Oklahoma Academy of Physician Associates
EST. 1974

OAPA Special Board Meeting Minutes
February 3, 2026; 6:30 pm
via Zoom

Board Members Present: Don Guthrie, Jeff Burke, Jeanine Smith, Krista Barnes, Christy Niehues, Courtney Patin, Nicole Mason, Keith Plummer, Helga Price,

Board Members Absent: Elizabeth DiSalvatore, Johnnie Gilpen, Jennifer Putnam, Student Representatives, Audra Ball

Others Present: Phil Green, Alex Garcia, Susan Thomas, Audrey Poole

- Don Guthrie called the meeting to order at 6:40 pm
- The Governance Committee reviewed the OAPA Staff Transition Plan from Susan and voted to pass this plan.
- The board was sent information prior to the meeting to review.

  Plan Summary: Susan Thomas will retire on June 30, 2026, as the Executive Director and transition to a part-time Executive Advisor role. Audrey Poole will be hired as the new Executive Director.

  The OAPA will hire two additional staff members from the interviews that have already taken place. The new staff members will be as follows:

  Tamara Brown to be hired as the Membership Coordinator at an annual salary of $40,000.00, plus a 6.5% retirement benefit. No additional benefits.

  Ashley Schrupp will be hired as the Administrative Assistant at an annual salary of $35,000.00, plus a 6.5% retirement benefit. No additional benefits.

  Motion from the Governance Committee to approve the staff reorganization plan submitted by Susan Thomas, All in favor; Motion Passes.

- Susan Thomas discussed that the staff would need a meeting location for training and purchase staff computers, printers, and supplies. The staff expense account will cover these expenses, so no additional funds will be required.

Meeting Adjourn: 6:48 pm.