

## North Carolina Association of Perianesthesia Nurses

<b>Purpose:</b> NCAPAN Board Meeting		<b>Leader:</b> R. Davis	<b>Time Keeper:</b> A. Combs
<b>Location:</b> Sheraton Imperial Center		<b>Date:</b> 09/24/2017	<b>Time:</b> 1300-15:20
<b>Attendees:</b> K. Baird, T. Barnett, C. Brown, A. Combs, E. Cox, K. Daley, R. Davis, C. Ford, D. Hutson, S. Knowles, D. Marshall A. McClendon, J. Schneider, S. Thompson, M. Tucker, A. Whittington, S. Huff, G. Young, L. Williams, K. Godfrey Unable to attend: R. Goesswein, K. Sandel, K. Holcombe			
Agenda Item	Discussion Leader	Time	Notes
Welcome/Call to order	Robin	5 min	Meeting called to order at 1300. Discussions via email.
Minutes from 8/12/2017	Ashley	5 min	Discussion of minutes. Clarification on discussions of last meeting. Motion made to accept minutes. Motion seconded and approved.
Budget Report	Chris	5 min	See report. If Foot Hills starts back up membership fees for one year will be given as start up money. Concession planning: have a second person do education account and Chris continue to handle general account. Discussion on obtaining a debit/credit card for NCAPAN use. Motion made to obtain debit/credit card, motion seconded, and approved. Financial committee to work on policy for card use. Motion made to reimburse Adam for a wireless presenter to add to "State Conference Box", motion seconded, and approved.
Website Report	Kathy	5 min	Nursing Network is now our website. Adam and Kathy both have full moderator access to website. Chris has financial access. Functionality of website is being improved. Webmaster, newsletter editor, and President will have full access. Other board members will have modified access. <a href="mailto:Daleyexpress5@gmail.com">Daleyexpress5@gmail.com</a> is Kathy's preferred email.
Research Report		5 min	No research director at this time. Robin to contact Kathy Sandel about possible interest for position.
Newsletter Report	Adam	5 min	Deadline for submission is Sept 30 <sup>th</sup> . Newsletter will be published on November 1 <sup>st</sup> . Need district reports and a clinical and a research article. Pictures must include photo credit and permission to use picture. Send pictures via email.
Govt Affairs Report	Judy	5 min	Both NCNA conference and Govt affairs SWAT discussions push opioid crisis and what everyone can do to help alleviate. House Bill 88 is still on the table.

			Work on Proclamation for PANAW week.
Public Affairs Report	Tamara	5 min	Needs information on NCAPAN RN of the year for Great 100 submission.
Books for nursing schools	Tamara	5 min	Book plates given out to those with books. Template letter sent out to use with books.
Education Report	Donna	5 min	All district conferences and educational offerings are to go through Education Director to prevent 2 offerings on same day, etc. Scholarship information to be reviewed by scholarship committee.
Gold Leaf Discussion	Angela/Susan	5 min	Susan to write newsletter article regarding questionnaire and Gold Leaf. Discussion about a welcome letter to new and returning members from the State (Robin). Robin to ask ASPAN about easily identifying new members.
State Conference 2017	Triangle	5 min 1hr	Great conference!
Scholarships	Group	5 min	No scholarship requests at this time.
ASPAN Seminar	Robin	5 min	June 2, 2018, Wilmington, NC – topic and venue should come out in Spring Brochure  Adam to send out info for ASPAN webinar information that can be used for district meetings
Coastal Chapter conference	Robin	5 min	October 28, 2018 8:00-12:30 Pediatric focus – \$50 members , \$60 nonmembers – cohosted with SEAHEC – SEAHEC.NET to register
State Conference 2018	Karen/Cathy	5 min	Having difficulty getting CEUs for meeting. Gathering info about AHEC helping with conference and will report back in November. Working on speakers.
RA attendees to ASPAN National Conference '18	Robin	5 min	Discussion about the VP going to the RA the year before assuming the presidency which is the current P&P. Tamara Barnett picked for RA attendance. Chris Ford picked as alternate.
2018 Meeting calendar	Group	5 min	Nov 18 <sup>th</sup> @ 0830: phone meeting Jan 6 <sup>th</sup> @ 0830: phone meeting March 3 <sup>rd</sup> @ 10-2: Greensboro face to face May 19 <sup>th</sup> @ 0830: phone meeting August 11 <sup>th</sup> 10-2: Greensboro face to face Oct. 20 <sup>th</sup> : State Conference Time TBA Nov. 17 <sup>th</sup> @ 0830: phone meeting

LDI attendees	Robin	5 min	Kathy Sandel and Nancy Lochary. Thank you note read from Nancy.
NCAPAN BOD policies and procedures	Robin	10 min	Tabled until later: Making policies match what we do and clarifying what we really mean: Read sections below and be ready to discuss. 300.07 ASPAN Representative Assembly Delegates 500.01 Authorization of Expenditures 500.02 Educational Scholarships 500.03 Expense Reimbursement 500.04 Gifts for outgoing Officers 600.03 PeriAnesthesia Nurse of the Year Award 600.05 Recruiter of the year Need to add dissolution of a district to our P and P.
Donation to ASPAN foundation for Laura	Robin	5 min	Motion to send Hail, Honor, & Salute of \$100.00 for Laura, seconded, and approved.
<p style="text-align: center;"><b>District Reports</b>  <b>*** send reports to President and Newsletter editor</b></p>			
Mountain	Jennifer	5 min	
Piedmont	Karen/Cathy	5 min 2 hr	
Triad	Sonia	5 min	
Triangle	Angela	5 min	
Southeast	Sabre	5 min	
Coastal	RoseAnn	5 min	
Downeast	Ashley	5 min 2h 25m	**Not discussed at meeting but 10 total district members in attendance at State Conference. Planning a meeting for November or early December. More to come.

Kim Godfrey: Update on ASPAN. Discussed having a crisis manual, either thumb drive or paper copy, in case something happens multiple people have access to website, bank account, etc. Also discussion about going to the state treasury being responsible for all districts.

With changes to the bylaws, send out survey. A non-vote is considered a yes.

In absence of the willingness to serve form being available, Laura Williams is appointed as member at large.

Robin will be responsible for willingness to serve form update.

Presence at Student Association of Nursing conference? Possibly sponsor a speaker? Discuss over email once conference date is posted. Adam is going to get the 'skinny' on NCNA.

Lunch for board meeting to be funded from the Board.

Consider board meeting on Saturday night instead of Sunday afternoon after State Conference.

Kevin Dill phone in for January meeting for financial guidance.

Cash bar or BYOB for future meet & greets to eliminate the liability of people drinking and driving.

Item needed for National Conference Silent Auction by January. Cathy Brown will work on this.

Laura to help Robin get meetings more concise and streamlined. Reports from each committee sent to President 2 weeks prior to meeting. President sends out report to everyone reviews reports and any questions sent to President to be flagged for agenda.

Motioned made to adjourn meeting at 1520, seconded, and approved.