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

**January 12, 2019**

**Attendance**

Carolyn Kiolbasa, Jamie Danks, Cheryl Gallet, Lorena Manalasan, Lisa Mendoza, Alexis Nicpon, John Pittman, Liz White, Lisa Konzelmann (General member)

**Call to Order**

The meeting was called to order at 0908

**Appointment of Time Keeper**

Lisa Mendoza was appointed by Cheryl Gallet

**Additions/Deletions to Agenda**

Add to New Business: ASPAN National Conference planning

**Consent Agenda**

Motion to approve consent agenda and October 2018 minutes. Motion made by John, second by Liz

Motion to accept submitted reports on hold until all BOD members have reviewed

**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**

* Coordinate ASPAN seminars: Co-arranged with Elena through ASPAN Certification Review course in Shiloh, Illinois-Fall 2018
* Presented available scholarships at Fall Conference general membership meeting. Recruited 2 new members during conference luncheon
* Mentioned new ASPAN position statements at Fall 2018 general membership meeting. Publication Chair seeking educational article for the medial marijuana position statement
* Periscope articles shared with colleagues at work
* Annual charity event planning on Winter BOD agenda
* No Humanitarian Scholarship applicant at this time
* Succession planning on agenda to be discussed at winter BOD meeting.
* General member, Lisa Konzelmann, reached out to me via email to participate in our Winter BOD meeting. She has been included in all correspondence leading up to the meeting
* Partnered with Alexis and Nursing Network to finally utilize electronic post-conference evaluations & contact hour certifications
* Winter Periscope President’s Message submitted

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

* Planned for 2019 – annual community-based charity event Karen Watkins has offered to organize
* Have recruited John Pittman to be our new Tech Chair-Joelle will be transitioning the role to him this month. Any Tech issues can still be sent to: ilspantechnologychair@gmail.com
* Recruited Tricia Gallet to join the Publications Committee. Reached out to Sylvia Baker for ideas on recruitment. She recommends recognizing repeat conference attenders and extending personal invites. Sometimes people just need to be asked
* Has everyone emailed Joelle their contacts (Managers/Educators/Research Coordinator) for their facilities?
* I will continue in the Immediate Past President role for this coming year. Please let’s all keep succession planning in the forefront. Look around you and see who you can recruit

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

* March 2, 2019 Spring Seminar at Meridian, same 2 rooms as last year. 5 speakers, 7 contact hrs. Topics: Infections Total Hip and Knee, LGBTQ –Providing Safe and Affirming Services, Peri-operative Nursing Malpractice Claims and Strategies to Reduce Risk, Regional Anesthesia, ERAS. Speakers contract in, except for Josh N. Accommodation at Wingate Arlington Hts. Schaumburg Township Food Bank for service project. 5 planning committee members
* Education article on LGBTQ terminology for Periscope
* Spring Conference: no vendors as of today. Will need posters. Standard book for door prize?

**District II Report: Elizabeth White RN**

* Planning for the Fall 2019 ILSPAN Conference on Saturday October 19th, 2019 has begun. A location has been secured at UnityPoint Health- Proctor campus in Peoria, however other options and proposal costs are still being explored. Some include catering, some will need to be catered in. The information including cost will be sent out mid-late February to vote on for the March meeting. Three volunteers have committed to head committees and have a 4th I am waiting on a commitment. Multiple people have expressed interest in volunteering. Committees will include: Set up/ Clean up, parking/signage, catering (if need to be catered in), vendors/raffle baskets. Other needs will fall under these categories in subgroups. Topics are being reviewed with the idea of creating a conference that will provide approximately 7 contact hours. A list will be emailed to Alexis for guidance
* I have requested to have ASPAN/ILSPAN as a standing agenda item for monthly staff meetings at my facility
* One of my coworkers submitted a grant to help pay for ASPAN membership for several staff members for the first year. She is waiting to hear back
* I gave one of my coworkers Elena’s contact information after our Fall Conference to discuss a possible interest in the (DD1) position

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

* Identified small pockets of ILSPAN members that are active in Missouri component. Will convert to ILSPAN at renewal
* Have identified ILSPAN members (Hasima Hadjini and Jamie Danks) working on current research project and will submit application
* Have identified research project completed by Hasima Hadjini and she has agreed to contribute article as guest columnist. Research regarding pain for pediatric eye surgeries. I do not have the link, but the abstract is: A RANDOMIZED CONTROLLED TRIAL TO COMPARE PAIN MEDICATIONS IN CHILDREN UNDERGOING STRABISMUS SURGERY
* Current research project in development that will be developed into research posters for national conference
* Identified ILSPAN District III member for succession planning. Hasima and I have a meeting next week and will complete the Willingness to Serve and the addition of her moving from the Missouri component to the Illinois component. We are also going to review the DDIII role and checklist to finalize her willingness to take this on

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

* No progress regarding partnership with other professional organizations at this time
* Deadline for hosting LIVE ASPAN Summer/Fall (July through December) seminars is Feb 15th. All requests must come from ILSPAN President. See brochure. \*\*\*ASPAN has blackout dates that fall around National Conference – 4 weeks before and 3 weeks after conference. ASPAN seminars cannot be scheduled during National Conference blackout dates
* ASPAN on-demand videos are available for purchase. See attachment for hosting a Select seminar. ASPAN Select allows Components, Component Districts and Component Chapters to show one to three pre-recorded modules during their meeting or conference. (At this time, only these entities can request ASPAN Select Seminars). Components registering to use ASPAN Select will receive ten percent of the net income generated. Reimbursement occurs after the seminar and the money is sent to the Component President
* Sent Spring2019 brochure via email to 7 nursing contacts listed on our website. 4 emails did not work or were returned. Additional emails were sent to my personal nursing instructor friends and colleagues at Northwestern Medicine
* At the 2018 Fall Conference, a handout with the electronic evaluation link was given to attendees. 8 email reminders were sent to those that did not complete the evaluation. 29 electronic evaluations were completed. Final attendance was 30. Four attendees emailed me stating the link did not work for them to download their certificate
* Conference handouts will continue to be on the website for attendees to access 2 weeks prior and post conference date. No problems accessing the handouts were reported. From the Fall evaluation comments, a reminder about the handouts being posted would be nice.
* Suggestion for Spring 2019 Conference: Email reminders will need to be sent by Nursing Network or web master to announce access to handouts
* 2019 Spring Conference application was sent 11/15/18 and approved on 1/7/19 for 7 contact hours. The Final Spring brochure was sent to BOD and Education Committee on 11/10/18 to help market Spring Conference. Assisting Lorena with obtaining speaker contracts and conference handouts. Conference Forms and policies were sent to Liz White to start planning for 2019 Fall Conference. Save the Date flyer for Fall 2019 Conference is pending. Final summary on 2018 Fall Conference was sent to Education Committee and BOD on 11/29/18. Brainstorming with Education Committee on how to address educational needs for future programming

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

* Lorena- LGBTQ in Winter 2019 Peri-Scope; Carolyn-Pain Management & Opioid Crisis for Spring 2019
* Need author-Marijuana for Fall 2019
* Need topic for Winter 2020-possibly alcohol addiction in the PACU patient-will follow up with members
* Have submitted my article “Enhanced Recovery After Surgery” (from Fall 2017 Peri-Scope) for possible publication in Breathline
* Possible topics from conferences: types of blocks, preop emergencies, perianesthesia legal issues & the EMAR
* Angie has resigned from the Newsletter Co-Chair role. Tricia Gallet has joined the Publications Committee. Jane Reinschmidt has voiced interest in helping with editing

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

* Lurie APNs have been running an ongoing series on the opioid crisis. I’d be willing to reach out for a writer if desired
* Continued with research education in newsletter. I am not going to the convention and didn’t serve on the poster evaluation team. I will need someone to collect names for me so I can reach out
* Looking for posters for the Spring Conference. Check with your institutions? I will check with Lurie where there will be at least one

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

* Transitioning to new Tech Chair in the next week

**Unfinished Business**

1. **2019 Spring Conference Update (Lorena/Alexis)**
* Venue set. Registration open. Finalizing food
* Need contracts for speakers
* No vendors this year. Room for vendors available at a fee of $500.00
* Raffle prizes – 5 baskets
* Charity donation to Schaumburg Township food bank
* Handouts will be posted on website to stay green
* Need posters. Carolyn to follow up. Jamie will bring pediatric poster from Fall Conference
1. **2018 Fall Conference Evals (Jamie/Alexis)**
* Need input regarding topics. BOD to read over evals and respond to Alexis
* Working with Nursing Network to access certificates
* Cheryl to contact Dan/Andrew to improve/obtain instructional link sheet to hand out during Conference
1. **2019 Fall Conference (Liz)**
* Secured place, no cost to ILSPAN. Awaiting confirmation. Parking, hotels, and mall near venue
* Still need to secure board room to hold fall meeting
* Have a list of about 15 topics. Spoke to surgeons and cardiologist as possible speakers
* Goal – conference to be a full day
* Reached out to colleges to promote
1. **Policies and Procedures**
* Will finalize within next 2 weeks
1. **Scholarship Applications**
* Only 1 applicant for National Conference – Patricia Ann Foster from IL. Meets criteria. New ILSPAN member. She will receive award
1. **Certification/Recertification Scholarships**
* Jamie and Hasima working on getting certification and recertification scholarship application
* What is the deadline for applications? Does not state on website
* During general membership meeting, will ask reason for not applying
1. **Review Officers/Succession Planning**
* John Pittman – new Technology Chair. Needs moderator access
* Lorena (DD1) will be VP in March. She will be meeting with a possible candidate as a replacement for her current position
* Elena (Treasurer) – tenure up in 2020. She may have a possible replacement
* Mary (Membership Chair) – needs to step down for personal reasons
* Carolyn (Research Chair) – would like to transition out
* Jamie trying to recruit Hasima who is from MOKAN. Working on moving her to ILSPAN
* BOD members need to actively recruit
1. **Research Update**
* Carolyn looking for ILSPAN members with posters. Refer them to her
1. **Treasurer’s Report**
* Balance down to $43,000. Still in good financial position
* BOD – submit registration for Spring Conference as a check payment. Elena will take care of it from there
1. **Publication Update**
* Need Chair
* Karen Watkins to plan charity event at FMSC
* Need writers for articles
* Need marijuana ASPAN position statement for Fall publication
* Carolyn to follow up with someone regarding opioid crisis for Spring 2019 publication
* Winter 2020 – article on ETOH addiction of PACU patient
* Angie resigned from committee due to increased obligations
* Jane Reisman may become Editor
1. **Technology Update/Social Media**
* Joelle not present for meeting. Still needs to report out to John Pittman
1. **Membership Update**
* Currently at 563 members as of year-end, a slight increase from 2017
* Mary has not yet been able to send out new member letters

**New Business**

1. Review of 2019 meeting dates:

March 1

July 13 @ 9am in Bloomington (budget audit included in this meeting)

October 18

January 18, 2020

1. Linda Beagley and Sylvia Baker are both running for ASPAN President
2. PANAW
* Lisa and Cheryl working on getting Proclamation
* Starbucks gift cards for all members. Will be announced through Eblast per Judith

**Added agenda**

1. National Conference 2019
* The following Board members will be going: Cheryl, Judith, Liz, Jamie, Lorena, John
* Cheryl and Lorena will plan the ILSPAN night out and Component night

**Next BOD Meeting**

March 1, 2019

**Adjournment**

President Cheryl Gallet adjourned the meeting at 11:00am

Respectfully submitted by Lisa Mendoza BSN RN CAPA

Secretary, Illinois Society of PeriAnesthesia Nurses