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| **North Carolina Association of Perianesthesia Nurses Board of Directors Meeting** | | | |
| **Purpose:** NCAPAN BOD | **Date:** January 20, 2024 | **Virtual** | **Time:** 0830-1130 |
| **Leader:**  Susan Knowles  President | **Timekeeper**  Gerry |  | **Secretary:** Michele  Attendees: Susan Knowles, Chris Ford, Jen Carlson, Michele El Massari , Gerry, Young, Jeanette Cancerelli, Jennifer Harris, Marche, Tucker, Jennifer White, Kathy Sandel, Drew, Wyatt-Young, Chester Farley, CeCe Reyes, Lauren, Klonz, Shannon Lane, Robin Davis, Jaclyn Yeager |
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| **Agenda Item** | **Discussion Leader** | **Time** | **Notes** |
| Welcome/Call to Order | Susan Knowles | 3 min | Shoutouts: Susan recognized team members stepping into vacant roles |
| Approval of Minutes | Susan | 2 min | Approved minutes except to delete “The president will text BOD regarding sent emails” Jennifer White proposed and Chester seconded. Motion passed |
| Treasurer | Chris Ford | 8 min | Chris gave detailed treasury report, and much discussion took place. Preliminary 2024 budget will be sent out to Board of Directors (BOD) before retreat in March.  Deadline for each district to email Chris budget proposal for PANAW week and any BOD member when they fill out “Willingness to Serve” and what they selected to Susan by **January 31st** |
| 2024-2025 Budget Review & Approval | Chris | 15 min | Kathy Sandell proposed approval of 2024-2025 budget and Gerry Young seconded. Motion passed. |
| Open BOD Positions; Succession Planning | Susan | 5 min | VP/President Elect position Kathy Sandell expressed interest. Someone is needed to consider seriously this position. We must have succession planning  Primary Nurse Planner: Drew Young is primary nurse planner proposed by Kathy Sandell and seconded by Jennifer Harris. Motion passed. |
| 2024 PANAW Week | Susan | 5 min | **“Empowered with Knowledge “- 2/5-11**: What are plans for individual units? Send all plans to Kathy for publication. Approval for TAPAN to spend $1500 for PANAW week. |
| ASPAN National Meeting  Representative Assembly | Susan | 5 min | Attending conference: Michele, Susan, Jennifer White, Kathy, and Chris. Susan will reserve two rooms and everyone attending will need to register and obtain flights.  Dates: April 14-18 unless attending RA, which is 13th. |
| ASPAN National Committees & SWT Report Outs  Past President | Marche Tucker | 5 min | Did people review Committee and SWT item descriptions? Willingness to Serve form? Forms included in email. 2024-2025 candidates for ASPAN BOD available on website to vote. ALL NCAPAN BOD are expected to vote, put candidates’ bios in their areas to encourage teammates to vote also. Will most likely need to either walk them through this or write out directions. Discussed scholarship point system that needs to be developed , Willingness to Serve, SWAT teams, ASPAN Legacy for Life contribution and how much we have contributed so far. Susan to contact Doug Hanish. **(1.23.24: We are at $5000.00 as of 2023.) $10,000.00 is the giving amount to obtain this)**  Reminder 1.31.24 email to Susan Willingness to Serve/SWAT (**1.23.24: Thank you to those who have emailed me already)** |
| Director of Public Relations | Jennifer Carlson | 3 min | Focus will be on hospital management; working to gain information and developing more outreach to ambulatory Outpatient Surgery Centers. (1.23.24: **Thank you to Drew for researching and sending us this list at the meeting)** |
| **Report Outs** | | | |
| Director of Communications | Kathy Sandel | 10 min | Facebook; Instagram; Who is following? Do you post these are your units with ASPAN’s *Breathline* and review at Huddles? Lauren to assist Kathy with social media and for Kathy to mentor in this position  Kathy demonstrated website. All districts are to obtain management info with name and contact number/email and send info to Kathy , Susan, and Jennifer Carlson |
| Director of Professional Practice | Chester Farley | 5 min | Working closely with Jennife Carlson; looking at posters, info gathering from different sites on topics, speakers, abstracts |
| Director of Governmental Affairs | Jennifer Harris | 5 min | Contact at legislator; upcoming bills; knowledge of individuals’ representatives  All BOD: go to [**https://www.ncleg.gov**](https://www.ncleg.gov) **f**ind your legislature and introduce yourself as being on the NCBOD for NCAPAN and showing support of smoke free operating rooms and workplace violence. Please notify Jennifer H when you complete this.  Encourage teammates and OR team regarding this also please. |
| Director of Education | Gerry Young | 5 min | ASPAN Certification Review 2/3/24 at Atrium Health Mercy |
| Nurse Planner | Robin Davis | 5 min | Current reviewers: Gerry and Robin. Drew voted in as primary nurse planner to work with Robin as his mentor. |
| Members at Large | Susan | 3 min | Michelle El-Massri, Lauren Klonz, CeCe Reyes: Ideas – Notes to new members, renewals, CeCe will draft a template with links to important sites. Updated member list to be provided and Michele will assist with mailings along with CeCe. Letter to be also attached to our website.  What do all see as roles/duties?  Need someone to be mentored by Chris. Please let Susan and Chris know. |
| ASPAN Updates | Susan | 5 min | Dates added to region calendar need to be emailed to: [ezeiger@aspan.org](mailto:ezeiger@aspan.org)  Copies of ASPAN Standards on Units? yes |
| District Reports:   * Jeanette Cancellieri -Piedmont * Shannon Lane/Mandy Crabb – Triad * Drew Wyatt/Stephanie Spivey – Triangle * Jaclyn Yeager – Coastal * Jennifer White - Mountain |  | 10 min | * Piedmont: State Conference report out (see below) * Triad: Getting up and running * Triangle: no conference in February; celebrating PANAW week * Mountain: Concentrating on getting more involvement |
| 2024 State Conference-Charlotte  September 26-29, 2024 | Susan & Jeanette Cancellieri | 10 min | Site: Courtyard Marriott Waverly; 6319 Providence Farm Lane; Charlotte; 704-733-9366  27h: Board Meeting 0830-1500  27th: Meet & Greet @ hotel (outdoor space)  28th: 0730-1600  29th: 0730-1300 |
| LDI Report out | Kathy, Jeanette, Chester, Jennifer | 5 min | Two takeaways from each person; what can we implement in our component  Please be ready to report out at retreat in March. |
| Important Dates | Susan | 5 min | 2/3/24 ASPAN Certification Review @ Atrium Mercy in Charlotte  4/13-18 ASPAN National Meeting-Orlando (1.23.24 Michelle graciously removed herself from NCAPAN financially supporting her as she is going to Florida with her husband and trip already planned. She will be attending conference offerings).  **District Reports to Kathy: Quarterly; 15th by last month of quarter (3/15, 6/15, 9/15, 12/15). Please mark calendars and send as soon as ready**.  Voted to provide Humanitarian Scholarship in amount of $500.00. Jennifer White proposed, and Kathy seconded. Motion passed. |
| Adjourn | Susan | 1 min | Drew proposed Gerry seconded. Motion passed.  Next meeting will be NCAPAN Board of Director’s Retreat in March 7-10th in Blowing Rock, NC. Assignments, meal planning, and other items will be coming soon. |