Oklahoma Academy of Physician Assistants
August 2023 Board Meeting Minutes
Via Zoom
August 14, 2023, 6:30 – 8:30 pm

Board Members Present: Saura Douglas, Jeff Burke, Keith Plummer, Natasha Simonson, Don Guthrie, Christy Niehues, Elizabeth DiSalvatore, Nicole Mason, Sara Parr, Phil Green, Audra Ball, Melissa Loftis, Jenifer Putnam, Helga Price

Others Present: Keeley Cunningham, Gary Perez, Kaelyn Davis, Jan Loftis, Matt Latham, Lauren Griffin, Audrey Poole, Susan Thomas

I. Call to Order 6:30 pm

II. President's Welcome and Report – Saura Douglas
   a. Goals/Projects
      - This year's focus will be getting back to the mission of the OAPA and making sure that we are advocating for our profession.
      - Encourage all board members to read over OTP from AAPA and be familiar with what that is.
      - Focus on getting more involvement from members.
      - Work on getting a newsletter out on a regular basis and social media postings.
      - Work on establishing good relationships with the PA Programs.
      - Work on finding someone to fill the Leadership and Advocacy Liaison position.

III. Approval of Agenda
   - **Motion to approve the Agenda made by Jeff Burke; Natasha Simonson seconds. All in favor. Motion passes.**

IV. Consent Agenda
   1. May 2023 Board Meeting Minutes Approval
   2. June 2023 Special Board Meeting Minutes
   3. Student Reports
   - **Motion to approve the Consent Agenda made by Jeff Burke; Keith Plummer seconds. All in favor. Motion passes.**

V. Reports

1. Legislative & Governmental– Jeff Burke, Allison Garrison, Jan Lofts,
   - The Legislative Committee has not met since the new term. We are planning on meeting before September.
   - The PA Advisory Committee met last week. There was a line item to discuss the rules, but it was not discussed.
   - The Medical Board may want to form another sub-committee with three PAs and three MDs.
   - There are seven seats open for election at the Capitol. We should try and get a PA to run.
   - There are two open board seats at the Medical Board. We have been in contact with the Governor's Office to try and get a PA on the Board. Anyone can apply for that position.

2. Governance Committee – Saura Douglas
   - The Governance Committee has only met once since the new term. The new committee list was discussed. Since then, the list has been voted on per electronic voting.
   - Tara Watson was the chair of the Awards Committee. However, per our bylaws a director must chair that committee. Natasha Simonson stated that she would chair that committee. Therefore, changing and updating the committee list.
     - **Motion to approve the updated committee list from the Governance Committee. Motion passes without opposition.**
   - We will be meeting next week to redefine the roles and duties of the Leadership and Advocacy Liaison position.

3. CME Committee – Saura Douglas, Susan Thomas
   - Susan Thomas will be submitting for CME approval this week.
   - We have discussed and looked into other venues for the upcoming conferences, and the Omni is outside of our budget. We talked about Durant, but there is a concern that we will not be able to get speakers to travel to Durant.
   - Discussed reception/poker tournament; making a $25 donation to PAPAC will get you extra play money.
     - The board discussed and agreed on the extra play money for the $25 PAPAC donation. However, the amount of play money was not determined.
   - There will be 50th Anniversary koozies for the attendees of conference this year, and OAPA water bottles for PAPAC donations.

4. Executive Director Report – Susan Thomas
   - Sara Parr and Jennifer Putnam will be attending LAS
   - The next Oklahoma Medical Board meeting will be during the OAPA conference. Who can attend?
     - Jan Loftis will attend on the OAPAs behalf.
   - We are working on a newsletter. Do we want to add-in human interest stories, and information regarding collaboratives and non-profits that we get.
     - The Board agreed that human interest stories and informational items from other organizations would be fine.

5. PR Committee – Natasha Simonson
    - Went over items the PA committee is working on.
        - Interviews with speakers.
        - Editing video from last year's conference.
        - Social Media posts.
    - Showed a few of the videos that the OAPA can use for its PR efforts.

6. Finance Committee – Don Guthrie
    - The Finance Committee discussed a number of things in their meetings.
        - To come up with a way to monitor the budget spending from each committee.
        - The OAPA is absorbing the cost of the credit card convenience fee. We can have the member absorb that cost of 3.2%
    - Don Guthrie went over each line item in the budget that was sent to the board.
    - **Motion to approve the Finance Committee's budget from the Finance Committee. Motion passes without opposition.**
    - **Motion to approve the implementation of the convenience fee for credit cards from the Finance Committee. Motion passes without opposition.**

7. Advisory Committee – Keith Plummer
    - Keith Plummer went through the line items that were sent to the board regarding the Advisory Committees recommendations to the board.
        - It was discussed that the line items be assigned to their respective committees for discussion before any action is taken.

VI. New Business

1. PAPAC
    - Susan Thomas stated that PAPAC needs donations from board members for the PAPAC table at the conference. Board members are to let us know and save receipts for Audrey Poole.
    - The board discussed how many tickets should be given per donation at conference.
    - Helga Price volunteered to sit at the PAPAC table during conference.

2. Death Certificate Focus Group
    - A member of the board is needed to be a part of the Death Certificate Focus Group to take Allison Garrison's place after she leaves.
        - Don Guthrie will take her place.

VII. Old Business

1. OAPA Committees Update
    - Was discussed earlier in the meeting during the Governance Committees report.

Adjourn 8:43pm

- **Motion to adjourn made by Saura Douglas; Jeff Burke seconds. Motion passes.**

Oklahoma Academy of Physician Assistants
EST. 1974

Addendum to August 14, 2023, OAPA Board Meeting Minutes

I. Motion to approve OAPA Committee Chairs and Members

I. An email from Susan Thomas was sent to the Board of Directors on July 20, 2023, at 9:12 am.

Dear Board Members, Saura has asked me to forward the email below regarding a motion from the Governance Committee.

MOTION: The Governance Committee motions to approve the attached list of 2023/24 Committee Chairs and Members.

The motion comes from the committee, so it does not need a second. The discussion will be open for 24 hours, and then I will open voting for 24 hours. Please reply to all and use this same email thread.

Thank you, Saura

2. Discussion ended without comments and a vote was called on July 21, 2023, 4:26 pm.

Good afternoon, please, see email below from Saura regarding voting. Have a good weekend!

Dear Board Members - The discussion period has ended. I'm opening voting for 24 hours. Please remember to reply to all and on the same email thread. Thank you, Saura

3. **Votes Recorded:**

Don Guthrie – Approve
Nicole Mason – Yes
Jennifer Putnam – Approve
Sara Parr – Approve
Melissa Loftis – Approve
Helga Price – Approve
Audra Ball – Approve
Jeff Burke - Approve
Keith Plummer - Aye
Phil Green - Aye

4. Motion passes without opposition.

II. Motion to approve OAPA Award Nominations

1. An email was sent out to the board from Susan Thomas from Saura Douglas on 8/16/23 at 10:27 am.

Dear Board Members - Saura asked me to forward you the motion from the Awards Committee below. I've attached the nomination forms for you to look over. Since the motion comes from the committee, it does not need a second. Discussion is open for 24 hours. Please use this email thread when responding and respond to all. Thank you!

The Awards Committee motions to accept the following recipients for the 2023 OAPA Awards.

Honorary PA - Matt Lathum, Tyler Powell
Roger Whittaker Award - Erin O'Donnell
Rural PA of the Year - Steven Arnold, Stacy Scroggins
Lifetime PA - Sheila Walker
Physician of the Year – Douglas Brant, MD
PA of the Year - Iftikhar Sandhu
Honorary PA Scholarship - Teri Jordan

2. Discussion ended on 8/17/23 at 11:50 am without comments, and voting opened.

Please see Saura's message below.

The discussion period has ended. Voting is now open for 24 hours. Please remember to respond to all on this same email thread. Thank you, Saura

3. Votes Recorded:

Nicole Mason – Yes
Melissa Loftis – Yes
Sara Parr – Yes
Jeff Burke – Yes
Keith Plummer – Yes
Don Guthrie – Yes
Natasha Simonson - Aye
Christy Niehues - Yes

4. Motion passes.

III. Electronic Meeting called on 8/23/23 at 6:44 am.

Hi all, I tried sending this last night but it didn't go through. The governance committee met Monday night and discussed the OAPA Legislative & Advocacy Liaison position. We have two motions to present to the board that require immediate attention before our next scheduled board meeting.
We will have 24 hours to discuss, then 24 hours to vote.

Motions:
1. Update liaison job description and responsibilities per attached document
2. Change liaison to a part time position with base salary of $59,000

Thank you all for your time,
Saura

2. Discussion

There was a discussion regarding the job description and whose responsibility it should be for the website and newsletter.

3. Vote was called on 8/24/23 at 10:21 am.

The discussion period has ended. We will vote on each motion separately. Only board members may vote.

Motion #1: Update liaison job description and responsibilities per attached document.

Vote yes if you wish to leave it as is.
Vote no if you wish to change it or reject it.

We have 24 hours.

Saura Douglas, PA-C
saura.douglas1@gmail.com
405-824-1988

4. Votes Recorded:

Jeff Burke – No	Melissa Loftis - No
Nicole Mason – No	Christy Niehues - No
Audra Ball – No	Natasha Simonson - No
Don Guthrie – No	Keith Plummer - No
Sara Parr – No	

5. Motion Failed.

The motion as presented has failed.
At this time a motion can be made to amend the job description of the liaison.

Saura Douglas, PA-C
saura.douglas1@gmail.com
405-824-1988

6. Natasha Simonson makes the following motion on 8/25/23 at 9:50 am.

Develop and produce a monthly OAPA newsletter in coordination and agreement with the PR Chair/committee.

7. Discussion. On Aug 25, 2023, at 6:46 PM, Saura Douglas <saura.douglas1@gmail.com> wrote:

The governance committee had the opportunity to see and approve the document before the close of the meeting Monday evening. It was agreed that it could be sent to the board.

There has been a motion made the amend the job description as follows:

Develop and produce a monthly OAPA newsletter in coordination and agreement with the PR Chair/committee.

Discussion period will end tomorrow morning. If there is not a second we will go back to the original wording that was presented via the document.

9. From Saura Douglas <saura.douglas1@gmail.com> on 2023-08-27 11:03 am

The discussion period has ended for motion #1. We will send it back to the committee.

We will now begin 24 hr discussion of motion #2:

Change liaison to a part time position with base salary of $59,000

10. From Saura Douglas <saura.douglas1@gmail.com> on 2023-08-28 9:39 am

The discussion period for motion #2 has ended:

Change liaison to a part time position with base salary of $59,000

We will have 24 hours to vote.

If you agree - vote yes

If you do not - vote no

Or you can abstain

11. Votes Recorded:

Don Guthrie – Yes

Natasha Simonson – Yes

12. From Saura Douglas <saura.douglas1@gmail.com> on 2023-08-29 12:48 pm

The voting session has passed.

Both motions have failed