

MINUTES OF MEETING

MEETING TITLE: MASPAN Board of Directors Meeting

ATTENDANCE: Meg Beturne, Christine A. Fournier Bell, Erin Cole, Donna Constat-Haley, Kate Derr, Patricia Faron, Anne Halliday, Christine Hill, Stephanie Johnson, Melissa Lewis, Kathryn Mc Carraher, Maureen Mc Laughlin, Allison Popa, Suzanne Russell, Margaret Watro

DATE: November 18, 2023

TIME: 08:00-11:45

PLACE: ZOOM forum

GUESTS: Don Gerow

Meeting called to order by President/ Chair: Suzanne Russell

| TOPIC | DISCUSSION/RECOMMENDATIONS | ACTION/ASSIGNMENT | FOLLOW- UP/ RESOLUTION/DATE |
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| Welcome | Welcome and introductions. Review of fall minutes. June 2023 BOD MASPAN minutes accepted. | | |
| ASPAN National Conference Update | Overall the ASPAN conference in Denver, Colorado was a positive experience. Stephanie Johnson found her first time experience to be exhilarating. Kate Derr presented a poster at the conference and she was overwhelmed by the friendliness of other conference attendees. All ASPAN state organizations are struggling with the same issues such as attracting & retaining membership, and financial viability. | The Silent Auction event at the conference could have been a better experience. | Meg Beturne is part of the committee to discuss improvements to the Silent Auction Event. |

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| Committee Report: Research/Clinical Inquiry | <p>Report by Christine Bell, committee chair and by Margaret Watro. The vision & goal of the committee is to shift away from research to clinical inquiry which includes Evidence Based Practice, Quality Improvement & Research.</p> | <p>Goal to create a culture of clinical inquiry through a systematic process to evaluate and examine issues, questions and concerns. Goal to examine national issues which impact PACU nurses in all states. Goal to include all practice nurses in the process of inquiry. Examples: study on PACU/PreOp nurses at or nearing retirement, analysis & evaluation of the caregiver perceptions of day-stay total joint patients discharge to home. Idea for MASPAN Website- A Clinical Inquiry Question & Response Page as a</p> | <p>Decision to change verbiage, changing name of Research Committee to Clinical Inquiry. Christine Bell will create a notification for the general MASPAN membership of occurrence and reason for name change to committee. She will check MASPAN/ASPAN by laws for specific process of name change and membership notification.</p> |
| Committee Report: Governmental Affairs (GA) | <p>Report by Anne Halliday, committee chair. Please see GA Report for details. The following are Report Highlights: Legislative forum at MA State House Sept. 27, 2023 Advocacy in Action, the first in person event since 2019. MA Senate 40 members each representing approximately 159,000, meets year round since 1713. MA House of Representatives 160 members each representing about 40,000 state residents, meeting year round since 1630. Both the MNA (Massachusetts Nursing Association) & the ANA (American Nursing Association) have similar interest in issues impacting nursing such as safe nursing ratios, an RN holding multiple state licensure, workplace violence. Discussion about funding attendance for the MA legislative day possibly offering a scholarship to a member to pay for their attendance. Brian Harradone is new Coordinator of the GA SWT for ASPAN. MNA sponsors a state survey every few years. The most recent one states that according to results of the poll quality of care has diminished at the bedside.</p> | <p>Check MA.gov website for details on 9/27/23 legislative nurses forum day if you are interested in attending.</p> | <p>Post on MASPAN website a notice for members about the MA legislative nurses day on 9/17/23</p> |

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| Membership/ Marketing | <p>Report presented by Erin Cole and Donna Constant-Haley. Please see MASPAN 2023 Membership Report for details. The following are Report Highlights: 110 MASPAN members, 21 who renewed after receiving a reminder to renew email/letter. January was the highest non renewal of membership month r/t nurses leaving the workforce and/or the perianesthesia specialty. February was the highest number of membership month. In general, MASPAN is mostly stable with membership numbers. MASPAN might have 5 to 6 years of membership data worth compiling into a format that allows analysis of data.</p> <p>Discussion to offer scholarships for MASPAN membership. To receive a scholarship might require some sort of contribution or small action or participation i.e. a small statement/article to the MASPAN newsletter describing how professional experiences as a nurse are enhanced by MASPAN membership. Eligibility for scholarship would be limited to one instance per person.</p> <p>Any non MASPAN member who attended a conference was sent a letter inviting them to join MASPAN. Their information was put into an email bank in order to receive MASPAN updates.</p> | <p>Consider putting MASPAN membership data into a format which would allow analysis of trends of membership loss and renewal. Suggested as a small project to review and study MASPAN membership and renewal trends.</p> <p>Proposal to work collaboratively with regional components to support and maintain each other's organizations and members.</p> | <p>Suzanne, Erin, Christine Fournier Bell and Maureen will form a subcommittee to membership analyze data to hopefully discover trends & reasons for the ebb & flow of membership. For example, Do certification application & National Conference attendance prompt an increase in membership to MASPAN?</p> <p>Review MASPAN scholarship application for requirements as to whether scholarship money could be used to pay for MASPAN membership. Review how MASPAN budgets for scholarships, review budget limitations.</p> <p>Promote 2023 MASPAN Fall conference as a membership scholarship opportunity to join MASPAN.</p> <p>Erin will inquire into joining ASPAN Strategic Team for Membership & Marketing.</p> |
| Website/Social Media | <p>Report presented by Donna Constant-Haley and Melissa Lewis. Melissa- 17 Instagram posts and 42 Instagram pics with 3 to 13 "likes" per post. Facebook 23 posts and 42 FB pics with 3 to 13 likes per post. People who did not attend the national conference appreciated the live/current updates.</p> <p>Donna- Donna will be mentoring Margaret with website maintenance. Donna also helps other ASPAN components with website training. She would also like to learn more about website functionality in order to improve the website and would appreciate a presentation by Dan Cohen at a national ASPAN conference about website maintenance/functionality.</p> | | |

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| Newsletter | <p>Report presented by Maureen Mc Laughlin. The MASPAN Newsletter is a primary supporting document for Gold Leaf Membership and certain core content must be contained in every newsletter in order to maintain Gold Leaf eligibility. The goal is an award for the newsletter. Maureen suggested looking at what other components</p> | <p>Maureen will send Stephanie a jump drive with past editions of MASPAN newsletters. The MASPAN BOD members have greatly appreciated Maureen's effort with the MASPAN newsletters.</p> | <p>Stephanie Johnson will be taking over the creation of the MASPAN newsletter with plans to revive the MASPAN Mayflower Newsletter. Stephanie's goal is publishing a quarterly newsletter, 4/year, with the plan to start with one this fall of 2023. Allison Popa offered to help Stephanie with the newsletter.</p> |
| Finance | <p>MASPAN 2023 Mid-Year Financial Summary presented by Christine Hill. Please see the MASPAN 2023 Mid-Year Financial Summary for details. The following are report highlights and discussion.</p> <p>All of MASPAN's income is kept in 2 bank accounts, Simple & Premier at TD Bank. One account is for writing checks and the other account contains all money received by the organization. Income from component membership to ASPAN, the MASPAN component renewal membership money, is directly deposited into an account from ASPAN. Kate Murdoch (ASPAN).</p> <p>Discussion of electronic transfers versus a physical check. Physical checks cost money.</p> <p>Four people who joined ASPAN were reimbursed the component fee for MASPAN. Zoom charges usage fees. The Nursing Network fee is based on the number of conferences sponsored by MASPAN. National Conference Total includes expenditures for location/venue, airfare, hotel etc. 2023 Mid-Year Financial Summary is comparable to previous financial summaries in relation to balance and yearly income.</p> <p>Meg Beturne suggested awarding more people scholarships to attend the ASPAN national conference but less money to each person. Statement made for MASPAN to be cognizant of how much money is awarded in relation to income generated so that scholarship/award expenses do not total more than income.</p> | | <p>Add a memo line to the electronic transaction so the reason for the transaction is present on the account statement, explaining the who/what/why for the expenditure. Change the title from Scholarship fee to Awards. Christine will find out balance of MASPAN's legacy contribution to ASPAN. July first is the deadline to apply for a scholarship to attend ASPAN National Conference 2024. Corrections made to MASPAN 2023 Mid-Year Financial Summary. Summary accepted by MASPAN BOD with corrections.</p> |

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| <p>Education</p> | <p>MASPAN 2023 Education Summary presented by Kathryn Mc Carraher. Please see MASPAN 2023 Education Summary for details. The following are report highlights and discussion. Maureen Mc Laughlin presented a virtual certification review course on 2/04/2023. Maureen feels promoting certification directly increases MASPAN membership.</p> <p>Gender Affirming Surgeries original speaker declined due to schedule conflict. Meg Beturne offered to fill the slot with a presentation about climate change. Review previous conference evaluations for recommendations for future conference topics.</p> <p>2024 MASPAN Education Considerations: Previous certification review courses have been successful. Possible half day virtual or live conference in March. Discussion about poster presentations.</p> | <p>Maureen and Stephanie are working on Stephanie's presentation for the fall MASPAN conference.</p> <p>Reach out to Fenway Health about a possible presentation r/t Gender Affirming Health +/- Gender Affirming Care. Contact a nursing team that could speak about gender affirming care. Or contact Maureen Mc C (sp?) about presenting Care of the Transgender Patient. Consider LGBTQ+ conference topic/content to include information that decreases stigma & imparts knowledge directly impacting nursing care of the transgender patient. Help/volunteers will be needed to staff conference, more information from Suzanne to follow.</p> | <p>September 16, 2023 date set for Maureen Mc Laughlin's fall virtual certification review course.</p> <p>Live fall MASPAN conference October 28, 2023 to be held at Waltham Woods 8am to 1600pm. 6.25CEs to be awarded for attendance of the whole conference.</p> <p>Review what MASPAN members have previously requested for topics for conference presentations. The MASPAN fall conference pamphlet will have information that explains what the conference fee includes. Kathy & Christine will create a document to be posted on the MASPAN website calling for posters for the October MASPAN conference. Three of the posters will be chosen to be presented at the conference podium. One speaker from each poster presentation, the primary presenter, will receive a \$25 discount off of conference registration. This is a separate discount from the honorarium discounted registration fee.</p> <p>Move fall MASPAN conference registration deadline to an earlier date, change registration deadline to October first, so attendance numbers can be reviewed. Then the deadline for registration can be extended if necessary if the minimum number of attendees required for use of Waltham Woods is not met.</p> |
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Next Meeting: to be decided

Respectfully submitted: Patricia Faron RN, MASPAN Secretary