

North Carolina Association of Perianesthesia Nurses

Purpose: NCAPAN Board Meeting		Leader: R. Davis	Time Keeper: M. Tucker
Location: Moses Cone Greensboro		Date: 8/11/2018	Time: 1000 - 1400
Attendees: K. Baird, T. Barnett, C. Brown, A. Combs, R. Davis, C. Ford, D. Hutson, D. Marshall A. McClendon, J. Schneider, S. Thompson, M. Tucker, J. White, A. Whittington, G. Young Telephone: S. Knowles, K. Daley Unable to attend: R. Goesswein, S. Huff, L. Williams, K. Holcomb, E. Cox			
Agenda Item	Discussion Leader	Time	Notes
Welcome/Call to order	Robin	5 min	
Minutes from 5/19/2018	Ashley	5 min	Already approved via e-mail and posted to website.
Board positions update	Robin	10 min	Kathy Daley, Krista Holcombe, and Emily Cox all submitted resignations. Debbie Marshall staying on until end of her term 2019. Susan interested in Research position after current past president role is complete in 2019. Donna interested in mentoring an Education director. Laura Williams named Nurse Planner. Angela nominated for Member at Large (2018-2020). Marche Tucker is co-treasurer with Chris Ford. Pilot Plan for 6 Members at Large rotating with 2-year term limits. Executive board 2-year term limits except treasurer. Decision made for 3-year term limit for director positions. Motion made and approved. Policy to change to reflect changes. Treasurer position has 2 seats with no term limits. Public Relations: Tandra 2017-2020 Donna 2017-2020 Govt Affairs Judy 2016-2019 Webmaster/News Adam 2018-2021 Any interest in VP/ President elect or other positions? Plans to promote Board at State Conference.
Budget Report	Chris	5 min	See treasury report posted. Decision made to leave money in CD's. No significant difference in interest accrued
Research Report	Robin	5 min	No news.
Newsletter Report/Email	Adam/Kathy	5 min	Kathy turning over website to Adam. Discussion continued about focusing more on website than on newsletter. Materials needed for Gold Leaf such as

Blasts/Website			research articles can be posted on Website.
Govt Affairs Report	Judy	5 min	Angela, Judy, and Karen registered to attended NCNA in September. Nurses Night went well. Nurses Night scheduled for Tuesday February 26, 2019. Commitment for “partner” needed by Sept 15 th . Motion made, seconded, and approved to partner with NCNA.
Public Affairs Report	Tamara	5 min	No nominations for Nurse of the Year. Discussion on how to improve nominations. Proposal made to extend nominations until Monday, Sept. 10 th . Future discussion about changing deadline for nominations.
Education Report	Donna	5 min 1 hour	Laura is lead for CEU process. Discussion to update application for scholarships. Donna to work on updated application.
Gold Leaf Discussion	Jennifer/Robin	10 min	Is Gold Leaf worth it? Process outdated, draft letter and submit to ASPAN as to why we choose not participate. Use Gold Leaf as guideline for strategic plan. Email thread to compose letter.
Strategic Plan Review	Susan/Robin	10 min	Susan to rework to reflect ASPAN Gold Leaf model.
State Conference 2018	Karen/Cathy	10 min 1.5 hours	Room reservations open until Sept 20 th . Brochure coming soon. Friday night meet and greet with RSVP on registration 6-8pm. Motion made and approved for the State to donate registration for 2019 conference, 1 standards book, and 2 redi-refs. Amy Dooley is coming as ASPAN representative and speaker. ABPANC table to be at conference. Saturday night Board meeting room reserved at Country Club Beer-Burger-Wings 6-9pm.
Scholarships	Group	5 min	No scholarship applications at this time.
State conference 2019	Adam	5 min	Downeast and Southeast combined conference in New Bern tentatively the last weekend of September at The Double Tree by Hilton on River. 2020 State Conference- Mountain District 2021- Triad 2022- Coastal 2023- TAPAN 2024- Piedmont
Review of bylaws	Robin	10 min	Committee to review and present at next meeting.
CDI attendees	Robin	5 min	Robin, Marche, Jennifer, Ashley, Sherry, Joan, Pam, and Michelle to attend.
National Conference 2019	Robin	5 min	Multiple board members interested in attending.
2019 Meeting calendar	Group	5 min	Oct 20 at State Conference 6-9p. November 17 th (phone) 8:30-10 January 12 th (phone) 8:30-10 March 2 nd (Greensboro) 10-2 May 18 th (phone) 8:30-10 August 10 th (Greensboro) 10-2 Sept/Oct at State Conference
Monthly reports from	Robin	5 min	Agreed that reports are helpful. Jennifer sends out Welcome emails to new

Robin		2.5 hours	members.
Committee Reports			
Finance	Marche	1 hr	Insurance policy given to president for crisis manual. Reimbursement form approved.
P and P and bylaws	Debbie		Where are they? Under Board of Directors about us- documents. Everyone should review their own position and submit recommended changes. E-mail thread discussion and final changes presented at October meeting. Communications Director- new name for Newsletter editor/Web master See e-mail from Debbie Marshall with suggested changes
Education Committee			3 volunteers to take classes to become reviewers to work with Laura. Gerri, Adam, Jennifer, and Susan all interested. Motion made and approved to pay for those 4 to attend class. Sabre and Karen to attend at later date.
Report out		30 min	

Side notes:

Any one interested in any ASPAN positions please reach out to Marche Tucker.

CPAN/CAPA review class possibly for Spring? Tabled.

Discussion about rotating board meetings to districts. Marche/Robin/Jennifer to do mock schedule to see if this would be beneficial to all board members.