

MINUTES OF MEETING

MEETING TITLE:

ATTENDANCE:

DATE: June 5, 2021

TIME:

PLACE: ZOOM forum

GUESTS:

Meeting called to order by Chair: Melissa Lewis

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION/ASSIGNMENT	FOLLOW-UP/RESOLUTION/DATE
Welcome	March Minutes accepted.		
Update from ASPAN	Bronwyn The regional director of region 4, Jenny focused on helping components on a local level with revitalization and recruitment. A 2nd zoom account is available through ASPAN & is managed by regional directors. It is a larger account for up to 300 individuals. Deb from region 3 is the manager of the account.	Aid in finding resources needed to build and expand components. Contact Bronwyn or Deb directly for access for meetings to open up for people to use.	
Finance	Christine Hill November 2020-June 1st 2021 Financial Summary 2 separate accounts: 1 for conference money & 1 for writing checks. Education & membership are 2 sources of income. Education is composed of certification & conference cash. Expenses- \$700 for lottery tickets & letters to be sent out with stamps and envelopes. National Conference Review of expenses. Less expenses than last year r/t the pandemic. \$125 for the DNO-Liability Insurance. Expense for ZOOM video webinar, access purchase & membership management.	Certification Review- print a Power Point from the certification review. Possibly change the refund period & minus the cost (minimum of \$50) for the certification book if a person chooses not to attend and to request a refund. Money generated from Purple Umbrella will be rounded up to \$250 and donated to the Boston Food Bank.	

		\$500 donation to the Hail, Honor, Salute- the 40 & Forward Campaign. Leaf will be displayed in Philadelphia.	
Governmental Affairs	<p>Anne Hill</p> <p>ANA Massachusetts (MNA) conference was May 21st, a remote program titled Resilience in Nursing. On the ANA MA website is a complete list of legislation & what they are promoting, topics such as staffing legislation, violence in the workplace, nursing presence on the MA Healthcare Policy Commission, MA Board of Registration & Healthcare Policy.</p>	<p>MNA survey: State of nursing in MA. 100,000 registered nurses (RNs) with MA Board of Registration. 503 RNs randomly selected & surveyed. The vast majority said they supported the strike. MNA has 23,000 members. Massachusetts has the highest percentage of part time & per diem RNs in the nation. 3,500 people graduate from MA nursing schools per year & many of them leave MA b/c lack of permanent or full time positions.</p>	
Education	<p>Kathy Mc Carraher</p> <p>Graphs for March Conference. CEUs for survey attendants. Evaluations of different presentations of March conference.</p> <p>June Conference Saturday June 12th 2021.</p> <p>Virtual CPAN & CAPA Certification Review September 25th 2021. Standards & Guidelines meeting may happen on this date.</p> <p>Future Dates: a possible half day virtual conference on October 23rd 2021 titled All Ages All Stages. 60% of MASPAN members are certified. Suggestion made to add some research posters & a way to create some separate rooms where attendants could review the posters. Will work with Don Healey to work out the technical logistics. May independently review posters during the 0750am period before the start of presentations and/or at the mid point 30 minute break. In order to obtain 0.5 contact hours need a minimum of 10 posters for a Poster Session. Having 2 posters would meet a gold leaf criteria but not the contact hours requirement.</p>	<p>For the March conference the goal to increase people's knowledge was met. 100 responses all feedback received was positive. Program objective met. Overall favorable responses of presentations. 41 people registered for June 12th Conference of which 39 are ASPAN members and 2 are wisdom differential. Conference Welcome to be done by Melissa. Discussion about ZOOM features for presentations & screen sharing. ZOOM etiquette a slide to go over</p>	<p>Conference attendants would like more information on mindfulness & resilience to burnout.</p> <p>MASPAN Conferences increase speaker fee to \$150. Draft letter sent to Melissa & Kathy from Maureen Mc Laughlin. Christine will send checks for presenters to Melissa who will write letters to the presenters. Katrina's fee is being donated back to the Resource Fund. Katrina will need a letter stating her fee to be donated back to MASPAN & that her contribution will go to resource development.</p> <p>For the October virtual half day conference MASPAN</p>

	<p>Possible topics for October conference: a pediatric lecture by Regina Hoefner-Notz, presentation by Maureen Mc Laughlin on PeriOperative Optimization, Myrna Mammari geriatrics, anesthesia & dementia challenges in "fast tracking" the elderly, Alzheimer's (a requirement for 2024), Suzanne M. Russell same day outpatient total joint replacement orthopedic surgeon may be willing to create a presentation. Possible session on the discharge of a patient and discharge instructions.</p> <p>MASPER Perianesthesia Nurses' week half day zoom conference February 12th 2022. Kevin Dill & Joanne as possible presenters. May add a session to make 5 sessions to increase contact hours since it is a licensure & recertification year. Possible topic Pain Management in the Perianesthesia & ICU Settings. Possible topic Pathophysiology & Assessment a Systems Approach. ASPAN chooses the speaker.</p> <p>Vendor Requests: \$500 deposit for vendor who had been scheduled for in person conference @ Waltham Woods. Do we offer him a break out room during a ZOOM conference? Pennsylvania has used vendors in break out rooms during online conferences.</p>	<p>expectations with video & audio. Review of chat option for communication. Entertaining questions only by chat feature at the end of the presentation. Have the presenter's contact email as the last slide. February half day conference. Create a save the date with information to come. MASPER picks the date & makes venue recommendations. Possible location Hilton Gardens Worcester, MA.</p> <p>Reach out to Deb from ASPAN on how to coordinate breakout rooms for the October 23 2021 Conference.</p>	<p>governance body will need to recruit posters. Research posters need to be in a professional format. We should have a poster template to look presentable & professional. Reach out to people who have already created posters. Stephanie Johnson, Kathy Mc Carraher & Maureen Mc Laughlin will meet separately to brainstorm topics for the October Conference. Melissa & Kathy are willing to host the ASPAN Educational Seminar in February 2022. Reach out to ASPAN president Jenny to request if she is willing to do a session, or a welcome or ASPAN updates for February 2022.</p>
News in Brief	Maureen will reach out to Sue Scollins to see if she would help with the research corner for the newsletter.	Maureen looking for contributors to the newsletter and anyone who is willing to review a research article.	
ASPAN	ASPAN Seminar 3 suggested dates 1st & 2nd choice Saturday March 19th 2022 and 3rd choice as March 26th. ASPAN 41st National Conference April 7th-10th Thursday to Sunday, virtual and in person.		
RA	Suzanne spoke about RA. Recap of Elizabeth's accomplishments in her term. Spoke about components being revitalized and meeting with the component leaders. Focus on components in each region for financial and membership planning. Talked about empowering new leaders & looking at problems as opportunities.	Those on the RA committee will be sent emails when topics need to be voted upon.	
CDI	Saturday November 13th in person fee \$95 and virtual attendance fee \$25. A key component is succession planning. This is an opportunity to learn more about		

<p>Social Media</p> <p>Membership</p>	<p>ASPAN & the components of ASPAN. Not all of the sessions are applicable for contact hours.</p> <p>The president posts information in real time to Facebook & Instagram. Information about who received awards from ASPAN will be sent by Bronwyn to Melissa. Donna & Melissa will discuss going through the Nursing Network or MASPAN remaining separate. Should MASPAN retile the FB page when posting information?</p> <p>Erin Cole states MASPAN had 416 members in March with 16 renewals & 3 new members. April there were 6 non renewals. May had 8 new members, 12 renewals & 11 non renewals. June had a total of 396 members. MASPAN dues have been \$25 dollars for a very long time. If membership dues are increased we could provide a stipend to board members to aid in deferring the cost of attending the national conference.</p> <p>Review what MASPAN offers for scholarships & review the application process. What do other components offer for scholarships?</p>	<p>What can we do for retirees to assist them in remaining members? What can we do to promote MASPAN membership & renewal of membership? What can we do to promote CPAN?CAPA certification & renewal? Do we increase membership dues? Kathy came up with a guide on how to choose recipients for scholarships. Kathy & Stephanie will send Maureen & Patty information on reviewing the scholarship application process. We should add a research award to scholarship.</p>	
<p>Gold Leaf</p>	<p>Maureen reported. Topic membership & customer service: Recommendations on how to connect or reconnect with those who do not renew membership in order to engage them as members again. Create a method to find out about member accomplishments in order to recognize their hard work. Mayflower Award Donna. Community Service award Meg Beturne.</p> <p>Create a policy & guideline for awards to be given in 2022 possibly award 5 different awards.</p> <p>Opportunities to join ASPAN committees such as Standards, Clinical Practice or Policies. Application to join an ASPAN committee due by the end of October and committee membership begins June 2022.</p> <p>Community:What public programs do we participate in? MASPAN has supported Megan's House & Boston Food</p>	<p>Create strategies to recruit new members. Membership drive? Create an incentive or an opportunity to recruit new members. A summer special, raffle as a membership drive? Anyone who joins before September first receives an Amazon gift card? And/or those who have had a gap in membership & return could get a renewal reminder with an offer to get a percentage off for renewal. Recruiter of the</p>	

	<p>Bank. Discussion to do a virtual food drive with bins at local grocery stores where you can donate food.</p> <p>Schools of nursing: Can we donate a book or donate an ASPAN membership to a nursing school student either one who is graduating or one who has done an internship in PACU.</p>	<p>Year could get \$100 for promoting recruitment.</p> <p>How do we find out about individual member accomplishments in order to recognize them?</p> <p>Ways to encourage members to become a certification coach for ABPANC such as walking people through the website & being a cheer leader for those becoming coaches.</p> <p>Only requirement to be a coach is to be certified.</p> <p>Can we acknowledge a vaccination clinic as an individual achievement in the "kudos corner." Any ideas fo community service? If it is approved by the board as representing MASPAN then ASPAN will count that toward component requirements.As an organization do we want to contribute to Megan's House or do a charitable event at Christmas time?</p> <p>November Fall Retreat a half day virtual event</p> <p>November 20th</p>	
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Next Meeting:

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