Oklahoma Academy of Physician Assistants
August 2024 Board Meeting Minutes
August 12, 2024; 6:30 – 8:30 pm
Via Zoom

Board Members present: Jeff Burke, Don Guthrie, Saura Douglas, Natasha Simonson, Krista Barnes, Phil Green, Nicole Mason, Keith Plummer, Audra Ball, Melissa Loftis, Helga Price

Board Members absent: Christy Niehues, Elizabeth DiSalvatore, Jennifer Putnam

Others present: Sheila Walker, Matt Latham, Tyler Powell, Alex Garcia, Jan Loftis, Audrey Poole, Susan Thomas, Courtney Adler, Andrew Doak, Cali Fletcher, Jenna Smith

I. Call to Order 6:33 PM

II. President's Welcome/Introductions – Jeff Burke
- Welcomed new board members, and everyone did introductions.
- Discussed goals for this year to include:
  - Focus on increasing the visibility of PAs to the public this year.
  - We, as board members, are the face of the OAPA and also our profession. We need to be mindful and act well in our everyday lives.

III. Approval of Agenda
- **Motion to approve the agenda made by Don Guthrie; Phil Green seconded. All in favor. Motion passes.**

IV. Consent Agenda
1. May 2024 Board Meeting Minutes Approval
2. Student Reports
3. Election Results
- **Motion to approve the consent agenda made by Phil Green; Krista Barnes seconded. All in favor. Motion passes.**

V. Reports

1. President's Goals/Projects – Jeff Burke
    - Jeff Burke went over his goals during the President's Welcome at the beginning of the agenda.
    - Discussed his work on the rules that he has been doing with the Medical Board and the PA Advisory Committee.
    - There is a new director at the Medical Board, ~~Shandra~~ Sandra Harrison. She is working hard to get things done with a new approach. She is very goal oriented.
    - Reminded the board that the majority of the board's work will get done in committees, and then the board will vote. The board can always push things back to the committees to reevaluate.

2. Legislative & Governmental – Jeff Burke, Jan Loftis
    - Jan Loftis: Reviewed the last legislative session updates that was sent out to the board via an email by Susan Thomas.
        - The outcome of the elections will determine a lot of what we do in 2025.
    - Tyler Powell reviewed the current election process.
    - Jan Loftis: Discussed what OTP may look like during the 2025 Legislative Session; The Board will need to direct the lobby team.
    - Jan Loftis:
        - Per the PA rules, Written public comments are due by September 9th, and verbal comments by September 10th. September 19th is when the rules will be voted on.

3. Governance Committee – Jeff Burke
    - The Governance Committee recommends Krista Barnes as the new OAPA Treasurer to fill the vacant seat since Don Guthrie was elected President-Elect.
    - **Motion from the Governance Committee to make Krista Barnes the new OAPA Treasurer. All in favor. Motion passes.**
    - **Motion by the Governance Committee to approve the committee lists as presented. All in favor. Motion Passes.**

4. CME Committee – Saura Douglas, Christy Niehues, Susan Thomas
    - Conference Items:
        - Moderators are still needed for the conference. Please let Susan Thomas know if you can moderate.
        - All speakers are confirmed except for one.
        - Thursday morning from 8-10 am, we will have a legislative update to include a breakfast. Shannon ~~Moser~~ Morey from AAPA will give a national overview, the OAPA lobby team will provide an update, and Jason Dunnington will speak

about PAPAC, as well as PAs on why they donate to PAPAC.
    - Reception – Planning a PAPAC auction.
    - The Social Committee will also plan something for the reception.

5. Executive Director Report – Susan Thomas
    - I spoke with the Medical Board regarding the CME Logging process. The renewal applications will have a box to check stating that you have met the CME requirements. The medical board will audit a percentage of the PAs each year and can audit for cause. The PA Advisory Committee will decide on the percentage. The OAPA can use its system to upload the conference certificates. PAs can still log in with us, and we will keep their records for audits. The Medical Board will continue to work with us so we can continue to remind our members to log their CME and renew their licenses.
    - Leadership Summit—No one responded who could attend. The OAPA has funding for two spots. I can reach out to the Legislative Committee members and see if anyone wants to go.
    - I would like the board to consider moving the elections sooner to help schedule board orientation before summer and vacations start. We can encourage the membership to become involved during the conference. I will bring this to the Governance Committee for further discussion.

6. PR Committee – Natasha Simonson
    - Discussed last year's budget. The PR committee may need a budget increase for this year.

7. Finance Committee – Don Guthrie
    - Had a meeting on Aug 5th, 2024 – Discussed the 4th quarter financial numbers. The expenses were under by 70k.
    - A Liaison person is needed. I have asked that the salary range for that position be at a 85k base pay plus retirement. This will be discussed with the Governance Committee.
    - I will meet with Krista Barnes and go over the budget. I will present it to the board at the next board meeting.
    - I'm working with the lobbyist on what they need, want, and what we can do,
    - Working on Town Hall meetings.
    - I suggest a new committee that will help with transitioning from board to board and committee to committee.

- **Motion from the Finance Committee to approve the April, May, June, report. All in favor. Motion passes.**

8. PAPAC – Audra Ball, Nicole Mason
    - PAPAC was discussed during the Legislative and Governmental Affairs report. Below is what was discussed.
        - Nicole Mason: During the Conference, we want to do a live and silent auction and our normal PAPAC drawings. There will be a 2-hour CME with breakfast, which will discuss legislative work and provide an update from AAPA and PAPAC.
        - PAPAC Golf Tournament:

            Don Guthrie is working on the details to get a PAPAC Golf Tournament going on October 1st at the Shawnee Country Club. More details to come.

VI. New Business – No new business to discuss.

VII. Old Business – No old business to discuss.

Adjourn

Motion to adjourn was made by Phil Green; Melissa Loftis seconded. All in favor. Motion passes.