> <li>• We continue to operate in the black.</li> <li>• Mr. Nielsen reviewed the Financial Goals of ANAC</li> <li>• Mr. Nielsen noted that we have an external bookkeeper, and based on her recommendations, we have streamlined the budget and moved budget items into appropriate categories. We have also revised and adopted a number of financial policies.</li> <li>• There has been some decreased contributed income related to the economy and changes in grant funding.</li> <li>• Conference continues to be a significant expense item and the largest.</li> <li>• The CNO position has been filled and will be reflected in this quarter's financial statement.</li> <li>• Dues income continues to be our major source of revenue</li> <li>• Our income lines are trending upward, expense lines are being closely monitored.</li> <li>• We conducted a full audit for the budget year 2012. The</li> </ul>			

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	<p>auditors met with the Board at the October Board meeting in May 2013 via conference call. The auditors reviewed all financial materials, balance sheet, statement of income, etc.</p> <p>Craig Nielsen noted the information from the independent auditors report audit for Fiscal Year 2012 and noted that we had a <b>clean, unqualified opinion.</b></p> <ul style="list-style-type: none"> <li>• Our 2014 budget has been approved by the Finance Committee and sent to the BOD for adoption.</li> </ul>		Per Policy, we will have an annual full audit.	
<b>Operations Report</b>	<p>Kimberly Carbaugh, Executive Director, gave the operations report of the Association:</p> <ul style="list-style-type: none"> <li>• The financial condition of ANAC remains strong</li> <li>• We have greater than 430 attendees at this conference. This is the largest we have seen in many years</li> <li>• There were 70 first time attendees at Conference. Ms. Carbaugh thanked Marsha Benet and the local Atlanta Chapter for all their hard work on making this a successful meeting</li> <li>• Ms. Carbaugh introduced the ANAC staff: Kathy Reihl, Petey Newman, Erin Myers; We have engaged a number of consultants: Dr. Allison Webel, Carole Treston, and an external bookkeeper,</li> <li>• We are pleased to announce that Carole Treston has accepted the Chief Nursing Officer (CNO) position. She is a visionary, will help interface with other HIV/AIDS and healthcare organizations. There was a local, regional, and national sources used for advertising the position. There was an extensive search and interview process. Due diligence was thorough in the search process; we had an outstanding pool of applicants. Carole previously served as our Policy Consultant.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Ms. Carbaugh referenced the statement from our auditors, and it indicates we are in a healthy fiscal position.</li> <li>• FY2012 audit- unqualified</li> <li>• FY 2013 audit will be completed at the end of the fiscal year.</li> <li>• We are seeking primary CE provider status. Our application was submitted in July. ANCC has requested some supplemental information in September. Final approval is pending, and we should have final notice of determination in December</li> <li>• ANAC posts and Tweets: Ms. Carbaugh reported on the following: <ul style="list-style-type: none"> <li>○ Increased Facebook and Twitter interaction</li> <li>○ JANAC: A critical and key partner of our organization. A supplement was published in January 2013. In July of 2013, there was a Special Issue on Abuse, Violence and Neglect. There was an overwhelming positive response.</li> <li>○ January 2014 there will be a special issue on Cardiovascular Risk.</li> <li>○ HANCB has a new website, it is user friendly</li> <li>○ The AACRN exam has returned</li> <li>○ The ACRN and AACRN exams are more flexible</li> <li>○ We congratulate HANCB for all their hard work and great outcomes</li> <li>○ Kim noted that she is finishing her first year of service as Executive Director, and completing 9 years of service with ANAC.</li> </ul> </li> <li>• Ms. Carbaugh introduced President Rob Carroll and thanked him for his support, hard work and efforts on behalf of ANAC</li> </ul>			
<b>Bylaws Committee Report</b>	There were no Bylaws changes to be presented and no resolutions submitted this year.			

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<b>State-of-the-Association Address</b>	<p>President Rob presented the State-of-the Association. The report was organized around our 5 primary goals</p> <ul style="list-style-type: none"> <li>• Primary Resource <ul style="list-style-type: none"> <li>○ Release of Evidenced Based Symptom Management guidelines in January</li> <li>○ 4 other points were reviewed</li> </ul> </li> <li>• Member Value <ul style="list-style-type: none"> <li>○ The BOD revisited, updated, and reaffirmed our organizational purpose and values</li> <li>○ The President reviewed his PowerPoint presentation</li> <li>○ Two Committees transitioned from Specialty Committee status, and one new Specialty Committee: Rural and Frontier Committee</li> </ul> </li> <li>• Policy Influence <ul style="list-style-type: none"> <li>○ Monthly webinars</li> <li>○ Position statement on condom distribution in correctional settings</li> <li>○ Enhanced strategic collaborations with other HIV/AIDS organizations</li> <li>○ Public Policy Consultant</li> <li>○ Advocated to PACHA to appoint a highly qualified nurse to the council</li> <li>○ Rob Carroll and Carole Treston presented</li> <li>○ Carole and Rob met with key Congressional and Federal (HRSA) Representatives during AIDSWatch 2013.</li> </ul> </li> <li>• International Nursing <ul style="list-style-type: none"> <li>○ Planning for a satellite at the IAS Conference in July, 2014 in Melbourne, Australia</li> <li>○ We had our first international; chapter, in Nigeria, and there are 15 members in attendance at</li> </ul> </li> </ul>			

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	<p>conference</p> <ul style="list-style-type: none"> <li>• Organizational Effectiveness <ul style="list-style-type: none"> <li>○ Hired Carole Treston</li> <li>○ Conduct an Annual full audit</li> <li>○ Central office operations continue to be streamlined</li> </ul> </li> <li>• ANAC BOD moves forward: Guiding Principles were noted and reviewed</li> </ul>			
<p><b>Installation of the new Board of Directors and recognition of outgoing Board members</b></p>	<p>President Rob Carroll recognized the service and contribution of the Board members completing their term of office: Dr. Patrick Kenny, Dr. J. Craig Phillips, Dr. Jeffrey Kwong, President-elect Dr. Jason Farley President Rob Carroll recognized continuing Board members: Willie Roberts will fill the unexpired term of Dr. Farley, who moved into the President-Elect position.</p> <ul style="list-style-type: none"> <li>• Rob introduced the incoming president, Dr. Sue Willard</li> <li>• Dr. Willard thanked President Carroll for his hard work and efforts over his term as President-Elect and President.</li> </ul> <p>President Sue Willard installed the new Board members, whose term begins at the end of the Annual Business Meeting: Secretary Michelle Agnoli, Norma Rolfson, Whitney Starr, and Dr. Joachim Voss.</p>			
<p><b>Open Discussion</b></p>	<p>Gregg Grevera asked about our current membership, and plans for expansion. 2100 members, 1603 paying members, and 500+ international members. In 2012, we had 1,620 paying members. This conference had 130 attendees more than last year's conference.</p> <ul style="list-style-type: none"> <li>• Rob Carroll addressed our plans for brand enhancement and plans for membership recruitment and retention</li> </ul>			

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	<p>Past president Carol Kirton asked questions about the reporting relationship of the CNO, metrics and deliverables for evaluation, and job description of the CNO. Kim Carbaugh noted that the CNO reports to the Chief Executive Officer, and addressed the division of responsibilities.</p> <p>A member commented on the location of the conference and the positives of the location of the Conference</p> <p>Karen Coleman asked about plans for National Office to be more visible with the Chapters. Sue and Rob addressed our commitment to the Chapters, visibility, and support to the Chapters. Carole has attended Chapter meetings in Baltimore and Philadelphia.</p> <p>Sande Gracia Jones thanked the Board, outgoing and incoming Presidents for all the work and concerns that occurred over the past year, and thanked the past Board members and Past Presidents for their continued support and presence.</p> <p>President Carroll thanked the Board for all their support over the past 2 years, and thanked Kathy Reihl, and the National Office for all their hard work.</p>			
<b>Adjournment</b>	There being no further business to come before the business meeting, the meeting was adjourned at 4:40 PM by President Rob Carroll			
<b>Next Meeting: The next Business meeting will be held during the 27<sup>th</sup> Annual ANAC Conference, November 6-8, 2014, Hyatt Regency , Miami. Florida.</b>				

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<p><b><u>Important Dates to Remember:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>				
<p><i>Minutes DRAFT 1 sent for review: January 30, 2014</i>  <i>Minutes Draft 2 sent for review:</i>  <i>Minutes FINAL Approval: February 16, 2014</i>  <i>Submitted by Patrick Kenny to National Office for Distribution: February 16, 2014</i></p>				