

NCAPAN Board Meeting August 15th 2015 Oak Island

Members Present: Angela McClendon, Susan Knowles, Robin Davis, Debbie Marshall, Kathy Daley, Jennifer White, Mary Killian, Judy Schneider, Donna Hutson, Sabre Thompson

Members Absent: Barbara Walls, Chris Ford, Tamara Barnett, Ann Smith, Jane Elkovich, Laura

Welcome - Susan Knowles

Minutes

Approved via email after May meeting

Treasury Report – Kathy Daley

Reported on present bank account status. Susan reminded members to group receipts together when turning them into Chris for reimbursement. Discussed reimbursement for mileage. Approved a \$ 0.30 per mile reimbursement for mileage accumulated traveling to BOD meetings that is not covered by individual's district or hospital.

Website – Kathy Daley

Updated during meeting to due to resignations and vacancies.

Research - Susan Knowles

Jennifer White has accepted the position of Director of Research. Kathy Daley will ask Valarie Hooper to mentor Jennifer in this new role.

Newsletter – Susan Knowles

Marcie McClure has resigned as newsletter editor. Adam Combs has agreed to take on the position as newsletter editor. Marcie is to put all information on a flash drive. She will download last two years of newsletters to share with Adam. Need to confirm Adam has publishing software and purchase if he does not. Presently Marcie has been given 2 NIWI articles, 2 RA articles from Chris and Jennifer. Kathy, Lauren Hull and Emily Cox need to submit an article for the newsletter as scholarship recipients. Judy and Debbie to follow-up with Lauren and Emily related to making sure articles are received. Robin needs to submit her 3rd human trafficking article. She will also submit article on how to collaborate with different organizations on the local level. All districts need to get reports to Adam for newsletter.

Newsletter currently goes out three times a year. In 2016, NCAPAN will decrease publication of newsletter to twice a year.

Governmental Affairs - Judy Schneider

Judy participated in Nurse in Washington Internship (NIWI). She submitted an article to Breathline and is writing one for our newsletter. NIWI focused on national issues like nursing education and access to care.

Explanation given regarding focus of North Carolina Nurses Association (NCNA) addressing issues dealing with patient safety and protecting nurses related to individual circumstances.

NCNA conference is September 30th through October 2nd.

Public Affairs – Tamara Barnett

Presently coordinating and eliciting Nurse of the Year awards nominees. There was one nomination. Committee to review and make decision.

Education - Donna Hutson

Met with Tamara before she left to come to retreat. Has one application for scholarship. Paula Oats, requested money for scholarship to attend ASPAN National Conference. Cathy Burleson will also be submitting an application for national conference. Donna Hutson will update the application to more clearly define why applicants are requesting funds. Plan to ask Paula Oats if we can use her application as a sample for others to follow.

Old Business:

2015 NCAPAN State Meeting: October 23 – 25, 2015 in Winston Salem and Forsyth Hospital. Topics include fecal microbiotic transplantation, aging nursing workforce, craniofacial surgeries, risk management, peripheral nerve blocks and CUS. Meet and greet will be October 23rd from 7-9pm at the Best Western. Rooms are blocked. 10 contact hours will be awarded. The charity is the Piedmont Area Family Services for Abused Women. Brochure is now on website. Brochures will be sent out on Tuesday. All districts are asked to bring a door prize for drawings throughout the meeting. Will need table cloth and Shining Star Awards brought to meeting on October.

New Business:

Resignations:

Cindy Warren: Member at large

Marcie McClure: Newsletter Editor

Jane Davenport: Member at Large

Mary Killian: Foothills District President

Ronnie Pittman: Past President

Barbara Walls stated she would be resigning. However, she has agreed to stay on the local board to mentor a new president if some one agrees soon and mentor them for a limited time.

Memorial donations will be sent to the ASPAN foundation to recognize these dedicated individuals who have volunteered their time to the board.

Assuming new positions or new to board:

Susan Knowles – President

Robin Davis - Vice President

Adam Combs – Newsletter Editor

Sabre Thompson - Replacing Cindy Warren as President of Southeast Chapter

Ashley Whittington - President of Downeast Chapter and Member at Large

Marche Tucker - Member at Large

Ellen Marlowe – Replacing Robin Davis as President of Coastal Chapter

Orientation to Board:

All new members will get a welcome letter and a job description and meeting schedule from president.

Debra Marshall will put together orientation packets and checklist for new members of board and will be given to new members at November meeting.

Mentors for new members:

Donna Hutson will mentor Sabre Thompson

Robin Davis will mentor Ellen Marlowe

Jennifer White will mentor Marche Tucker

Mary Killian will mentor Deb Sites at district level

Debbie Marshall will mentor Ashley Whittington

Kathy Daley will mentor Adam Combs

Will make first contact with new board member within a week. Then will make contact once a month.

LDI - Leadership Development Institute confirmations

Liz Callis - VP Triangle

Vicki Lund -

Sabre Thompson - southeast

Jennifer White - Board

Marchae Tucker - Board

Roseanne Goesswein - Coastal

Ellen Marlowe - Coastal

Deb Sites - Foothills

Susan Knowles- Board

Guidelines have always been to enhance involvement. Needs to be active on district or on the board. We expect a return on investment with their involvement.

Deb Sites and Susan will be the two free ASPAN registrations.

2015 Strategic Plan – Review of accomplishments

Goal 1 -

Held annual conference

March of 2015 CAPA/CPAN review course

March 5, 2016 “Safety Begins with Us: seminar to be held in Charlotte

Marketing scholarships via website and newsletters announcing at district meetings.

Goal 2 -

Put in packet for state conference

We have not featured an ASPAN standard in next newsletter - Kathy to write this for next two newsletters.

Goal 3

Chris Ford

For local district - we need to have own tax id number 403 c organization - e postcard for making less than \$25,000.00 a year. We will defer this to the November meeting.

Goal 4:

Joanna Briggs is no longer being used on a consistent basis.

Goal 5:

Bylaws - reviewed and no changes made

Policy and Procedure Manual:

Reviewed and minor small changes made and to be posted online.

District Reports:

Coastal Chapter will be meeting on September 14th. Topic will be “Care of the Urological Surgical and Difficult Catheter Patients”. One contact hour will be provided. Meeting will be combined with both the AORN and AMSN. New officers are as follows: Ellen Marlowe: President; Rose Ann Goesswein: Vice President; Leann McCollum: Treasurer; Patricia Atkinson: Secretary; Laura Clark: Membership Chair. Planning has begun for Fall 2016 State Conference. Will either be held in Wrightsville Beach or downtown Wilmington. We have an email account which is: NCAPANcoastalchapter@gmail.com. Presently contacting vendors for state conference.

Gold Leaf Application: Debbie Marshall

Reviewed components of the gold leaf application with everyone so that we are aware of what they need to submit. Will be applying for the Gold Leaf Award this year.

