Oklahoma Academy of Physician Assistants
August Board Meeting Minutes
720 West Wilshire Blvd., Suite 101, OKC
August 13, 2018, 6:30 pm

Board Members Present: Alex Garcia, Hussein Torbati, Gavin Christie, Tara Watson, Don Flinn (via phone), Pam Foster, Theresa Gavula, Bobby Bosse, Trae Beasler, John Click, Joey Medina, Sara Parr, Jeanine Smith, Hanna Kluth, Bobby Bosse, Pam Foster
Board Member Absent: Larry Hytche
Others Present: Diana Wiley, Michelle McNamara, Hannah Holasek, Elizabeth Renouard, Jan Parker, Jennifer Dunning, Susan Thomas, Kayleigh Schoenfelder, Johnnie Gillpen, Melody Yozzo, Saura Shanaki, Audrey Poole

I. Call to Order – 6:30 pm

II. Approval of Agenda

Motion to approve the Consent Agenda made by Pam Foster; Alex Garcia seconds; motion passed without opposition.

III. Consent Agenda

1. June Minutes
2. Student Reports
3. PA Relations Report – OHPP Stats

Motion to approve Consent Agenda made by Gavin Christie; Teresa Gavula seconds; motion passed without opposition.

IV. Committee Reports

1. Student Request for Great Minds Think Alike – Johnnie Gilpen, PA-S2,

   I am the chair of the GMTA program. They asked us last year to get more funding so we are working on that. We are trying to bring in a better and bigger speaker.

   We have money from the University, but it can only be used for venue and food. We have several different people set up to donate funds.

   The OAPA donated approximately $1800 last year to cover food expense.

   The students requested the same amount as last year.

Motion to approve to fund GMTA with 2k from savings made by John Click; Bobby Bosse seconds; motion passed with one abstain from Alex Garcia.

2. PR Committee –Bobby Bosse

Board members received handouts from the PR Committee prior to the meeting to review. The committee looked at four website developers, iMIS, Your Membership, Levant and Saxum. Your Membership was recommended by other PA organizations.

The conclusion from the committee was to go with Your Membership. Your Membership has a good price range, it is a box website, but can custom design the look and interaction. Your Membership would be the easiest to transition too. It was 10k to start up, and then 7k per year.

Motion to use Your Membership for 10,490k for the first year, and then 7,995k per year made by Bobby Bosse; Hussien Torbati seconds; motion passed; Gavin Christie and Bobby Bosse abstained.

3. Governance Committee – Hussein Torbati

The board received the evaluation prior to the meeting and some discussion was held during the board retreat. The board was asked to bring up anything that they wanted to be discussed. Nothing was brought before the board.

4. Legislative and Governmental Affairs Committee – Don Flinn

The board received the lobbyist contract prior to the meeting for review. No questions or comments were raised.

Motion to continue Jan Loftis contract as is made by Don Flinn; Alex Garcia seconds; motion passed without opposition.

5. Finance Committee – Gavin Christie

The board received the proposed budget and financial report in an email a week before the board meeting (see attached). The new budget does include the new PA position.

Motion to approve the 2018/19 FY budget made by the Finance Committee; motion passed without opposition.

V. Executive Director's Report – Susan Thomas

a. The Oklahoma State Chamber has asked us to become members. The Chamber did help us last year with the PMTC scholarship and it was recommended by our lobbyist to join.

Motion to become a member of the OSC at the 1k membership level made by Don Flinn, second by Pam Foster; motion passed without opposition.

b. OSU PA Program Update

I received an email from Amy Lovelace that OSU Tulsa is working on starting a new PA Program and she was hired as the Director.

c. Troy Bender, PA-C, director of the NSU program stated that their application went in today for the NSU program, and a site meeting will be scheduled in October. July of 2019 will be the 1st class, and we are accepting 20.

d. Review Course

We talked about having a review course. I had been in discussion with CME4Life regarding a review course but found out that the OU/OKC PA program has a review course scheduled for October and CME Resources will be providing the review. After this information was obtained, I contacted CME4Life, and it was decided that they would not do a review course since it would be too close together. I have contacted CME Resources so that we can partner with them and get a discount for our members.

e. CME Meeting, Award Nominations
The planning of the CME committee is going well. We have asked for award nominations from our membership. Once awards are reviewed and selected by the committee, we will send an email out to the board for approval. Diana Wiley was selected for the OAPA Memorial Scholarship for this year.

VI. Old Business

1. Legislative agenda – Hussein Torbati

I did my part as the president and put out a suggestion for our future of the OAPA. I am bringing up the same agenda that we brought up last year. To be aggressive and to get as many rights as we can for PA's.

Don Flinn has been working with the Medical Board to get a PA on the board and discussing an alternative to a PA's licensed tied to one supervising physician.

The board decided that it needs to get the membership's opinion on any legislative plans and to make sure the membership is on board with the plans. The conference will be a good place to start the discussions.

Hussein Torbati asked that the Legislative Committee and the Governance Committee meet separately and come up with goals to present to the board.

2. Board Orientation/Retreat – Susan Thomas

The OAPA policy and bylaws were discussed during the meeting regarding voting, voting by email, committee motions. It was discussed that board members on a committee who brings forth a motion are entitled to vote and should. If there is a conflict of interest, they can abstain. There is nothing in OAPA policies or Robert's Rules that committee members should not vote on a motion made by the committee they are on.

The president can cast a second vote to break a tie. This is in the OAPA Bylaws.

Electronic meetings can be called by the President or any two officers. Electronic meetings are not allowed when determining employment matters.

It is the President's responsibility to bring before the board their goals and projects proposed for that year at the first board meeting. However, the board as a whole makes the final decision.

The policy regarding hiring an employee for a non-profit was discussed. The interviews of candidates who applied for the PA position was discussed.

Motion to hire Allison Garrison made by John Click; Tara Watson seconds; a roll call vote was requested by the President; motion passed.

Yes Votes: Hussein Torbati, Pam Foster, Tara Watson, Sara Parr, Trae Beasler, John Click, Don Flinn, Alex Garcia, Theresa Gavula, Jeanine Smith, Gavin Christie
No Votes: Bobby Bosse
Abstained: Joey Medina and Michelle McNamara

The board received the job description, title and contract for review prior to the meeting.

Motion to approve the job description and title made by Pam Foster; Don Flinn seconds; motion passed with no opposition.

It was discussed that the contract is essentially the same as other OAPA staff which had been reviewed by an attorney. The salary will be 50K for 20 hours a week, no benefits and a yearly review done by the board.

Motion to approve the contract for a salary of 50k for 20 hours a week, no benefits, and a review each year made by Theresa Gavula; John Click seconds; motion passed with no opposition.

VII. New Business

PAPAC President – Hussein Torbati

The board was noticed previously that Phil Burke had resigned as PAPAC president. It was discussed that it would be in the best interest of PAPAC to have more members involved with PAPAC. The board made a recommendation that PAPAC should have a President, Vice President, and Treasurer.

Volunteers and suggestions were requested and discussed. Trae Beasler, Melissa Gleason, and Jennifer Dunning volunteered. The board asked that they meet and decide amongst themselves who should hold each position.

Adjourn 8:51

Motion to adjourn made by Tara Watson; Alex Garcia seconds.

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August 2018 minutes submitted by Audrey Poole, Administrative Assistants

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August 2018 minutes reviewed and corrected by Susan Thomas, Executive Director

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August 2018 minutes approved by Hussein Torbati, President

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August 2018 minutes approved by Sara Parr, Secretary

Addendum to August 13, 2018 OAPA Board Meeting Minutes

I. Board members emailed to approve OAPA 2018 awards.

On 9/7/18 at 6:48apm, Hussein Torbati emailed board members:

The Awards Committee would like to put forth a motion to the board to approve the list below of award winners for this year's OAPA awards. Discussion will remain open until Monday at noon.

i. Motion: The Awards Committee would like to put forth a motion to the board to approve the list below of award winners for this year's OAPA awards.

PA of the Year: Brett Purvis, PA-C
Rural PA of Year: Laura Kadechuk, PA-C
Physician of the Year: Chad Douglas MD
Physician of the Year: Kristen Jordan MD
Honorary PA Award: Nancy Halliday,
Honorary PA Award: Richard Evans, Executive Director of PMTC who created the bill for the PA loan repayment scholarship.
Honorary PA Award: Rep. Marcus McEntire - The house author of the PMTC loan repayment scholarship.
Honorary PA Award: Rep. Jason Dunnington - Who was instrumental in defeating the provisional physician bill.

ii. No discussion followed. Only remarks that the board liked the choices.

ii. Voting opened on 9/10/18 @ 12:27 pm. Motion carries without opposition.
Joey Medina – Yes
Jeanine Smith – Yes
Gavin Christie – Yes
Sara Parr – Yes
Don Flinn – Yes
Theresa Gavula– Yes
Tara Watson – Yes
Alex Garcia – Yes
Larry Hytche – Yes

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Minutes taken by Susan Thomas, Executive Director

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Sara Parr, Secretary

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Hussein Torbati, President

Date approved by the OAPA Board of Directors: _____