

North Carolina Association of Perianesthesia Nurses Board of Directors Meeting

Purpose: NCAPAN BOD	Date: August 10, 2024	Virtual	Time: 0830-1030
Leader: Susan Knowles President	Timekeeper Marche Tucker		Secretary: Ashley Attendees: Ashley Whittington, Kathy Sandel, Jeanette, Mandy Crabb, Jen Carlson, Susan Knowles, Lauren Klotz, Jennifer White, Jaclyn Yeager, Drew Wyatt, Gerri Younger, Marche Tucker, Chester Farley, Robin Davis, Chris Ford, Shannon, Michelle, Stephanie Spivey
Agenda Item	Discussion Leader	Time	Notes
Welcome/Call to Order	Susan Knowles	3 min	Exciting news to share as board members
Approval of Minutes	Ashley Whittington	2 min	Drew made a motion to approve minutes. Gerri and Jen second, Minutes approved.
Treasurer	Chris Ford	8 min	Reports sent out to Board Members and reviewed. Down east still has not sent there balance to Chris. Accounts reviewed by accountant. Chris has a report for crisis manual.
Open BOD Positions; Succession Planning	Susan	5 min	VP/President Elect and Member at Large positions are available
Professional Development Institute	Susan	5 min	Need to know who is interested with confirmation ASAP Anyone in district to recommend? Shannon, Mandy, Lauren November 8-10 in Oklahoma City
ASPAN National Committees, SPGs & SWT Report Outs	Susan	10 min	Report out on those who are on SWTs and SPGs
Director of Public Relations	Jennifer Carlson	3 min	Poster for all hospitals to post needs to be printed and sent out to hospitals. Susan will get it printed. Kathy to broadcast it on website. Susan will bring notecards to state 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 <i>Breathline</i> and review at Huddles? Lauren to assist Kathy with social media and for Kathy to mentor in this position

			<p>K All districts are to obtain management info with name and contact number/email and send info to Kathy, Susan, and Jennifer Carlson.</p> <p>Send Kathy an email even if you have nothing to report. Report any certifications.</p> <p>Record meetings so Kathy can post to share with others.</p> <p>Still waiting on most of hospitals</p>
Director of Professional Practice	Chester Farley	5 min	Nothing to report
Director of Governmental Affairs	Jennifer Harris	5 min	<p>Nothing to report</p> <p>Contact at legislator; upcoming bills; knowledge of individuals' representatives</p> <p>All BOD: go to https://www.ncleg.gov find your legislature and introduce yourself as being on the NCBOD for NCAPAN and showing support of smoke free operating rooms and workplace violence.</p> <p>Please notify Jennifer H when you complete this. Who did this? Michele did this.</p>
Director of Education	Gerry Young	5 min	<p>Scholarship info completed</p> <p>Plan district meetings state minded for educational offerings to prevent the same topics being presented multiple times</p>
Nurse Planner	Robin, Drew, Gerry	5 min	<p>Current reviewers: Gerry, Robin, and Drew</p> <p>Susan and Robin should have document for state conference done next week. Robin will use this as an example to renew.</p>
Members at Large	Susan	3 min	<p>Michelle El-Massari, Lauren Klontz, CeCe Reyes: CeCe will share this with us at Sepetember Meeting</p> <p>Notes to new members and renewals</p> <p>Current member list to be provided and Michele will assist with mailings along with CeCe</p> <p>Letter to be also attached to our website.</p> <p>Need someone to be mentored by Chris. Please let Susan and Chris know.</p>
Crisis Manuel Update	Marche	5 min	<p>Chris, Kathy, and Marche have been working on manual. Only missing a few pieces. Marche reviewed contents. Manual will be presented in person at September meeting.</p> <p>Manual needs to be review at board retreats.</p>
ASPAN Updates	Susan	5 min	<p>Dates added to region calendar need to be emailed to: ezeiger@aspan.org</p> <p>Copies of ASPAN Standards on Units?</p> <p>UPDATE needed</p>
District Reports:		10 min	<ul style="list-style-type: none"> ● Piedmont: ● Triad:
<ul style="list-style-type: none"> ● Jeanette Cancellieri - Piedmont 			

<ul style="list-style-type: none"> ● Shannon Lane/Mandy Crabb – Triad ● Stephanie Spivey – Triangle ● Jaclyn Yeager – Coastal ● Jennifer White - Mountain 			<ul style="list-style-type: none"> ● Triangle: ● Mountain:
2024 NCAPAN State Conference-Charlotte September 26-29, 2024	Jeanette Cancellieri	10 min	Site: Courtyard Marriott Waverly; 6319 Providence Farm Lane; Charlotte; 704-733-9366 27 ^h : Board Meeting 0830-1500 Rooms for all attending (doubles) 27 th : Meet & Greet @ hotel (outdoor space) 28 th : 0730-1600 29 th : 0730-1300 UPDATE needed
Review of NCAPAN Strategic Plan	Susan	10 min	Susan has reviewed plan. Need to reach out to other associations about our state meeting and post a standard on website quarterly.
Need to discuss	Susan	10 min	In person Meetings 2025 Prep for State BOD Meeting: Three things going well & three things need help with Review position descriptions Position changes? Please comment on what you want discussed
Important Dates	Susan	5 min	District Reports to Kathy: Quarterly; 15 th by last month of quarter (9/15, 12/15) Please mark calendars and send as soon as ready. Kathy to report out who she needs to send consistently
Adjourn	Susan	1 min	

Marche spoke on recognition. Need someone on the board to fill out the application and make the process easier. Drew volunteered to be a head person. Voted to put Drew this position to fill out Great 100 applications

Review state evaluations as a group.

Lauren proposed the board to purchase Canva for a year. Marche made motion Gerri seconded all approve.

Send NOY applications to Marche ASAP.