



Office Management Committee (OMC) Report- Summer Convention 2017

Chair:
Dr. Samina Hijab MD

Co-Chair:
Amin Nadeem, MD

Advisor:
Imtiaz Arian, MD

Members:
Hasina Javed, MD
Rahat Sheikh, MD
Irfan Mirza, MD
Maleeha Ahsan, MD

The OMC conducted its meeting via teleconference with APPNA President Dr. Sajid Chaudhary, APPNA Director of Operations Jennifer Wozniak-Watson, JD, and Office committee members to review office matters and develop strategies to ensure that the central office run as smoothly and efficiently as possible and also to oversee that the office meets the needs of the membership, committees, component societies, Executive Committee (EC) and Board of Trustees (BOT).

Membership: APPNA office has been processing membership renewals and new memberships in all categories since the beginning of the calendar year.

Meetings: APPNA office has worked on and has completed the Strategic Planning Meeting held on January 28, 2017 in collaboration with APPNA Florida Chapter in Orlando Florida, International meeting to Croatia and Bosnia from April 7-16, 2017, Spring meeting held March 24-26 2017 in Philadelphia, PA. Office is currently working on the upcoming Summer convention which will be held from July 5-9, 2017 Orlando Florida, the Alaska Cruise taking place from July 27- August 4, 2017 and the Fall meeting taking place from October 26-29 in Cincinnati, OH. The APPNA office facilitates payments, contract reviews, meeting set-up, publication and registration and answers all questions from the membership and meeting-committees related to the meetings. Office staff also attends the spring, summer and fall meetings to work onsite.

Financials: APPNA office continues to work with accounting firm of Scanlon and Leo. Accountant Michael Kelsey; works with APPNA Treasurer and APPNA staff to complete the financial obligations of the state and federal government. Office continues to work with the outside auditing firm;(under a multi-year contract which began in 2016), of Ostrow, Reisin, Berk & Abrams (ORBA) to complete the tax filing and required audit for APPNA and APPNA Foundation. The audit was being worked on at press time under the IRS approved filing extension. APPNA continues to facilitate the reporting and transfer of funds received for the donated projects of 2017 and works with all of the affected committees to ensure the funds are sent properly as designated by the donors. APPNA also works with Hank Bashore of Stephens, Inc. Private Client Group to invest the lifetime, alumni scholarship and continuing medical education (CME) funds.

CME:APPNA was formerly accredited though the ACCME-The Accreditation Council for Continuing Medical Education. The current certification did expire and APPNA is in the process of reaccreditation for another multiple-year standing. APPNA is currently accredited through a partnership with Amedco and will continue to do so for all meetings where CME hours are offered until and unless the current status changes.

Respectfully submitted,
Samina Hijab, MD,
Office Chair APPNA 2017