Oklahoma Academy of Physician Associates
November 2025 Board Meeting Minutes
November 3, 2025; 6:30 – 8:30 pm
Garden Exhibition Center – Meeting Room 1
3400 NW 36th St., OKC

Board Members Present: Don Guthrie, Jeanine Smith, Jeff Burke, Audra Ball, Krista Barnes (Zoom), Christy Niehues, Nicole Mason (Zoom), Keith Plummer (Zoom), Helga Price (Zoom), Sam Simmons (student representative)

Board Members Not Present: Elizabeth DiSalvatore, Johnnie Gilpen, Courtney Patin, Melissa Loftis, Jennifer Putnam

Other Present: Jan Loftis, Susan Thomas, Audrey Poole, Hannah George (Zoom), Abbi Rupp (Zoom)

I. Call to Order – Don Guthrie calls the meeting to order at 6:35 pm

II. Approval of Agenda

- **Motion to approve the agenda made by Jeff Burke; Christy Niehues seconds. All in favor. Motion passes.**

III. Approval of Consent Agenda

1. Addendum to the July 7, 2025 Board Meeting Minutes Approval

2. September 9, 2025, Special Board Meeting Minutes Approval

3. September 19, 2025, Board Meeting Minutes Approval

4. General Membership Meeting Minutes Approval

5. October 13, 2025, Special Board Meeting Minutes Approval

6. Student Reports

- **Motion to approve consent agenda made by Christy Niehues, Audra Ball seconds. All in favor. Motion passes.**

IV. Reports

1. Legislative & Governmental Affairs – Keith Plummer, Jan Loftis

- The lobby team has met and discussed the 2026 legislative session.
- There will be a bill introduced by the Oklahoma Medical Board to adopt our current rules as permanent rules. Sandra Harrison, Executive Director of the Oklahoma Medical Board will need our help in getting the message out to approve this bill.

- We will be introducing a clean-up bill to make minor clarifications in language.
- We are working on PAPAC recommendations on who to contribute to, how much, and when.
- Jeff Burke – Gave information on the Rural Health Transformation Bill and how to apply for federal grants. Don Guthrie will look into this.

2. PAPAC – Audra Ball, Nicole Mason
    - We have a little over 43k in our PAPAC account.
    - We are reaching out to PAs whose monthly donations will expire by the end of the year. Hoping to extend their donations.
    - Audrey is working with the Ethics Commission to get us set up in their new system. There will be a delay in our quarterly report because of this, but any late fees will be waived.
    - The Gooden Group has added to its agenda to help push PAPAC.
3. CME Committee – Christy Niehues, Susan Thomas
    - 2025 CME Conference summary:
        - We had 200 registered in person at the start of the conference and 226 virtually. We had around 50 attendees who did not pick up their name tags.
        - Live streaming was up in numbers.
        - The exhibitor tickets did not seem to go well this year, so we will go back to the exhibitor cards with one large prize.
    - We are thinking about sending out a survey to see what helps attendees attend in person, and why they don't. This may help us adjust to get better in-person numbers.
    - We might look into doing a student track for next year.
    - The 2026 Embassy Suites contract was given to the board prior to the board meeting for review.
        - **Motion to approve the Embassy Suites 2026 CME contract made by Jeanine Smith; Christy Niehues seconds. All in favor. Motion passes.**
4. Social Committee – Christy Niehues
    - The October Town Hall Meeting was canceled due to a lack of interest.
        - We are thinking of changing the Town Hall Meetings in the future to more of a social event with a push for PAPAC in the end.
5. PR Committee – Helga Price
    - We met with the Gooden Group and are working on our Kick Off of "What is a PA?" landing page and social media posts. The PR committee and Audrey have been working with the Gooden Group on minor adjustments to the campaign. This campaign should launch this week.
    - We will work with the Social Committee on what the Town Hall Meetings will look like in the future.
    - The Gooden Group is working with Lisa Libeil on personal interest stories to get out to the public.
    - We need to add a push for PAPAC.

6. Governance Committee – Don Guthrie
    - Audrey Poole and Susan Thomas left the meeting as the Governance Committee discussed the staff and salary changes. Christy Niehues recorded the following motion and discussion:
    - **Motion by the committee to hire an Administrative Assistant at a salary range of $33,000-$42,000, depending on experience. Approve new job description for that position, and to approve new job description and title for Audrey to Assistant Director with a raise to $60,000.00, and increase Susan's salary to $110,000.00. All with a 6.5% retirement benefit. In addition, Audrey would receive a $2000.00 conference bonus, and Susan a $3,000.00 bonus. All in favor. Motion passes.**

7. Financial Affairs Committee – Krista Barnes
    - September budget was sent to the Board prior to the meeting to review.
        - We still need to move 200k out of our checking. This was voted on during a special board meeting in September 2025.
        - Treasury bills are up.
        - **Motion to approve the September Budget made by Jeff Burke; Jeanine Smith seconds. All in favor. Motion passes.**

V. New Business

- None

VI. Old Business

- None

Adjourn

Motion to adjourn at 7:37 pm made by Jeff Burke; Christy Niehues seconds. All in favor. Motion passes.