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

**July 13, 2019**

**Attendance**

Cheryl Gallet, Hasima Hajdini, Judith Kinnavy (phone), Elena Lehr, Lorena Manalasan (phone), Lisa Mendoza, Alexis Nicpon (phone), John Pittman, Liz White

**Call to Order**

The meeting was called to order at 9:29 a.m.

**Appointment of Time Keeper**

Lisa Mendoza

**Additions/Deletions to agenda**

Add: advanced degree scholarships, cost for conference speakers, increasing conference fee

**Consent Agenda**

Motion to approve consent agenda and March 2019 minutes. Motion made by Cheryl, seconded by John. It was noted there was no report from DD3 for the March meeting. Board reports will be approved via email

**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**

* Promote & utilize use of website at all seminars
* Spoke with colleagues to encourage certification & make them aware you can get 2 attempts at the exam for one fee
* Mentioned position statements discussed at the ASPAN Representative Assembly on my President’s message for Periscope
* Consistent reminders of ASPAN standards to colleagues to understand staffing requirements
* No current applicants for Humanitarian Scholarship
* Volunteer charity event on our summer Board of Directors meeting agenda to set up the date
* Reviewed posters at ASPAN National Conference
* Current research and posters to be discussed at summer BOD meeting
* All BOD meeting dates posted on ILSPAN website
* CDI plans to be discussed at summer BOD meeting. Several members showing interest in BOD positions, succession planning to be priority for summer BOD meeting
* Issues noted with post-conference contact hour certificate after expiration date for link to be disabled
* Presidents message written for Periscope
* New DD III appointed

**Vice-President’s Report: Lorena Manalansan BSN RN CAPA**

* Promoting Fall Seminar, brochure emailed to all staff members and actively encouraging participation and attendance
* Distributed scholarship information at work (types, deadlines). Actively promoting future seminars and education programs
* Mentor to Juby Vallikalam, new DD1. Helping her transition into the role, assisting with 2020 Spring conference

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

* In May, sent copies of our last Gold Leaf application, non-renewing member letters, and new member letter (for use of DD’s) to all of our District Directors for use in marketing
* No applicants for Humanitarian Scholarship
* Provided names of research posters at ASPAN to Carolyn Kiolbasa
* Please see attached email re: potential candidates for succession

**Treasurer’s Report: Elena Lehr RN CPAN**

* The ILSPAN Accounts have been reconciled monthly. As of 2/21/19 there is:

$ 9,830.99 - Checking

$10,000.00 - Savings

30,000.00 - CD

Totals $ 49,830.99

* Notes for BOD:

1. We have reduced our total amount in the bank by $3,000 since January, re: Starbucks.

2. We will be donating $1000.00 to ASPAN for our GOLD Leaf. Suggestion of donating towards Legacy for Life

3. We need to determine who is leaving our BOD and get together the Hail, Honor, and Salute amount we want to donate this year

**District 1 Report: Lorena Manalansan BSN RN CAPA and Juby Vallikalam**

* Initial planning for 2020 Spring Conference on the way. Venue Meridian Banquets has been reserved for March 7, 2020. Planning on keeping the same arrangements as last Spring Seminar
* Actively looking for potential speakers: NCH Anesthesiologist - Leadership or ERAS; motivational speaker - professional fee is $2500 + transportation (flight) and room; Regional Director Deb M. on several topics including: How Easy Can Your Life Be? Using ASPAN Standards to Make it the Easiest; Obesity - why size matters; ASPAN 101: A brief overview of our organization (non-CE 20-30 minutes); other topics (not pre-approved): Hemorrhage in the PACU; ERAS for Colorectal patients (still in development); Using Fair Process in your Unit (in development)
* Will form planning committee with 4 members
* Will choose service project
* Will continue to work together until fully transitioned into role

**District II Report: Elizabeth White BSN RN CAPA**

* Reached out to Educators from other hospitals to ensure they had the save the date flyer. I am working on organizing the Fall Conference and have major needs in place (venue, speakers, food, etc). Once the brochure has been approved, I will work on distributing it and begin organizing more volunteers. I have had many nurses interested in helping
* Been presenting on ASPAN/ILSPAN at staff meetings and mentor meetings for our areas at UnityPoint-Peoria. I have not gone to the staff meetings on other campuses, but our Educator goes through my power points with the staff
* In my power points, discussed the standards book and gone through some of it. I plan to continue this in monthly staff meetings
* Sent invitation to staff to invite them to our summer meeting 7/13/19. Have been trying to recruit volunteers to participate. I explain how to submit a willingness to volunteer form and let staff know they can contact me if they are interested. I also ask them individually.
* Conference details as follows: hotel accommodations - Holiday Inn and Suites Peoria at Grand Prairie, 7601 N. Orange Prairie Road, Peoria IL 61615

Venue: Methodist College of Nursing

Time: 0745-1630- Registration will begin at 0700

Catering: Cracked Pepper Café

Speakers/Topics: 7 CEs

Second Victim Syndrome Phenomenon: Patient Care and Event Response (Rev. Patrick Andresen M-Div., DMIN); Child life Services for the Pediatric Surgical Patient (Rebecca Martin, MS, CCLS); Making Safety a Priority in Your Perianesthesia Practice (Linda Beagley MS, RN, CPAN, FASPAN); Your Perianesthesia Patient is Pregnant! Yikes I’m Caring for Two! (Linda Beagley MS, RN, CPAN, FASPAN); 90 Second Assessment (Sylvia J. Baker, MSN, RN, CPAN, FASPAN); How Easy can your Life Be? Using ASPAN Standards to Make it the Easiest (Sylvia J. Baker, MSN, RN, CPAN, FASPAN)

Committee Head Volunteers: Lindsay Glenn - signs/decorations; Jennifer Reid - catering/food service; Melissa Rhoades BSN, RN, CPAN- vendors/raffle items; Lorie Riggins - AV/speaker needs

Under each committee I have a list of duties that will need to be accomplished. I have had many people in our staff meetings and in general say they would like to help in some way. I would like people to volunteer for an area they are interested in, rather than assigning them something. In a few weeks, I plan on putting together and sending out a volunteer needs list with specific duties for people to sign up for something they would like to help with. Anything that is left will be assigned after that.

BOD meeting will be held at Suite Fire Bar and Grille at the hotel and have appetizers and dinner. We will then move to the executive suite meeting room to conclude the meeting. I ask that if you know anyone coming to the conference to encourage them to come to at least part of the meeting. I am hoping all the committee heads and some volunteers will attempt to make at least part of the meeting.

I will need from you: raffle tickets, ILSPAN flag, certification promotion items, mingle with attendees

**District III Report: Jamie Danks BSN MSHI CNOR and Hasima Hajdini BSN RN CPAN**

* Committed to ASPAN Select Seminar in Winter of 2019-2020 (Jan/Feb 2020). Will select topic and preferred venue is WebEx
* Working with Jamie on Fall 2021 Conference
* Will coordinate and advertise within BJC Healthcare. Obtained Educator names and numbers to contact peri-op educators across BJC to discuss seminar options/education
* CSCC follow up on ILSPAN membership conversion
* Began work on next ILSPAN DD III Seminar. Transitioning to DDIII position
* New research project on usability for EMR. Primary Investigator: Jamie Danks and Frank Lyerla; Primary St. Louis Childrens’ Hospital investigator Hasima Hajdini
* Jamie Danks submitted for ASPAN presentation on JBI Comprehensive Systematic Review and Research process and ASPAN JBI Scholarship
* Hasima Hajdini JOPAN article publication August 2019
* Frank Lyerla PhD RN, Jamie Danks JOPAN Publication continuing education. “Perianesthesia Nursing Malpractice: Reducing the Risk of Litigation”
* Transitioning work for DDIII role with Jamie Danks. Checklist completed and submitted. Will continue to collaborate as needed
* Working with BJC Healthcare peri-op Educators to get membership conversion for greater St. Louis area

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

* Email reminder sent to all BOD members to consider hosting an ASPAN Select and/or ASPAN seminar. Promoting ASPAN seminars by posting brochure in staff lounge and emailing reminders to staff
* Emailed 2019 Fall brochure to nursing contacts on our ILSPAN contact list
* Evaluation process with Nursing Network remains to be unstable. Evaluations must be reported to ASPAN within 30 days of conference. I received email requests from 2 Spring attendees for CE certificates due to wrong link provided by Nursing Network
* Uploaded all ILSPAN education documents to Google drive for back up storage. Created Gmail account for Education Chair for all future ILSPAN communications. Ilspaneducationchair@gmail.com will be my new email address
* Completed and submitted the final 2019 Spring Conference data to national office. 91% pass post-test. 233 evaluations were recorded. Received 2 emails regarding how to access conference evaluation link. Attendees did not hear or were not present when the password was announced. Received positive comments on having general membership meeting after the conference and having the attendees’ name printed out on the certificate. Conference data for future programing was sent to BOD.
* Completed and submitted the 2019 ILSPAN Fall conference CE application to national office for 7 CEUs. Submitted the Save the date flyer for 2020 Spring Conference to national office. Assisting new DDI, Juby V. and DD II Liz White on conference planning. 2019 Fall Conference brochure was sent to all BOD members to advertise, post to website and forward to nursing colleagues and students. The Education Committee members are Lorrie Riggins, Betsy Harnois and Lola Rivera. Betsy and Lola have requested to step down from the Education committee. Working with webmaster to update Education tab on ILSPAN website to reflect current certification resources and coaches’ contact information

**Membership Committee Report: Mary Higgins BSN RN CAPA**

* None

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

* No response from member re: ETOH addiction-so remove as possible article
* Pain management by Sarah Duggan published in Spring/Summer newsletter
* Malignant Hyperthermia for Fall
* Marijuana, ASPAN position statement - Liz volunteered to write
* Need a third topic going forward
* My article on Enhanced Recovery was published in ASPAN May/June Breathline
* Have approached Antonella Mossa (ASPAN presenter on Malignant Hyperthermia) about writing an education article about her research project-for Fall Periscope?
* Excited to welcome Aaron Brosier to the Publications Committee

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

* There were no research posters from the National Conference
* There were four posters from the National Conference. I have reached out to the contact person for three QI posters and one EBP poster. I have asked for interest in sharing the project information in future ILSPAN newsletters. During correspondence regarding Periscope articles I will invite these posters to be shared at Fall and or Spring Conferences
* During correspondence regarding Peri-scope articles I will invite these posters to be shared at Fall and or Spring Conferences. I also mentioned to Laura Martinez that I heard she may be interested in this Chair position. I made sure to express my leaving is not due in any way to difficulties working with this great group of people but a change in job directions
* There have been no applications for the research grants in the time I have been in this role

**Technology Committee Report: John Pittman RN**

* None

**Unfinished Business**

1. **2018 Fall Conference Update: Registration, Food, Awards & Prizes**

* Speakers from 7:45-3:30
* 7 Contact Hours
* Liz may be unable to attend due to an unexpected engagement, however, have 4 Committee heads to help
* Unsure of how many vendors currently, looking at local businesses Recommending that ILSPAN takes a cut of their sales
* There will be at least 5 raffle prizes and door prizes from ASPAN including Standards book
* Brochure finalized
* Alexis will bring ABPANC promotional items, Lorena to bring raffle baskets and tickets
* Is there a donation form available? Elena will follow up
* No Proclamation received from the State, despite 3 requests

1. **Conference Planning 2019 Spring Update**

* Juby will take over. Lorena mentoring
* Still looking for speakers, possibly an anesthesiologist and a motivational speaker, although their fees are expensive
* Conference venue at Meridien. Same arrangements as previous years
* Recommendation to increase conference fee. Currently not making much profit. ASPAN wants ILSPAN to give back to members. Unable to do with current profits.
* Cheryl made motion for the following: increase walk in price from $100 to $150. All other admission fees increase by $10. No increase for students and retirees. Motion seconded by Liz and all voting BOD in agreement

1. **Nursing Network Update/Electronic Documents for Conferences**

* ILSPAN will need to look for a different vendor to provide electronic conference evaluation data collection and distribution of CE certificates since Nursing Network does not want to handle. Alexis receiving report dump requiring an analysis of information received. Turnaround time for response from Nursing Network is a week, however, reporting to ASPAN of conference evaluations must be done within 30 days
* We currently do not have anyone for Fall Conference. Alexis will forward as to who ASPAN uses for evaluations. Lorena will check with other components as to what vendor they are using
* John or Alexis to follow up with Andrew or Dan from Nursing Network to see if data can be sent in a form that is easier to analyze
* Nursing Network has main storage of data, Amazon as backup and Clear DB as 3rd backup. No cost for this. Once we have Google accounts set up, we can use to store our data there. John unable to set up everyone. BOD must go to Gmail.com to set up account and password as discussed

1. **2017-2018 Year End Budget Report**

* Current balance of $43,000. $30,000 in CD, no interest accruing
* Savings down by $9,000.00 for Starbucks giveaway and National Conference expenses. We are still within budget according to ASPAN
* 2018 Fall Conference is -$70 balance. Expenses paid out for 2019 Spring Conference include: $480 for fees to PayPal, $790 to Nursing Network, $375 refunds to attendees. We are not being consistent with refunds, as some may receive, and others do not. BOD voted unanimously to offer NO refunds once conference has started. Moving forward, cancellation policy and NO substitutions will be noted on website and brochure
* $1000 going to Legacy for Life
* No current candidate for upcoming open Treasurer position

1. **Humanitarian Scholarship/ICPAN Scholarship/Certification Scholarship**

* No Humanitarian scholarship applicants currently
* Scholarship for certifications is cumbersome. Process needs to be cleaned up. Will discuss next year during Policy and Procedures update
* Judith will work on scholarship policy for advanced degrees/continuing education. Will send draft to BOD for input. ILSPAN scholarship based on ASPAN, only applies to Nursing advanced degrees
* Liz applied for a scholarship through ASPAN to attend the International Conference for Peri-anesthesia Nurses (ICPAN) in Cancun. Approved for $490.00. ILSPAN board member is eligible to apply for ILSPAN’s ICPAN scholarship

1. **Research Scholarship Review/Selection**

* No update

1. **Research Grant Update**

* No update

1. **CDI**

* Component Development Institute (CDI) will be held in Cincinnati September 13-15. Ideal to have 3-4 ILSPAN members attend. John, Hasima, and Liz possibly attending this year. Judith to follow up with Aaron Brosier to attend. $1500 budgeted to split among BOD/general members

1. **Membership Update/Letters/DD Expectations**

* Reported by Cheryl on behalf of Mary
* Need to increase members. No current membership count available
* Linda Beagley and Fe Castro interested in taking Mary’s position
* Judith sent letters to District Directors regarding Gold Leaf responsibilities. Needs to pass this on

1. **Publications/Newsletter Article Due Dates**

* Malignant Hyperthermia – educational guideline in Fall issue
* Marijuana, ASPAN position statement - Liz volunteered to write. Will send draft. Due December 1st, published in February
* Current committee members: Chris Pyburn, Jane Reinschmidt, Linda Beagley, Theresa Haines, Aaron Brosier
* No applicant for Chair position

1. **ASPAN Seminar Submission Spring/Summer & Fall/Winter**

* Proposal for Fall ASPAN seminar due July 15. Judith and Cheryl to follow up with topic (already preset in ASPAN website). Alexis will send members’ evaluations to get idea of their interests

**New Business**

1. **Succession Planning/Recruitment**

* No applicants for Treasurer
* No applicants for Research Chair. Judith will reach out to Laura Martinez, Educator at a university hospital, as a possible replacement. Liz will also follow up with Lisa who may be interested
* Cheryl to follow up with Linda Beagley for a position
* Judith and Liz will send email to board members to update on recruiting status
* Liz White would like to be mentored for Vice President/President

1. **Gold Leaf Application Result Review/Plan**

* Charity event – Lorena to reach out to Karen Watkins. Need date/time frame, possibly late August/mid-September

1. **Review of meeting dates 2019/2020**

* October 18, 2019 – 4pm

January 11, 2020 - 9am (via teleconference)

March 6, 2020 - 4pm

July 17, 2020 – 4-8pm (Policy & Procedure review)

July 18, 2020 – 8-12pm (Annual budget audit)

**Next BOD Meeting**

October 18, 2019

**Adjournment**

President Cheryl Gallet adjourned the meeting at 12:00 p.m.

Respectfully submitted by Lisa Mendoza BSN RN CAPA

Secretary, Illinois Society of PeriAnesthesia Nurses