



NOAP Annual Membership Meeting Minutes
Wednesday, March 29, 2017

Convened: 12:15 PM

Adjourned: 1:15 PM

The Meeting was called to order by Ellen Brickman, President.

Ellen welcomed and thanked all members for attending the 2017 annual NOAP conference.

She introduced the current Board of Directors and recognized all for their hard work this past year.

Current Members: President: Ellen B. Brickman, MPH, MS, RN, NPP, President-Elect: Barbara McGill, MSN, RN, Treasurer: Secretary (Interim): Kathie Simpson, RN, BSN, CAC; Members-at-Large - Shane Moes, MA, LPC, CAADC, Jean Sullivan, RN, MA and Past President: Linda Smith, ARNP, MN, M. Div, CAP, CARN-AP.

- Approval of Agenda
Motion to Approve: John Furman Seconded: Linda Smith
Unanimously approved.
- Review of Minutes from March 16, 2016 business meeting.
Motion to Approve: Barbara McGill Seconded: Jean Sullivan
Unanimously approved.
- Membership review.
 - A. 30 States are represented at this year's conference.
 - B. Recognition of first time attendees.
 - C. Recognition of new members.
 - D. Recognition of continuing members.
 - E. Announcement of Election of New Board Members
The process for nominations and election of new officers was shared with the membership. Nominations for Officers were e-mailed to paid members by Robert Ranieri, of Prime on December 22, 2016. Robert sent request for nominations extending the date until 1/25/17. Bios were due by 2/1/17 for those who are nominated and agree to the nomination. All were received.
John Furman, of the nominating committee agreed previously to vet the nominees by notifying nominees, review position requirements and if person nominated is interested will ask the nominee to submit a brief letter of interest and bio by February 1, 2017.
Robert developed the ballot and sent to paid members for electronic vote by February 24, 2017. Voting closed March 10, 2017. Robert did receive votes from members. John Furman notified all nominees of the election results. Those who were not elected received a thank you letter and encouragement from the Executive Committee to assist with committees for 2017 – 2018.



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Results of elections were announced.

- President: Barbara McGill, MSN, RN; Louisiana State Board of Nursing
- President-Elect: Kathie Simpson, RN, BSN, CAC; Pennsylvania Nurse Peer Assistance Program
- Treasurer: John Furman PhD, MSN, COHN-S; Washington Health Professional Services
- Secretary: Becky Eisenhut, MS, RN, CASAC, CARN; NYSNA Span
- Member-at-Large: Jean Sullivan, RN, MA; Affinity Online Solutions
- Member-at-Large: Suzanne Alunni-Kinkle, MSN, RN, CARN; FSSolutions
- Past President: Ellen Brickman, MPH, MS, RN, NPP; Statewide Peer Assistance for Nurses (SPAN) & New York State Nurses Association (NYSNA)

Ellen Brickman will serve as Past President next year despite Becky Eisenhut also from SPAN being elected our new secretary. The members unanimously agree the Past President's role is to share experience and expertise to new President for continuity. The Past President will not be a voting member of the Board.

- Presidents Report:

- A. *Enhanced communication efforts on behalf of the organization to our members.* Posting Employment Opportunities for other organizations on our web-site. The committee discussed the pros and cons and potential revenue from offering these employment postings in the future. We agreed this is a free NOAP member benefit. We have not decided on a fee structure for nonmember postings.
- B. *Development of NOAP Board of Directors Handbook.*
- C. Completion of the successful and financially profitable 2016 Annual Conference "Join the Voices of Recovery," March 15-18, 2016 West Palm Beach Marriott Hotel in West Palm Beach, FL.
- D. *NOAP Finances are stable and in the black.* All taxes are paid. Prime Management Company continues to provide administrative support.
- E. *Revising and updating the organization bylaws.* The bylaw change included a proposal to reword ARTICLE VII, Section 1, B, 1 from: The members of the Executive Committee shall be President, Vice President, Secretary, Treasurer, two (2) Officers-at-Large and the immediate past-president.

A motion was made by Kathie Simpson to state in the by-laws that : "Members of the Executive Committee shall be limited to only 1 person from a member organization at a time." Barbara McGill seconded the motion. The motion passed unanimously.

The rationale for this change is to make the composition of the board as diverse as possible. The bylaw change received a margin of 77%; therefore it passed by the required 2/3 majority. The new wording in the bylaws took effect 11/21/16.

View the current bylaws at <http://www.alternativeprograms.org/bylaws>.

- Membership, Financial and Conference Report

Ellen asked Robert Ranieri of Prime Management to present the attached reports.

Ellen Brickman motioned to accept the membership, financial and conference reports as presented. Suzanne Kinkle seconded the motion. Motion passed unanimously.



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- New Business:
 - A. 2018 Conference location suggestions: The Executive Board has suggested the following locations - Phoenix/Scottsdale, Arizona; Denver, Co.; Palm Springs, California; Las Vegas, Nevada; Savannah, Georgia; New Orleans, Louisiana and a Caribbean cruise for possible locations for the 2018 conference in March.
 - B. Linda Smith suggested and the Executive Committee unanimously agreed that the 2018 pre-conference should focus on alternative program/peer assistance development and sharing of information, ideas, forms, etc for 4 hours. K Simpson suggested no charge for this pre-conference networking/idea sharing session.
 - C. Committee Sign Up Sheets located at Registration Table: The Executive Committee welcomes wider participation of the membership. Members were encouraged to bring their experience and fresh ideas to our “NOAP Family.”
 1. Membership Committee
 2. Conference Planning Committee
 3. Research Committee
 4. Nominating Committee

There being no further business the meeting was adjourned.

Sincerely,

Kathie Simpson, RN, BSN, CAC
Secretary (Interim)



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Membership Report

As of	Active Members						New members in 2017						Lapsed by Type				
	Total	Associate	Full	Organization	Sub-Member	Volunteer/Student	Total	Associate	Full	Organization	Sub-Member	Volunteer/Student	Total	Associate	Full	Organization	Sub-Member
Mar-2015	64	5	5	22	32	0	7	1	2	4			13	3	1	6	3
Mar-2016	66	3	6	23	34	0	2	0	1	1	0	0	7	4	2	1	0
Mar-2017	69	3	6	23	36	1	8	2	1	4	0	1	7	3	1	3	0

Members by State (represented in 23 states)

State/Province	Total	Associate	Associate Reduced	Full	Organization	Sub-Member	Volunteer/Student	State/Province	Total	Associate	Associate Reduced	Full	Organization	Sub-Member	Volunteer/Student	State/Province	Total	Associate	Associate Reduced	Full	Organization	Sub-Member	Volunteer/Student	
California	1						1	Iowa	2				1	1		Oklahoma	2					1	1	
Colorado	2				1	1		Louisiana	4			1	1	2		Oregon	3				1	1	1	
Florida	5				2	3		Maine	4				1	3		Pennsylvania	9			1	3	5		
Georgia	3				1	2		Michigan	1			1				Tennessee	2					1	1	
Hawaii	2				1	1		Minnesota	2				1	1		Texas	2					1	1	
Idaho	5				2	3		Montana	3				1	2		Virginia	3					1	2	
Illinois	6				2	4		New Jersey	3	2	1					Washington	1			1				
								New York	3				1	2		West Virginia	1			1				



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NOAP Financial Report (ended Dec. 31, 2016) Balance Sheet

	Dec 31, 16	Dec 31, 15
ASSETS		
Cash	187,063.45	159,323.74
Prepaid Expenses*	270.00	8,610.00
TOTAL ASSETS	187,333.45	167,933.74
LIABILITIES & EQUITY		
Deferred Revenue**	10,750.00	13,950.00
Unrestricted Net Assets	153,983.74	105,065.65
Net Income	22,599.71	48,918.09
TOTAL LIABILITIES & EQUITY	187,333.45	167,933.74

Cash at end of period: \$222,602.01

*Prepaid expenses include web hosting and conference deposit paid to hotel.

**Deferred revenue includes membership renewals and conference registrations received in 2016 that apply to the 2017 fiscal year.

NOAP Profit and Loss with previous year comparison

	Jan - Dec 16	Jan - Dec 15
Income		
Conference Income	77,866.48	86,951.51
Donation	0.00	500.00
Membership Dues		
Associate	550.00	900.00
Full	1,200.00	1,400.00
Organizational	12,000.00	9,600.00
Student/Volunteer	100.00	0.00
Total Membership Dues	13,850.00	11,900.00
Other Income	0.00	739.90
Total Income	91,716.48	100,091.41

Income decrease of (\$8,300) due to decrease in conference income. Full conference report below.

	Jan - Dec 16	Jan - Dec 15
Expense		
Bank Fees	10.00	0.00
Board of Directors		
Association Membership	400.00	0.00
Gifts	122.70	0.00
Meetings	125.94	324.94
Total Board of Directors	648.64	324.94
Conference Expenses	46,154.88	35,553.89
Credit Card Transactions		
Transaction Fees	1,089.27	1,259.62
Total Credit Card Transactions	1,089.27	1,259.62
Legal/Professional Fees		
Accountant	550.00	350.00
Total Legal/Professional Fees	550.00	350.00
Management Fee	17,880.00	12,400.00
Office Expenses		
Copies/Printing	612.49	29.82
Fax	1.75	2.73
Postage	281.16	8.64
Scans	19.75	4.50
Supplies	985.09	669.18
Web Hosting	883.74	570.00
Total Office Expenses	2,783.98	1,284.87
Total Expense	69,116.77	51,173.32
Net Income	22,599.71	48,918.09



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2015 & 2016 Conference Comparison

NOAP Conferences

	conf2016	conf2015
Income		
Conference Income		
Commission	1,236.48	1,101.51
Registration		
Additional Attendee	6,000.00	10,635.00
Member Early	5,005.00	9,470.00
Member Late	485.00	970.00
Non-Member Additional	600.00	0.00
Non-Member Early	4,500.00	2,700.00
Non-Member Late	2,200.00	3,850.00
Single Day Early	450.00	0.00
Speaker	1,200.00	0.00
Total Registration	20,440.00	27,625.00
Sponsors & Exhibits		
Additional Attendees	2,350.00	0.00
Advertising	0.00	1,000.00
Bronze	31,500.00	0.00
Gold	5,000.00	0.00
Platinum	7,500.00	0.00
Silver	9,000.00	0.00
Sponsorship	0.00	21,500.00
Tables	0.00	33,600.00
Total Sponsors & Exhibits	55,350.00	56,100.00
Workshop	750.00	1,620.00
Total Conference Income	77,776.48	86,446.51
Total Income	77,776.48	86,446.51
Expense		
Board of Directors	125.94	324.94
Conference Expenses		
A/V Expenses	8,052.03	6,847.37
Advertising	26.00	0.00
Cancellations	0.00	1,555.00
Conference Management	4,073.68	0.00
Meal Functions	25,135.02	23,746.75
Printing and Copying	1,386.57	1,605.13
Shipping Charges	162.20	668.24
Supplies	965.02	669.18
Travel	6,000.00	1,967.78
Total Conference Expenses	45,800.52	37,059.45
Total Expense	45,926.46	37,384.39
Net Income	31,850.02	49,062.12

Sponsorship figures are not directly comparative because of a change in options from 2015 to 2016.

Conference management, \$4,073.68, includes \$2,800 mobile app.



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Conference Registration (as of March 14)

Type	2017	2016	2015
Exhibitor*	26	39	43
Member Registration	42	34	58
Speaker/Presenter	15	4	0
Non-Member Registration	13	16	14
Single day	0	10	0
	96	103	115

Workshop 15 16 38

Riverwalk Cruise 38

(*attendees, not tables)