

## 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> Phone conference   |                   | <b>Date:</b> 5/19/2018  | <b>Time:</b> 0830 - 1004   |
| Attendees: R. Davis, A. Whittington, A. Combs, K. Sandel, K. Baird, C. Brown, D. Hutson, A. McClendon, M. Tucker, S. Huff, S. Thompson, G. Young, S. Knowles, C. Ford, K. Daley, J. Schneider, E. Cox, L. Williams, D. Marshall |                   |                         |  |
| Unable to attend: J. White, K. Holcombe, R. Goesswein   |                   |                         |  |
|   |                   |                         |  |
| Agenda Item   | Discussion Leader | Time                    | Notes  |
| Welcome/Call to order   | Robin             | 1 min                   |  |
| Approval of minutes from March  | Group             | 1 min                   | Minutes from March were approved.  |
| Treasury report   | Chris             | 5 min                   | Sent out via e-mail. Marche now has access to checking and savings. She also has credit card. Lady at bank says CDs are not really doing anything. Possibly roll them back into savings. Will discuss further at next meeting.   |
| Newsletter report   | Adam              | 5 min                   | Newsletter has not gone out yet. Will be sent out later today with blanks because information has not been received. Discussion about where to go with newsletters...no one reads the newsletter. Kathy and Adam work together to post digital reports on website so that info is current and not outdated by the time newsletter is published. More frequent e-mail blasts with link to website. E-mail from Adam to follow with ideas. Kathy suggest Adam take the lead for the website. Further discussion at next meeting. |
| Research position   | Robin             | 5 min                   | Robin is to talk with Laura Williams who may be interested in position.  |
| Governmental Affairs  | Judy              | 5 min                   | Nurse's night at legislature June 5 <sup>th</sup> – Judy, Tamara, Sabre, Cassandra Lindsey, and one other going. Susan looking into going. Dress for the night is business casual. Judy suggest e-mailing your local legislators prior to to let them know you will be in attendance. Judy re-appointed to ASPAN Governmental Affairs Committee.   |

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|-----------------------|---------|--------|---|
| Public Affairs        |         | 5 min  | Please send out PeriAnesthesia Nurse of the Year information to your districts. Deadline for applications August 1 <sup>st</sup> . Send applications to Tamara Barnett-2813 Bishopgate Dr. Raleigh, NC 27613  |
| Education             | Donna   | 5 min  | Deadline approaching for ASPAN sponsored conferences. Unsure if June conference will be held. Must have 20 registered. As of now, only 16 registered. Decision made to skip Fall certification review. Maybe host a certification review webinar. Request to be filed for Certification Review for 2019. E-mail Donna with black out dates within next week.  |
| Gold Leaf             | Susan   | 5 min  | MOKANPANA Gold Leaf winner. Please review on ASPAN website before August meeting. Here is the link: <a href="#">MOKANPANA Gold Leaf Application</a>   |
| ASPAN National Conf   | All     | 5 min  | Robin, Tamara, Jennifer, Marche, Kathy S., Chris from BOD attended. NCAPAN received the Shining Star. 18 at meet and greet. Kelly Sutton, scholarship winner, attended. RA notes sent out in e-mail. Pictures from conference to be sent to Adam and included in newsletter.<br><br>Marche to get information about open position on ASPAN board.   |
| Strategic Plan Review | Susan   | 5 min  | No news.  |
| 2018 NCAPAN Board     | Robin   | 5 min  | Anyone interested in a position or different positions PLEASE contact Robin. E-mail discussion prior to August about term limits and number of Members at large. Decision to be made in August.   |
| State Conference      | C and K | 10 min | Amy Dooley interested in coming and speaking at conference. Motion made to approve to pay for hotel and waive registration for Amy. Looking at restaurants to have board meeting. Information filed for payment process. Vendor fees and gift standardization tabled until August. These are at this discretion of Piedmont district for 2018 State Conference. Possible committee to determine levels of sponsorships. |
| LDI                   | Robin   | 5 min  | Please let Robin know if you would like to attend before 6/15/2018. It will be in St. Louis, Missouri 9/14/2018-9/16/2018. Discussion to send anyone interested at least 1 person from each district. Some kind of accountability to those that the board sends to LDI. Discuss in August.  |
| Redistricting         | Group   | 5 min  | Laura to send out survey monkey. Further discussion tabled until August.  |

|                                 |             |       |   |
|---------------------------------|-------------|-------|---|
| Finance Committee Update        | Chris       | 5 min | BOD insurance started on March 1 <sup>st</sup> .<br>Chris is going to fill out info for affinipay, which Dan recommends.<br>Mileage form template sent out to finance committee for approval. Final will be presented at August meeting.  |
| P&P and Bylaws Committee Update | Susan       | 5 min | No news.  |
| Education Committee             | Donna/Karen | 5 min | Cathy, Laura, and Karen met to discuss CE provider process. Laura has volunteered to do this for State Conference and some districts. Must provide PowerPoint presentation and CV for speaker to Laura. Decision made for board to pay for NCNA CE provider approval. Geri Young and Susan agreed to help with this transition. |
| Adjourn                         | Robin       | 5 min | Next Meeting August 11 <sup>th</sup> 10-2. Sonia to check on room. Meeting adjourned at 1004.   |

### **Extra Discussions:**

We were not able to participate in the Student Nurses Association Conference.

Discussion about district websites in next meeting.

First timers at conference unaware of website and FB page. Discuss ways to promote website and FB page. Marche to get names of First Timers to each district presidents so they can reach out. Robin and Marche to discuss who is sending out what.

Google drive account for BOD to share information. More to come in August meeting.  
Sabre brought up survey monkey and e-invites experience with little response.

Welcome Letter in the works. Jennifer will send out to new members at the beginning of each month. Letters to renewals and ones that do not renew. Discussion to send out letters to those who do not renew. Marche's experience with letters to non-renewals not worth it.

No website news.

Call in number to be place on agenda and website in the future.