

MINUTES OF MEETING

MEETING TITLE: BOD biannual meeting

ATTENDANCE: Melissa Lewis, Christine Hill, Anne Haliday, Donna Constant-Haley, Kathryn McCarraher, Meg Beturne, Erin Cole, Stephanie Johnson, Patricia Faron, Suzanne Russell,

DATE: November 20, 2021

TIME: 0800am

PLACE: ZOOM forum

GUESTS: Don Haley-technical support

Meeting called to order by Chair: Melissa Lewis

TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION/ASSIGNMENT	FOLLOW-UP/RESOLUTION/DATE
Welcome	June minutes accepted.		
Review of By Laws	<p>Suzanne moved for removal of affiliate and international delineation under membership category. These designations are not included under ASPAN membership categories.</p> <p>Retirees & Students membership rate: Does ASPAN have a retiree and/or student category? Should MASPAN offer a retiree and student rate? Discussion to offer a retiree and student membership rate. If rates are not delineated separately can we rebate a certain portion of the fee? What kind of incentives can we offer to retain retired members? Possibly rebate half of the \$30 fee.</p> <p>Section 4 By Laws proposal to change verbiage to regular/retired. Retirees can sit on a committee but can not vote or hold office as a retiree.</p> <p>Are retirees eligible for scholarship under MASPAN policies?</p>	<p>Melissa seconds the motion.</p> <p>Meg Beturne will contact Kevin Dill from ASPAN to talk about offering a specific retiree and student membership rates.</p> <p>Motion to change retirees to active members in order to have voting rights.</p> <p>Motion to send out to members the By Laws modifications/changes to be voted upon.</p>	<p>Unanimous acceptance to remove affiliate and international delineation from By Laws.</p> <p>Motion accepted unanimously. Verbiage changed to regular/retiree. Change made in section 3.3 to state Regular/Retiree. Section 4.1.2 verbiage change to Regular/Retiree MASPAN members in good standing. Sections 4.5.5 no changes. Section 8.2 change to assets</p>

			<p>should be given to ASPAN, donation to ASPAN.</p> <p>Changes will be sent out to MASPAN members to be voted upon.</p> <p>Suzanne and Melissa will review MASPAN policies.</p>
Education	<p>MASPAN Education Summary 2021 presented by Kathryn McCarraher. Report provided prior to meeting. (Available for review.)</p> <p>5 conferences offered in 2021 : 2 full day conferences and 3 half day conferences. Attendance of conferences- the 2 certification review full day courses January:47 and September:26. The half day conferences attendance numbers- March:96, June:42 and October:41. Topics of half day conferences chosen from the 2020 Needs Assessment, evaluations and current trends in PeriAnesthesia Nursing.</p> <p>Don Haley received honorarium for all his technical work with zoom to support the zoom conferences.</p> <p>Discussion about dates and topics for conferences. Do we offer conferences in person and /or virtual? Will review the membership response and the technical challenges of the Vermont perianesthesia nursing conference which is an in person and virtual conference.</p> <p>Membership response to the ideal length of conference time is 4 and a half hours.</p> <p>Should Jenny Kilgore present Fatigue in Leadership Bedside/Beyond as a topic? Discussion of February conference being more of a procedural based conference and including topics such as interventional radiology and nephrology, TIPS procedures; transgender procedures; bariatric surgeries ie. gastric bypass and mastectomies; same day surgery procedures such as day-stay total joint replacement.</p> <p>Discussion of possible topics for the June conference.</p> <p>Discussion of ways to increase Southshore/Cape MASPAN membership by possibly offering a MASPAN conference on the south shore of MA.</p> <p>Kathy suggested picking 4 institutions around the state for an hour and a half live free CEU presentation to be held in February (? Feb, 9th 7pm?) during PANWA week (Feb. 7th-Feb.13th) about what ASPAN & MASPAN are and the benefits of membership. Topic: the Value of Organizational</p>		<p>2021 Needs assessment sent to all MASPAN members to assist in planning for 2022 educational offerings (31 responses as of 11/19/2021).</p> <p>January 22, 2022 zoom conference is an 8 hour Certification Review Course.</p> <p>February 12, 2022 conference to coincide with PANAW. Jenny Kilgore, ASPAN president confirmed to present.</p> <p>No vendors present for the winter and spring conferences but possibly for October.</p> <p>The June conference is to be virtual possible date for the ASPAN seminar is June 11th.</p> <p>Apply for an ASPAN seminar in June and will discuss topics for conference at a later date.</p> <p>Goal to have a live MASPAN all day conference in October 2022.</p> <p>Kathy, Maureen and Stephanie will meet separately to discuss benefits of membership presentation.</p>

	<p>Membership. A free 1& ½ hour presentation to members and non members including interventional radiology and interventional nephrology nurses as well as perianesthesia nurses. A one and a half hour standard presentation has to be done and an application has to be completed. Possibly offer a raffle such as an Amazon gift card or free registration to a MASPAN conference.</p>		<p>Might move the presentation to be part of a half day conference in March. Website: Donna to send an email blast from MASPAN about the benefits of joining and renewing membership. Through Nursing Network a blast can be sent to non members about the benefits of membership to MASPAN/ASPAN. Donna will create an email blast and send it to Melissa to review.</p>
Governmental Affairs	<p>Anne Haliday Reviewed zoom call with ASPAN Governmental Affairs for strategic work plan. 8 month St. Vincent hospital strike is the longest strike in Massachusetts's history in nursing. The MNA website massnurses.org has an article on its website about the strike and the events in the Massachusetts's state legislature related to nursing and healthcare. ANAMASS.org lists the bills they currently and have previously supported. ANAMASS feels the US nursing shortage should be declared a national crisis.</p>		
CDI	<p>Suzanne Russell Reviewed topics from CDI conference such as the importance of connection and the power of community, the function of the Representative Assembly, Gold Leaf, the difference between bylaws and policies and procedures, innovation and implementation of standards, wasted anesthesia gasses, the showcase of the Component of Excellence Regional Directors spotlighting events in their areas and also the importance of more experienced providers assisting with retention of a new, young next generation of nurses.</p>		
Initiatives	<p>Melissa Lewis How do we as an organization promote membership & recruit new members? Ideas: Work with perianesthesia management in local hospitals and work with ASPAN to send out packets to promote membership.</p>		<p>Melissa's goal is to contact various hospitals and freestanding surgery centers within Massachusetts to discuss/implement initiatives to promote membership. She will</p>

			also review MASPAN Policies and Procedures.
ASPAN	National Conference April 7th-April 10th. President and Vice President's attendance to the conference to be paid in full. For the BOD members MASPAN pays for the early bird registration fee.		Melissa Lewis, MASPAN president, will be at the Representative Assembly. Kathryn McCarraher will be an alternate should the president and Vice President of MASPAN be unable to attend. February 6th names for the Representative Assembly are due for the National Conference.
Strategic Plan	<p>Meg Beturne (Expanded Outline for MASPAN Goal Discussion available for review.)</p> <p>Highlights: Goal A: Education, Goal B: Community Ties-Options for Volunteering, Goal C: Research, Goal D: Fiscal Responsibility/Transparency, GoalE: Organizational/Structure Succession Planning.</p> <p>Goal A. Membership- methods to bring in diverse members. How to target younger generations to serve on committees and boards. A way to increase MASPAN membership by having a member bring a non member to a conference. If the non-member joins MASPAN that day, the member's conference fee is refunded.</p> <p>Needs assessment: how do we meet the needs of nurses in all perianesthesia settings.</p> <p>Suggested topics for MASPAN conferences such as research, MNA Governmental Affairs, resilience in nursing, mindfulness & meditation, cultural diversity/competency, effects of climate change on perianesthesia nursing practice, outpatient practice issues and offering opportunities for membership and conference topics to day-stay surgery centers and procedural units.</p> <p>Are virtual and/or hybrid conferences part of our future?</p> <p>Is adding research posters to a virtual educational event doable?</p> <p>Goal B. What are MASPAN members doing in their communities? How are they participating in their community, church, food pantries, shelters?</p> <p>Consider creating a Community Project Developer/Coordinator or Squad. Promote, recognize members who sit on professional, non profit, school or</p>	<p>Kathy proposed placing a statement on the MASPAN website asking how members volunteer and/or participate in their community. Would they share their story? Or placing a blurb in the newsletter requesting members share their</p>	

	<p>civic boards maybe through a Kudos Corner in the Mayflower Newsletter. Submit nomination to ASPAN in category of Outstanding Achievement for MASPAN members who accomplish a lot in the area of volunteerism.</p> <p>Goal C. Research. Showcase Posters annually at a MASPAN Conference. Identify members completing capstone projects and ask them to present. Give award to poster presenter. Outreach to find out who is participating in best practices. If someone is working in areas of racial equality and/or gender identity, find ways to assist them. Possibly offer a presentation on bringing research to the bedside.</p> <p>Goal D. Website related costs. We have received positive responses in regards to fiscal transparency in MASPAN. Board members receive a budget ahead of a meeting with explanations; the Treasurer reviews data at meetings and fields questions. Utilizing board members as speakers can positively contribute to a conference's bottom line but also balance familiar faces with new speakers.</p> <p>Should an Outstanding Achievement award or a Research award be offered by MASPAN but with expectation that person awarded would present research at an upcoming conference. Will need to discuss criteria for both awards.</p> <p>Goal E. Brainstorm how to get all members more involved in the nomination/voting process. Specifically target younger generations through the use of electronic media to advertise open positions, job descriptions and to offer individual or group explanations/clarifications of the nomination/voting process.</p>	<p>volunteer/community activities.</p> <p>Posters submitted to ASPAN conference could be part of MASPAN's October conference and need to be presented in a professional format.</p> <p>Create a committee that reviews what other ASPAN components do for awards and scholarships.</p>	<p>Possible members for subcommittee for scholarships and research Suzanne, Melissa, Kathy and Maureen who has ideas and info for criteria for awards. Review what MASPAN offers for scholarships & review the application process. What do other components offer for scholarships?</p> <p>Possible creation of a MASPAN Rookie of the Year award for a nurse with less than one year perianesthesia nursing experience but they shine. Meg will work on criteria for this award.</p>
Membership	<p>Erin Cole.</p> <p>Summary of new members by month, on average 6 to 9 new members each month, 11 of the 57 new members are certified. 17 members did not renew, of that number some retired or transferred to other specialties.</p> <p>Geographically the South Shore and the Cape are under-represented for membership.</p> <p>Discussion about different professional committees MASPAN BOD members participate.</p>	<p>How do we get members and non members to visit MAPAN on zoom during PANAW week? Attend the PANAW CEU event and get entered into a raffle to attend a conference for free.</p>	<p>Contact Kathryn McCarraher to get bullet points containing information to encourage membership to share with Suzanne, Christine and Patty. Send an email to Maureen about which professional committees MASPAN BOD members serve on in order for</p>

<p>MASPAN 2021 Mid-Year Financial Summary</p>	<p>Christine Hill. (Entire Summary is available for Review) Highlights. Summary includes approximately the base balance of MASPAN's bank account. MASPAN's organizational insurance was paid in November. When submitting expense reports please include specific costs such as airfare, hotel, conference registration. Please identify costs within the expense so reimbursement is made more easily.</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? 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. Create strategies to recruit new members. Membership drive? Create an incentive or an opportunity to recruit new members. Like identifying and celebrating Recruiter of the Year. 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 Year could get \$100 for promoting recruitment.</p> <p>Ideally please scan receipts/expense reports onto the computer in order to reduce paper use and to have an electronic trail. Need to add expense of technical support from Don Haley to the January</p>	<p>information to be put in the newsletter. MASPAN is not applying for Gold Leaf this Year.</p> <p>Melissa will create a new online expense report form.</p>
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	<p>Donated \$250.00 to the Boston Food Bank.</p> <p>MAPAN netted \$623.01 in profit from the June 2021 Conference and netted \$179.52 from the CAPA/CPAN conference in September 2021.</p> <p>When comparing income generated from conferences in person versus zoom, the financial data supports the statement that more profit is made with in person Certification Review Conferences than zoom. Zoom requires technical support fees and mailing of binders where as when in person do not pay for the room used for the review seminar and minimal technical support is required.</p>	<p>certification conference invoices.</p> <p>Inquire as to whether hospitals are hosting in person conferences or presentations in the auditoriums.</p>	
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Next Meeting: June 04, 2022

Respectfully submitted: by Patricia M. Faron RN MASPAN Secretary