**Board of Director’s Meeting – Illinois Society of PeriAnesthesia Nurses**

**October 6, 2018**

**Attendance**

Jamie Danks, Cheryl Gallet, Judith Kinnavy, Angie Labadie, Elena Lehr, Lorena Manalasan, Lisa Mendoza, Alexis Nicpon, Lorie Riggins, Liz White

**Call to Order**

The meeting was called to order at 1613

**Appointment of Time Keeper**

Elena was appointed by Cheryl Gallet

**Additions/Deletions to Agenda**

Add to New Business: Elena cannot be the only moderator for Nursing Network

**Consent Agenda**

Motion to approve consent agenda and July 2018 minutes. Motion made by Elena, second by Jamie.

Motion to accept submitted reports made by Alexis, second by Judith.

**Board Reports**

The following reports have been submitted prior to the meeting. Reports have been edited for the minutes and information within follows the Strategic Plan.

**President’s Report: Cheryl Gallet MSN RN CAPA**

* Need to find assignment to explore partnership with other professional organizations and develop educational offerings
* Will promote ASPAN webinars at the Fall Conference general membership meeting
* Coached ILSPAN member responsible for TXA article in the Fall newsletter
* General member organizing Feed My Starving Children event at Aurora facility
* Succession planning and promoting involvement in BOD Committees: Recruiting applied to friends, colleagues at work, and reached out to surrounding general members. Contact made with member at DMG ASC for BOD positions
* Elena attended ASPAN CDI
* Worked with Nursing Network staff for electronic evaluation form & CE Certificate. Worked on issues with members ability to access fall information last month-fixed. Paper copies of evaluation/CE cert link instructions to be handed out to conference attendees at conclusion of conference. Link only to be open for 1 month

**Immediate Past President’s Report: Judith Kinnavy BSN RN CAPA**

* Alexis sent out brochure for upcoming Fall Conference to all nursing school & management/educ. coordinator contacts on our website
* Reached out to two members who sent in Willingness to Serve forms (Janet Becker and Heather Kaiser). Janet will be helping with the Spring conference. Reached out to another member who is interested in BOD. Sent job descriptions for open positions to him. Lorena has agreed to run for President. (Thanks L!). Succession planning must be a priority
* All BOD needs to continue to add to contact list please
* I will be sending Cheryl the drilldown of our Gold Leaf evaluation. We will need to create a Gold Leaf ad hoc committee for the next application (deadline right around the corner February 1st). We need volunteers to work on this

**District 1 Report: Lorena Manalansan BSN RN CAPA**

* Actively planning for the Spring seminar on March 3, 2019: Topics include- Ortho hip replacement infection, LGBTQ, ERAS, OSA. Will invite Fall speakers to present at Spring Conference. Venue at Meridian, same room with large accommodation. Deposit made. Planning committee members x4. Will look for service project—open to suggestions. Will keep accommodations at same hotel for overnight stay. Will provide 5 baskets to raffle off. Will purchase ASPAN standards book for door prize. No vendor yet
* Hosted a summer ASPAN seminar at Northwest Community Hospital. Linda Beagley presented Certification Review Course. Good turnout of 30 + attendees

**District II Report: Elizabeth White RN**

* Promoted ILSPAN Fall Conference to coworkers
* Ensure staffing aligns with ASPAN standards in my facility. Educate staff as needed

**District III Report: Jamie Danks BSN MSHI CNOR**

* Incorporating ASPAN standards in EMR discussions to link standards in EMR
* District III Seminar is October 6th. Budget presentation at BOD. 3 gift cards for attendance prizes (Starbucks). No Vendors attending. 1 EBP Poster will be available. Promoted within ILSPAN, and All BJC facilities, FB, Nursing Network. Posted in nursing lounge
* Facilitated ASPAN standards discussion for perioperative staff post conversion to new EMR.
* ILSPAN fall conference promoted in departments
* Manuscript for JOPAN accepted co-author with Frank Lyerla: Ms. Ref. No.: JOPAN-D-18-00152. Title: Perianesthesia Nursing Malpractice: Reducing the Risk of Litigation. Journal of PeriAnesthesia Nursing
* Newsletter Articles: What are discharge criteria for patients 18 to 65 years of age in postoperative ambulatory and inpatient settings that decrease adverse outcomes in the first 24 hours after discharge from the PACU. Research study underway: Does Incorporating nursing policy into the EMR increase use of policy and procedures
* Participation in community programs - Supporting Madison County Food Pantry
* Two articles and one research project in progress for Peri-scope. (Need to clarify names of articles and project)
* Invited members to shadow ILSPAN meetings. EBP poster found and will present at ILSPAN Fall Conference
* Posted ILSPAN member and recruitment video on SLCH SharePoint site. Need to find out number of hits
* Working to recruit new members and BOD succession planning. Have DDIII identified and hope to transition to her if she accepts. She will attend the Fall Conference

**Education Committee Report: Alexis Nicpon MSN RN CPAN**

* The Final brochure for the 2018 Fall conference was sent to BOD members on 6/10/18. Contact hour Application for 2018 Fall conference was submitted to national office on 6/11/18. 4 Contact hours are being requested for 2018 Fall conference. Assisting Jamie Danks on finalizing Fall conference needs. Conference date is 10/6/18 at SIU
* Summary of the 2018 Spring conference evaluations were sent to BOD and Education committee to review. Brainstorming with Education committee on how to address educational needs
* No development regarding partnership with other professional organizations
* ASPAN seminar - PeriAnesthesia Certification Review is scheduled for 8/11/18 at Northwest Community Hospital in Arlington Heights
* ASPAN Select seminars and ASPAN Seminars for Winter/Spring 2018 deadline for requests is July 15th for the months of Sept, Oct, Nov, Dec (Select) and Jan –June (Seminars). All requests for ASPAN seminars go to Cheryl (ILSPAN President). See attachment for seminar brochure and ASPAN select videos
* Survey Monkey results were sent to BOD and education committee to analyze data. The survey was conducted from Jan through Feb. Survey response rate was 29%. Amanda Fiore was the winner of the ASPAN 5th edition Redi -Refi book give away for completing the survey. Based on the responses: 66% are certified, 54% found certification important in their practice, and 54% voted that time and other obligations were the top barriers to becoming certified
* Topics of interests requested for conference presentations or articles were: 56% for emergencies in the preoperative area, 53% legal issues in PeriAnesthesia and the EMR and 53% on different kinds of regional blocks. Facebook following was recorded at 64%
* For the 2018 Fall conference, Registered attendees will continue to log into their Nursing Network account to access handouts. Handouts will be posted on website 2 weeks prior and post conference date for attendees. Joelle will be testing the handout access on website
* The 2018 Spring conference evaluation and certificate process did not go well. With 243 in attendance, 30 attendees did not receive the initial email from Nursing Network to complete the conference evaluation. I responded to multiple emails from attendees complaining that they did not receive the conference eval or did not receive the second link to the certificate
* Nursing Network stated that having an email link is not the best way due to firewalls blocking emails. They are willing to work on building a specific URL on ILSPAN webpage to take the online conference evaluation and auto generate the certificate upon completion of post-test
* I requested that Nursing Network have testing for the 2018 Fall Conference evaluations and certificate URL new process to start this July. Joelle will be working with Dan from Nursing Network to help with testing
* As part of my ASPAN Education provider committee, I am currently being challenged to develop a webcast on Advance Cardiac pathophysiology

**Publications Committee Report: Judith Kinnavy BSN RN CAPA**

* Fall 2018- Increased Usage of Tranexamic Acid in Trauma, Cardiac and Orthopedic Patients:What Nurses Need to Know-Tricia Gallet. ASPAN newest standards.Winter 2018-LGBTQ-Lorena. Spring 2018- Opioids-Carolyn
* Karen Watkins has volunteered to organize charity event at Feed My Starving Children
* Future topics from survey: preop emergencies, peri-anesthesia legal issues and the EMTR, types of regional blocks
* No current PeriAnesthesia applause
* Fall PeriScope currently in progress. Angie Labadie in charge of submission deadlines, Chris Pyburn providing second edits, Linda Beagley in charge of formatting and layout of newsletter
* Member has reached out to write article on alcohol addiction in the PACU patient. Have followed up with her for future newsletter
* Will need to pick one of our newsletters for ASPAN People’s Choice contest at National Conference. Deadline January 6ht-I will be sending out email to BOD

**Research Committee Report: Carolyn Kiolbasa BSN RN**

* Continued educational program on research in newsletter
* I will not be able to attend the Fall Conference, nor will I be at the National Conference.  I am not reviewing the CSP posters for ASPAN this year. I will reach out to National for a list of posters being presented to look for ILSPAN members. If anyone is attending it would be great if they can look for ILSPAN posters
* We have not had any research grant applications

**Technology Committee Report: Joelle Felumlee BSN RN MS CPAN**

* Post to Facebook and keep website updated as information is forwarded to me
* Relevant posts to Facebook page and website

**Unfinished Business**

1. **2018 Fall Conference Update**

* Registrations – 23 paid plus 11 Board members. Low attendees possibly due to Conference falling on the same date as Skills day at area hospitals. Will need to assess next year to offer on a different date. No students will be attending this year
* No vendors this year
* Raffle prizes include ASPAN standards book and three gift cards
* Will be collecting canned goods, dry foods, etc. for charity donations
* Handouts will include CEU information, survey, Fall Conference agenda
* Catering with wait staff is $770.00 total package. Room is $90.00. $37.50 removed from bill due to charge to 1600. Need to be out of the room by 1530.
* BOD report to University at 0700. Lunch at 1230. General membership meeting 1230-1300. One Fall Conference scholarship to be awarded
* In the future, Jamie proposed sending a Welcome package to speakers with required paperwork and due date(s), as well as a gift card

1. **Spring Conference Planning (Lorena)**

* In initial stages. Speakers are in place. Topics include: Opioid, EMR, THR post-op. Venue will be same as last year, Meridien in Arlington Heights

1. **2019 Fall Conference (Liz)**

* Considering venue at Paradise Casino in Peoria to add entertainment factor and entice people to attend. Address important topics in Pre-op, PACU, Post-op. Will reach out to area colleges and provide information regarding ILSPAN

1. **Scholarship Applications**

* National Conference Scholarship (up to $1,000) winner is Lorie Riggins.
* All scholarship applications are addressed to former VP, Paige via her e-mail. Will need to remove Paige’s name from ILSPAN website. Judith to call Paige and Joelle to update site

1. **Certification/Recertification Scholarships**

* Nothing to report

1. **Review Officers/Succession Planning**

* Trying to recruit for open positions from BODs own place of employment. John Pittman from DMG ASC possibly interested in Tech Chair or DD1. Job description sent
* Discussion regarding Lorena taking President position. However, the Board needs to get back on track with 3-year commitment of the Presidency (VP→Pres→Past Pres). Cheryl to decide on continuing as President while Lorena takes on VP
* Carolyn is struggling with current position and new role at work and Joelle waiting for a replacement (both non-voting positions)
* The following positions due for a vote in March: Secretary, DD1, and DD3. Jamie may have a potential replacement, Hasima Hajdini. She attended CDI this year

1. **Research Update**

* Carolyn not present for meeting. One EBP will be presented at this year’s Fall Conference

1. **Treasurer’s Report**

* Balance down to $45,000 from $60,000. Expenses include Starbucks gift cards, national conference, Gold leaf, etc. Elena asking BOD to consider whether to continue with Fall Conferences

1. **Publication Update**

* Fall issue will have an article on Tranexamic Acid. Position statement on LGBTQ and Opioid crisis will be presented in the Winter and Spring issues respectively.
* Chris Pyburn has been helping with second edits. Angie Labadie reminding writers of deadlines
* Pictures from Fall Conference will be in the next publication
* Upcoming articles: ETOH addiction in PACU by Darlene Meyer; ASPAN forum (clinical practice) by Carolyn

1. **Technology Update/Social Media**

* Joelle not present for meeting.
* Remove Paige’s name from website
* Policies and Procedures to be updated and posted

1. **Membership Update**

* Currently at 574 members
* Mary recommending sending an email to members regarding open BOD positions with attached JD. Would also like to send letters to re-recruit (comeback letter)
* Jamie to work with Mary to sort through members (non-renewing members and certified non-members)
* How do we incentivize membership, and staying mindful of finances
* Discussion on lengthening membership, however, ASPAN will not change membership terms. Remains at 2 years
* Jamie stalled with D3 members since MO belongs to MOKAN PANA component. Membership is dependent on zip code. Cheryl will reach out to MOKAN PANA President regarding members, as well as Sylvia to address issue

**New Business**

1. **Publication news/Assign educational articles for newsletter**
2. **CDI Review**

* Nothing to report

1. **General Membership meeting agenda**

* Introduce Board members
* Treasurer’s report – Elena
* Website information
* Scholarships
* Membership information – Mary

1. **Review of meeting dates**

* Winter meeting will be on January 12, 2019. Go to meeting. Cheryl to look at different avenues for better engagement. Will vote on discounted memberships (15% off for non-members joining day of conference)
* Spring 2019 is scheduled for March 1st 4pm at Wyndham hotel
* Summer 2019 will be July 13th 9am in Bloomington. Meeting will include budget audit
* Fall 2019 October 18th, tentative time of 4pm

1. **Evaluate and Update Strategic Plan**

* Completed and e-mailed to ILSPAN BOD. Will be updated on website

**Added agenda**

1. **Elena needs backup moderator**

* This is necessary in case something happens to Elena. No one will have access to money.
* Cheryl has been appointed as backup. She will need access to Nursing Network Paypal

1. **Evaluations for Conference**

* ILSPAN website will have link for evaluations to get CEU. Link will be open from 10/6-11/6
* Eblast by Nursing Network for reminders to do evaluations. Alexis will be responsible for this
* Alexis to submit summary evaluations within 30 days in order to complete application

1. **People’s Choice Newsletter**

* Judith will send an email for BOD to review a year’s worth of Periscope to get feedback for the “People’s Choice Newsletter”

**Next BOD Meeting**

January 12, 2019

**Adjournment**

President Cheryl Gallet adjourned the meeting at 2135

Respectfully submitted by Lisa Mendoza BSN RN CAPA

Secretary, Illinois Society of PeriAnesthesia Nurses