

North Carolina Association of Perianesthesia Nurses

Purpose: NCAPAN Board Meeting		Leader: Jennifer White	Time Keeper: Ashley Whittington
Location: Moses Cone - Greensboro		Date: 3/3/2018	Time: 1000-1400
Attendees: Jennifer White, Susan Knowles, Ashley Whittington, Chris Ford, Tamara Barnett, Donna Hutson, Debbie Marshall, Marche Tucker, Gerry Young, Laura Williams, Kathy Sandel, Angela McClendon, Sonia Huff, Karen Baird, Cathy Brown, Sabre Thompson Absent: Robin Davis, Judy Schneider, Adam Combs, Roseanne Goesswein, Kathy Daley, Krista Holcomb, Emily Cox			
Agenda Item	Discussion Leader	Time	Notes
Welcome/Call to order	Jennifer	1 min	
Minutes from 01/07/2017	Robin	3 min	Discussion to add more details to minutes about the conversation with Kevin Dill. Decision made to leave minutes as is. Motion made to approve minutes by J. White. Seconded by C. Brown.
Budget Report	Chris	5 min	Treasury report passed out to attendees, will be emailed out by Chris. Chris proposes that the report be available on website.
Website		5 min	Discussion about stripe account. Account setup by Chris. Nursing Network linked to Facebook discussion. Karen is going to clarify with Dan on what "linked" means. Tabled until clarification.
Research	Jennifer	5 min	Valerie Hooper is willing to mentor anyone interested. Laura Williams is possibly interested in position.
Newsletter		3 min	Report via email – Information for newsletter to submitted by March 31. Gerry is going to write an article on PANAW week project. Tamara to submit a clinical practice article. Member spotlight - Chris Ford. Long standing members to submit information to Susan for November newsletter.
Govt Affairs		3 min	Report via email – Nurses Night at the Legislature on June 5 th . Angela and other TAPAN members interested in going.
Public Affairs	Tamara	5 min	Chris submitted application/registration for Student Nurses Association Conference. Karen and Cathy will man table. Piedmont District donated a Littman stethoscope to be raffled off. JOPAN magazine, proclamation, and shining star will be on display. Information cards on students will be collected. Scholarship applications to be sent out following conference.

Education	Donna	5 min	No scholarship applications
Gold Leaf	Susan	5 min	Spreadsheet passed out on 36 areas Gold Leaf focuses on. Karen and Gerry will assist Susan with 2019 Gold Leaf application.
Strategic Plan Review	Susan	10 min	Susan reformatted and will send to board.
ASPAN National Conference	Susan	10 min	Attendees: Robin, Tamara, Jennifer, Marche, Chris Approximately 15-20 total other attendees from NC. Robin working on Meet and Greet.
Scholarships	Donna	5 min	No new applications
Rep Assembly	Robin	5 min	Alternates: Kelly Sutton from Rex
2018 State Conference	Cathy and Karen	10 min	Karen and Cathy met with Dan to discuss website and registration. All registration online pending company being bonded. There will be a way to register and hospital pay. Price TBD. Raffle tickets to be sold for quilt. Save the Date cards passed out. Discussion to standardize vendor fees and gifts to speakers. Laura and Susan to help with obtaining CE's.
NCNA SNA conference		5 min	
Old Business			
ASPAN National Conference			
Giveaways	Attendees	2 min	Decision made to not do a raffle.
Theme	Attendees	2 min	Theme of the night is "Everything Hollywood" What is NCAPAN's theme?- Mayberry
Shining Star	Attendees	2 minutes	Robin submitted application. Waiting to hear back.
NC Component Night	Attendees	2 min	Where? What to provide? Budget? Signage? Kathy bringing table cloth and silent auction item. Mayberry Trivia- offline discussion
LUNCH	All	15 min	
AD Hoc Committees			
Finance	Members	1 hour	Chris, Marche, Jennifer, Cathy
P & P Bylaws	Members	1 hour	Susan, Judy, Angela, Tamara, Sonia, Kathy, Krista, Emily, Roseanne
Education	Members	1 hour	Donna, Sabre, Karen, Debbie, Gerry, Laura, Kathy D., Adam, Ashley
Follow up and proposals from Ad Hoc Committees			
Finance	Chris	15 min	Insurance quote \$ 956.00. Motion made and approved to obtain insurance. Bonding treasurer quote \$359. Motion made to table bonding discussion.

			Sixty days to turn in money after conferences. Mileage form will be presented at later date for approval. Fiscal year January-December
P & P Bylaws	Susan	30 min	Remove bylaws from the minutes page on website. Committee members will discuss changes and will be presented at later meeting.
Education	Donna	15 min	Laura volunteered to become a provider for CE approval. Expectations defined possibly use google docs. Laura to research if ASPAN has a provider program. Decision on who to go with will be made later. Gerry agreed to work with Laura once decision is made.

Side notes:

Congratulations to Susan on her new position as Peri Anesthesia manager at CMC Mercy.

Jennifer White to do welcome letters to new members. Susan Knowles to send letters to members who do not renew. Jennifer to follow up on access to ASPAN membership list.

Meet and Greet: Robin working on place. Component to provide appetizers for members only (not spouses).

Need attendees for First Timers Orientation- Marche and any one available should attend to represent NC.

Dream walk: wear blue NCAPAN shirts

Please sign up to volunteer to help out with ASPAN if asked.

Redistricting

Reach out to membership (state conference) how far would you drive to a meeting

Laura to create a survey monkey. Link to be on website, newsletter, and email blast from Adam.

If you have specific questions to be added to survey send to Laura.

Current map needs to be updated on website before survey sent out

If board members don't attend meetings, what step do we take? Discussion tabled.

Meeting adjourned at 1400.