**APPNA (Oklahoma Chapter) Executive Committee Conference Call Minutes (12/06/2018)**

The meeting started at 6:00 PM.

**Attendees**: Dr. Tauqeer Ali, Dr. Yasmin Sarfraz, Dr. Fuad Hassany, Dr. Muzaffar Saleemi, Dr. Tariq Khan, Dr. Faisal Latif.

1. The minutes of November 2018 meeting were approved by the EC.
2. Finance Committee Report:
   1. Accounts were reported by Dr. Yasmin, the treasurer. Income in November was $45032.78 while expenses were $27198.73 (Of note, the annual banquet and CME were held in 11/2018).
   2. Total balance in account: $34029.19
      1. Tulsa: $3,900.39
      2. Oklahoma City: 30,128.08
   3. Paypal account activity was verified by Dr. Faisal with Dr. Tauqeer and $14003.72 were transferred from paypal account to Bank of America account today.
   4. Dr. Fuad Hassany, as the treasurer will be added to the Oklahoma Chapter’s Bank of America account as a signatory.
   5. Dr. Yasmin requested to be removed from the account at the end of her term as treasurer on December 31, 2018. Note added: Dr. Fuad informed Dr. Tauqeer that Dr. Iftikhar Hussain has requested that Ms. Munezzah Khalid be removed from the Bank of America account.
   6. Dr. Yasmin will give the check book to Dr. Tauqeer, while Dr. Fuad will obtain a check book from Dr. Iftikhar (to maintain one check book in each city).
   7. Dr. Fuad asked about distribution of funds in Tulsa account. Dr. Tauqeer informed that membership fees from 13 members from Tulsa will be put in Tulsa portion of the balance.
3. Dr. Muzaffar Saleemi (President-elect), Dr. Fuad Hassany (Treasurer) and Dr. Sumbal Nabi (Secretary) will assume office on January 1st, 2019.
4. Membership Drive: Dr. Tauqeer informed that 38 members of the chapter have obtained lifetime membership. EC agreed to display their names on the chapter’s website.
5. Receipts of membership fees and annual banquet event for tax purposes: It was decided that electronic receipts will be made accessible to members through website and WhatsApp, where they can print those for tax purposes. Of note, the amount spent on meal for the annual banquet is not tax deductible and the official receipt will reflect the exact amount. A blast email will be sent out to membership within the first month of 2019. Note added: Dr. Tauqeer’s tax accountant has advised that the Chapter should provide the receipts for membership dues and annual CME event and banquet to the members. Receipts should show the exact amounts that members paid for these purposes.
6. Social Committee Report:
   1. Select pictures from the annual CME and Banquet will be posted on facebook page of the chapter. Drs. Muzaffar, Tauqeer and Yasmin will meet to decide on which pictures will be posted.
7. CME Committee Report:
   1. Dr. Faisal requested a blast email to be sent to membership on how to obtain CME credit for attending the CME event on November 11th.
   2. One sponsor pulled out due to corporate rules and their committed amount of $1500 was therefore, not paid to the Chapter. The total receipts from the exhibits for CME event stand at $34,500 (instead of previous estimate of $36000). Of note, all fees from sponsors have been received and deposited into the Chapter’s Bank of America account.
   3. Dr. Muzaffar suggested that a picture be emailed to each sponsor of them receiving their plaque at the annual banquet. Members agreed to this suggestion.
8. Organizing the annual General Body Meeting was discussed at length. It was decided to organize the first such meeting in Jan/Feb timeframe. This meeting will serve as a brainstorming session to come up with new ideas on how to move the chapter forward, planning for 2019 events, and serve as a business meeting. Additionally, a decision will be made on how frequently to organize such meetings based on feedback from members. Venue options were discussed but not finalized yet.
9. Dr. Tauqeer requested Dr. Fuad to send some health fair pictures from Tulsa to be posted on the website and sent to national APPNA as well.
10. Setting up New Free Clinics in Tulsa & OKC:
    1. Since the last meeting of Tulsa team with ICNA, further progress is yet to be made for Tulsa clinic.
    2. For Oklahoma City, responses from Drs. Zahid Cheema and Farrukh Javaid are awaited to further assess feasibility of a free clinic, likely at Masjid Mu’min.

The meeting was concluded at 6:51 pm.