

NCAPAN BOD MEETING

October 25, 2015

Members Present: Susan Knowles, Robin Davis, Laura Haynes, Chris Ford, Angela McClendon, Judy Schneider, Kathy Daley, Tamara Barnett, Debra Marshall, Jennifer White, Barbara Walls, Donna Hutson, Marche' Tucker, Adam Combs, Ashley Whittington, Jane Elkovich

Non Members Present: Liz Callis, Karen Baird, Cathy Brown

Members Absent: Deb Sites, Sabre Thompson, Ellen Marlowe

Meeting called to order 1100.

Welcome

Introduction of new members and visitor.

Minutes

Approved online via email.

Treasury Report

No report at this time. Plan to review on conference call November 7th.

Website

Motion made and vote passed for Kathy to upgrade Adobe for website. Recommendation and BOD agreed to send bios with a photo to Kathy to post for the NC membership to get to know the BOD. Please include your name, position and where you work, board position, certifications and a brief statement about yourself.

Research

Jennifer has contacted Elizabeth Card at ASPAN and is planning a seminar in Asheville in March on research.

Newsletter

The BOD decided to publish a newsletter in May and November each year with special editions as needed with updates. Please send your district reports to Adam by November 6th. There will be a special edition this November highlighting the NCAPAN conference.

Govt Affairs

Judy reported on the NCNA conference she attended in Concord this month.

Public Affairs

Kathy, Marche', and Jennifer represented NCAPAN at the Carolina's Anesthesiology conference in Asheville in September.

Education

The BOD approved a scholarship for Cathe Burleson for ASPAN registration 2016. Donna plans to revise the scholarship application. Discussed getting the NCAPAN conference 'book' organized and on a thumb drive.

Gold Leaf

Reminders to capture education events with contact hours from the district meetings. Talked about community service in the district locations. Please send any information to Debra.

Old Business

LDI

Attendees were Liz, Vickie, Sabre, Jennifer, Marche', Roseanne, Ellen, Deb, Susan. Please write a paragraph up for the newsletter. Send to Adam.

Please review the Strategic Plan and Policy & Procedures on the website. These were updated in August.

New Business

Orientation

Need to develop a BOD checklist for orientation of new members.

RA selection

ASPAN 2016 conference RA reps will be Susan and Debra. We will select alternates at a later time.

Recommendation made for BOD members to backup all current files on a thumb drive and make electronic files.

BOD dates for 2016

January 9 conference call 0930

March 12 Winston Salem 0930

May 21 conference call 0930

August 13 Winston Salem 0930

NCAPAN BOD meeting after conference ends 1200

November 7, 2015 BOD meeting will be a conference call. Robin will research Go To Meeting but if that will not work, plan to have a conference call. 800-504-8071 9082#

Meeting Adjourned 1210

Laura Haynes BSN, RN, CPAN
Secretary NCAPAN