

## Office Management Committee (OMC) Report- Spring Meeting 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 the meeting via teleconference with APPNA President Dr Sajid Chaudhry, 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 the completed Strategic Planning Meeting held Jan 2017 in collaboration with APPNA Florida Chapter in Orlando Florida, and is working on International meeting to Croatia and Bosnia in April 2017, Office has also been working on the upcoming Spring meeting being held March 2017 In PA. 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 local IL chapter meetings.

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 has found a new auditor in year 2016 in the firm 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 the social welfare and disaster relief committee (SWDRC) and original alumni scholarship committee to ensure the funds are sent properly as designated by the donors. APPNA also works with Hank Bashore of Stephens, Inc. Private Management Group to invest the lifetime, alumni scholarship and continuing medical education (CME) funds.

CME: APPNA was formerly accredited through the ACCME-the Accreditation Council for Continuing Medical Education. The current certification did expire and APPNA is in the process of re accreditation 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.

Respectfully submitted,

Samina Hijab, MD  
Office Management Committee Chair, APPNA 2017