**APPNA (Oklahoma Chapter) Executive Committee Conference Call Minutes (01/09/2018)**

The meeting started at 7:00 PM.

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

1. Having received accounts input from Dr. Iftikhar earlier in the week, details were discussed. Another meeting of the finance committee will be convened after Dr. Tariq Khan returns from vacation (in a couple of weeks).
2. Since bank of America’s monthly fee puts an undue financial burden on the chapter, it was decided to switch the APPNA-OK’s account to a different bank, if Central APPNA does not have any objection.
3. Membership Dues: 54 members in Oklahoma City area have paid the 2017 dues. Tulsa members’ dues list is yet to be finalized. Dr. Fuad will look into possibly generating a list of members from Tulsa whose dues are considered paid by virtue of having attended either the April 2017 or November 2017 functions in Tulsa.
4. Regarding sending tax exempt receipts to membership, it was decided to send these electronically. Dr. Fuad volunteered to send the receipt to Tulsa members. Dr. Tauqeer with divide responsibilities of sending these receipts among finance committee members for Oklahoma City members. For members who paid larger sums in donation to APPNA-OK, receipts will be mailed for those amounts accordingly.
5. An email database of all members of the chapter will be compiled. Dr. Fuad will ask his son if he would be willing to put in volunteer hours for this purpose. The EC appreciates this effort very much.
6. Website:
   1. Dr. Tauqeer reported that he discussed updating website to be able to collect dues online, with Central APPNA’s web developer. However, it was discovered that our current website is on an obsolete program, and updating the current website might not be feasible. A cost of 3-4 thousand USD is associated with getting a new website up and running in addition to approximately a thousand USD annual running cost. It was agreed upon to potentially consider a fundraising for website.
   2. Dr. Tauqeer will try to obtain username and password of the website from the web developer so that the same name/domain can be used for future website.

The meeting was concluded at 7:45 pm.