# Oklahoma Academy of Physician Associates
# July 2025 Board Meeting Minutes
# July 7, 2025; 6:30 – 8:30 pm
# Garden Exhibition Center – Meeting Room 1 and Zoom

**Board Members Present:** Jeff Burke, Don Guthrie, Christy Niehues, Melissa Loftis, Jennifer Putnam, Keith Plummer, Jenna Smith, Krista Barnes, Helga Price, Jeanine Smith, Nicole Mason

**Board Members Not Present:** Elizabeth DiSalvatore, Audra Ball, Johnnie Gilpen, Courtney Patin

**Others Present:** Audrey Poole, Susan Thomas, Phil Green, Jan Loftis, Tyler Powell, Matt Latham, Abigail Rupp, Don Flinn, Sheila Walker, Alex Garcia

I. Call to Order
- Don Guthrie calls the meeting to order at 6:40 pm

II. President's Welcome/Introductions – Don Guthrie
- Thanked Jeff Burke for his presidency and work throughout the previous year.
- Thanked the OAPA board, committee members, lobby team, legal team, and OAPA staff for their hard work and a job well done.
- Listed out goals for this year as the OAPA President.
  - Get the permanent rules passed.
  - Work on a "clean up" bill this legislative session.
  - Enhance the OAPA staff with an additional staff member.
  - Work with the Student Advisory Committee to be more involved with the students.
  - Continue to grow PAPAC.

III. Approval of Agenda
- **Motion to approve the agenda made by Jeff Burke, Christy Niehues seconds. All in favor. Motion passes.**

IV. Consent Agenda

1. May 2025 Board Meeting Minutes Approval
2. Election Results
3. Student Reports
    - **Motion to approve the consent agenda made by Jennifer Putnam, Melissa Loftis seconds. All in favor. Motion passes.**

V. Reports

1. President's Goals/Projects – Don Guthrie
    - Was discussed at the beginning of the meeting.
2. Legislative & Governmental – Don Guthrie, Jan Loftis
    - Reviewed the process of HB 2584 this past legislative session.
    - Currently working with the Medical Board on putting emergency rules in place while we work on the permanent rules.
        - Emergency rules will be published July 15, 2025. There will be a period for open comments. Once they are voted on and passed, they will go to the Governor's desk for his signature.
    - Planning a clean-up bill this legislative session. Primarily relates to the Pharmacy Act.
    - (Lobby team leaves the meeting for the board to discuss their proposed contracts)
        - Originally the lobby team asked for an overall increase of 16k for both Matt Latham and Tyler Powell for the year. Jan Loftis requested no increase. The Legislative Committee discussed and voted on an increase of 12k for both Matt Latham and Tyler Powell.
        - **Motion to approve the legislative committee's proposed increase made by the Legislative Committee, Christy Neihues seconds. All approved. Motion passes.**

4. PAPAC – Audra Ball, Nicole Mason
    - Audrey Poole reviewed the current PAPAC numbers
        - $27,749 in our PAPAC account
        - 70 recurring monthly donations that equal $1954.97 in donations per month.
    - Nicole Mason – Stated that the PAPAC chairs are happy with the numbers. There has been no PAPAC meeting recently.

5. Governance Committee – Jeff Burke
    - A copy of the committee list was sent to the board. The Governance committee reviewed the committee list in their most recent meeting.
        - Christy Neihues requested to add Amanda Laughlin to the Social Committee.
        - **Motion from Christy Niehues to add Amanda Laughlin to the Social Committee, Don Guthrie seconds. All in favor. Motion passes.**
        - **Motion to accept the full committee list with the addition of Amanda Laughlin made by Don Guthrie, Melissa Lofits seconds. All in favor. Motion passes.**
    - The committee also talked about adding additional employees to the OAPA staff. The committee is not ready at this time to make a recommendation. Susan and Audrey will be working on doing more research on the new position and salary amounts for all positions. This will be completed by the next board meeting.

6. CME Committee – Saura Douglas, Christy Niehues, Susan Thomas
    - We have one speaker who is confirmed, but has yet to send us his information. We may need a backup speaker. We will keep the board updated.
    - The conference registration went live on the website in June. However, we started having issues with the payment processor double charging attendees. Audrey has been working with Back40 to get the issue fixed. In the meantime, we have taken down registration temporarily until the issue is fixed.
    - The 2-hour legislative lecture will be on Wednesday. We are hoping this lecture will generate a higher attendance number.
    - We have added a new workshop this year.
    - The Thursday night reception will be a casino night.

7. Social Committee – Christy Niehues
    - Casino night at the conference will be like our last casino night. If attendees make a $25 donation to PAPAC they will get more play money.
    - Town Hall Meeting: There will be two coming up after conference. We are still working on areas and dates. More to come.
    - August 20th will be our Board Appreciation night at Twin Hills Country Club.

8. PR Committee – Helga Price
    - Committee met in July and discussed the following.
        - Where we are PR wise and where we want to be.
        - Working with the Social Committee to promote the Town Hall meetings.
        - Lisa Libel is going to be working on the media platform and has a lot of things lined up. Working to find PAs for Op-Eds, especially in rural Oklahoma.
        - Brainstormed on how to get information out about the new bill and patient care.
        - Hoping to get a newsletter out in August.
        - How to help push PAPAC.
        - Discussed the PR budget and if the PR Committee can work on getting a PR firm. The Gooden Group was a firm that the PR committee was impressed with. Their proposal for the year was 55k-85k, depending on our needs.
            - Don Guthrie requested that Helga resend the Gooden Group proposal for the board to look at again.

9. Finance Committee – Krista Barnes
    - Krista Barnes discussed the current budget numbers that were sent to the board before the meeting.
    - The budget will go up with additional staff and legislative needs, but we are still at a balanced budget.
    - We discussed a projected PR budget of around 45k.
    - **Motion made by the Finance Committee to approve the proposed budget, Jeff Burk seconds. All in favor. Motion passes.**

VI. New Business

1. PA Advisory Committee Members
    - The OAPA Board is to send a list of 4 PAs that we recommend to the Medical Board for the PA Advisory Committee. The Medical Board will then choose two of the four to sit on the PA Advisory Committee. The four candidates that the Board recommends are, Keith Plummer, Christy Niehues, Don Guthrie, and Jeanine Smith.
    - **Motion to approve the 4 candidates with their CVs to send to the Medical Board made by Keith Plummer, Helga Price seconds. All in favor. Motion passes.**

2. Research Committee – Nicole Mason
    - We are working with the Medical Board on how many new licenses we get each year to see if the new bill will help increase PAs in Oklahoma.

VII. Old Business
    - Christy Niehues wants to remind committee chairs that Susan Thomas sends out a welcome email to all the new committee members for the year and that the committee chairs need to follow up. Christy also recommends that committees have standing dates for their meetings.

Adjourn 7:46pm

**Motion to adjourn made by Jeff Burke, Melissa Loftis seconds. All in favor. Motion passes.**