

**August 13, 2008 MAPA Board Meeting
7pm at MCPHS**

Attendees: Dave Probert, Marianne Vail, Wayne DiMatteo, Amanda Votto , Gail LaBelle (via conference call), Heather Trafton, Jillian Crowley, Alaina Bebis

Absent: Sean Robertson, Andrea Gibson, Ina Cushman, Maria Luizzi Sullivan, Tatiana Cotta Conners, Melissa Novak, Steven Randall, Julie Purcell, Ana Maldonado

Prior minutes from July 9, 2008 meeting approved.

- * Jay Chamberlain presented his CME event planning and management company.
 - He would be in charge of planning all MAPA's CME if we hire him.
 - He can design a website (link will be on MAPA homepage) for all MAPA's CME info. There would be on-line registration for conferences.
 - Jay would help select topics/speakers.
 - All CME would be accredited by the AAPA.
 - He reviewed different options for payment of his services including adjusting current registration fees, increasing new MAPA membership, and/or increasing corporate sponsor fees and attract more exhibitors.
 - Presented different options (levels of involvement in CME planning) and cost. Specifics can be found on his power point presentation that was emailed to MAPA board members by Marianne.
 - Jay is currently planning a CME in Attash, NH for hospital based medicine in 2009 sponsored by Brigham and Women's. You can check out his website at CME4CME.com.

- * FINANCE- Julie Purcell
 - MAPA is still operating in the black. YTD profit is over \$7000 and membership revenue is up 83% from last year.
 - We have to net \$15,000 from the next CME to break even for the year.
 - Julie is composing a letter to Ann Davis to request a grant to secure our finances this year.

- * MEMBERSHIP- Gail LaBelle
 - Gail sent out emails for people to renew their MAPA membership
 - There are 5 new job postings on MAPA's website and 3 new CME postings.
 - Gail is beginning to recruit alumni to join MAPA.

- * MCPHS CME Department (Dawn Burros and Kathy Keough) presented their CME services that they can offer MAPA.
 - The department consists of 3 full time staff members and work study students.

- They run 40 CME events per year for several MCPHS departments including pharmacy, nursing, physician assistants, dental hygiene, and radiologic science.
- They offer comprehensive event management & admin capabilities. They handle all aspects of marketing, registration, speaker selection, grant applications, AAPA accreditation, creation of materials for attendees, and a detailed report at end of event
Financial compensation is 25% of net profit, which includes grants, but does not include exhibit fees or a flat fee can be negotiated.
Desires letter of agreement (one year)
 Establish program dates & locations for 2009
 First meeting would be 10/08
 First program would be late spring

* BROCHURE

- The two morning speakers have been identified.
- Gail to email updated version of brochure to BOD.
- BOD to review for corrections and return to Gail.
- Program to be posted to website “as is” and will be updated as needed.

*LEGISLATIVE

- BOR meeting 8/14/08 –RE: Ionizing Radiation. Marianne, Heather and Dave Probert to attend.
- 1:4 supervision ratio signed into law by the governor on 8/10, effective immediately.
- Reimbursement issue needs to be revisited at a future BOD meeting with new concept and language formulation to be considered and developed.

* CORPORATE SPONSORSHIP

- Per agenda from Marianne
- Exhibitors
- 8 phone calls made, 10-20 emails sent out- no replies yet

* STATIONARY

- A new version of MAPA stationary was presented and discussed. Further revisions will be made and it will be resubmitted at the next meeting

* NEWSLETTER

- Gail has articles, will format to Carly who will add corp sponsor logos and post to webpage.

* COMMUNICTAIONS COMMITTEE

- Mission & Goals have been developed and will be reviewed at next BOD meeting.

* STUDENT REPS: no news to report at this time.

* NEW BUSINESS

- Booth & Staffing at PRIMED 11/6-9/2008. Booth is paid for by AAPA
- We will have staff at the both
- Details to be worked out at future meetings

* OLD BUSINESS

- Carly, our webmaster requested to take down the old by laws from the website and archive them. Request was approved.

* Future Meetings: 9/10, 10/8, 11/12, 12/10.

Respectfully submitted,
Wayne DiMatteo and Amanda Votto