**APPNA (Oklahoma Chapter) Executive Committee Conference Call Minutes (02/01/2018)**

The meeting started at 7:00 PM.

**Attendees**: Dr. Tauqeer Ali, Dr. Iftikhar, Yasmin Sarfraz, Dr. Fuad Hassny (Finance committee), Dr. Tariq Khan (Finance Committee), Dr. Faisal Latif.

1. Dr. Tauqeer asked the committee’s opinion regarding forwarding monthly meeting minutes to the membership. All members agreed that a mechanism should be finalized to forward these meeting minutes to the membership monthly.
2. After having received inputs from Dr. Iftikhar and Dr. Fuad, Dr. Tauqeer reported that the APPNA Oklahoma Chapter account has been reconciled for the period between 8/1/2017 through 12/31/2017. Dr. Iftikhar reported that he expect to receive some pending pledges soon.
3. Balances at this point are: Oklahoma City ($2227.01) & Tulsa ($2200.89).
4. It was reported that if a balance of $3000 or above can be maintained in the Bank of America (BOA) account, no service charge will be applied. Therefore, it was decided to keep the account at BOA for now. Dr. Tauqeer will be added as a signatory on the APPNA Oklahoma Chapter BOA account.
5. It was brought up that for future community events, the host committee should correspond with the Treasurer from the very beginning, so that finances can be kept up to date with assistance from Finance and Executive committees.
6. Dr. Fuad suggested that for future events, EC should make every effort to plan as far in advance as possible, to give enough time for organization and a collaborative execution of these events. Dr. Tauqeer said the EC has already agreed to organize events in Oklahoma City and Tulsa areas to commemorate APPNA National Healthcare Day in October of 2018, and APPNA Oklahoma Chapter Annual Banquet in November of 2018.
7. It was decided that from hereon, accounts can be discussed during monthly EC calls, instead of separate calls.
8. For the APPNA Oklahoma Chapter website upgrade, Dr. Tauqeer reported receiving another bid with initiation cost of $1200 and a yearly maintenance cost of $600. However, for polling, additional $200, while for a survey, an additional $75 will be charged. All members agreed that this is a reasonable cost, as it will be a secure website for payment purposes as well. Further work will need to be done to finalize a vendor.

The meeting was concluded at 7:45 pm.