

## North Carolina Association of Perianesthesia Nurses Board of Directors Meeting

<b>Purpose:</b> NCAPAN BOD	<b>Date:</b> 9/27/2024	<b>Virtual</b>	<b>Time:</b> 0900-1500
<b>Leader:</b> Susan Knowles President	<b>Timekeeper</b> Marche Tucker		<b>Secretary: Robin and Jennifer</b> Attendees: Susan Knowles, Michelle El Masseri, Jen Carleson, Chester Farley, Drew Wyatt-Younger, Lauren Klotz, Jaclyn Yeager, Robin Davis, Jennifer White, Jennifer Harris, Mandy Crabb, Stephanie Spivey, Jeanette Cancellieri, Marche Tucker, Chris Ford Zoom: Gerry Young, Shannon Lane
Agenda Item	Discussion Leader	Time	Notes
<b>Welcome/Call to Order</b>	Susan Knowles	10 min	915 meeting called to order by Susan. She thanked Jeanette, someone and someone for their help in getting to this meeting.
<b>Approval of Minutes</b>	Ashley Whittington	5 min	Unable to approve minutes because we didn't receive them.
<b>Treasurer</b>	Chris Ford	10 min	Records reviewed by financial accountant and we do that every three years. The information from the accountant in crisis manual. Everything was reconciled. She had some suggestions one of which was to use the more electronic tools. Chris prefers to keep a ledger. Robin brought up the Coastal Chapter conference they did and money was not reconciled and earmarked for Coastal. Chris to set up zoom with Laura Clark, Robin Davis, Chris Foard, Jaclyn Yeager and Susan Knowles. Drew approved and Marche 2 <sup>nd</sup> .
<b>Open BOD Positions; Succession Planning</b>	Susan	10 min	Starting January 2026, we are doing a 3 year commitment instead of 6 year commitment. 1 year in each position – Vice President, President, Past President instead of 2 in each position. Need someone who is interested in this position to let Susan know. Susan has gotten everyone access to region 5 reports. Susan then provided a tutorial with the assistance of Chris and Lauren of how to run region 5 reports. Susan has gotten post cards for all new members for us to send to new members when Chris sends out new member lists. The district chairs will then look and determine who is in their district and send out post cards. Drew is sending out resources to use for this as well. Michelle has volunteered to be mentored by Chris to see if the treasure position is right for her. Marche is willing to mentor anyone who is interested in assuming the VP position if anyone is interested. Please let Susan know as soon as possible.
<b>Crisis Manuel</b>	Marche	10 min	Marche put together 3 tangible crisis manuals. President, Secretary and Treasure will keep these in their possession. They are also stored electronically. They are updated every two years and as needed. Important that minutes are detailed and kept in the manual. Treasure should not use social security number on anything related to the bank account. Chester recommended looking at reviewing it at each meeting. That would have to be placed in policy and procedure manual if we agree to do that. Send

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			pictures to Lauren we can add to website and crisis manual. Marche reviewed everything in the crisis manual. It was brought up during this time that we need to also have a conference planning manual. Binder to be brought to every meeting and updated in real time.
<b>Professional Development Institute</b>	Susan	5 min	Mandy and Shannon are going to PDI. Drew is going to try and accompany them as a senior leader on NCAPAN. Jennifer W is willing to attend if no one else from board is able to go. They would like a veteran board member to attend with them. It is November 8-10 in Oklahoma City. Registration for room deadline is Oct. 12.
<b>ASPAN National Committees, SPGs &amp; SWT Report Outs</b>	Susan	10 min	Governmental affairs SWT – Our first meeting is October 20 <sup>th</sup> . Marketing and membership – Have been working on Perianesthesia Nurses week theme. Voting is taking place.
<b>Director of Public Relations</b>	Jennifer Carlson	3 min	Jennifer and Lauren have developed a poster that will be sent out to all hospital systems to drum up support. Susan has brought post cards to state meeting for us to send notes to our members.
<b>Report Outs</b>			
<b>Director of Communications</b>	Kathy Sandel	10 min	Encourage your team members to follow us on Facebook and Instagram – right now, we are setting up a new Instagram account. Also, would like for us to display Breathline and Carolina Breaths in unit by the end of the month. ASPAN standard task force was mentioned by Chester as a great option for making employees aware. Susan needs for everyone to send her the name and email of their manager and director. Needs to be sent to Kathy, Susan and Jennifer Carlson. Asked for feedback for Carolina Breaths newsletter. Our agreement is Carolina Breaths is too long – we have found that we are not reading it because it's so long that we don't read it right away or if we start, we don't get too far. We recommend 2 pages or so with links to go to the different topics. Important topics to keep – upcoming events, free contact hours, and hot topics. It is recommended that in newsletter that when folks do not meet to leave the previous submission in the newsletter so it doesn't "look bad". Would like to add an area for certified nurse. Feature a member each month  I'd like to feature a member - this is where I really need help because I don't know the specifics of the great work your team is doing. Maybe feature the nurse of the year (what was said about them), recruiter of the year - all the president award winner.
<b>Director of Professional Practice</b>	Chester Farley	5 min	Need info here - not sure why I missed it.

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<b>Director of Governmental Affairs</b>	Jennifer Harris	5 min	Contact at legislator; upcoming bills; knowledge of individuals' representatives All BOD: go to <a href="https://www.ncleg.gov">https://www.ncleg.gov</a> find your legislature and introduce yourself as being on the NCBOD for NCAPAN and showing support of smoke free operating rooms and workplace violence. Attended NCNA convention. Donna White is one of our representatives in the General Assembly for the smoke free operating rooms (HB 650). It passed the House and stalled in Senate so please write your senator. Susan will send out articles to attach.
<b>Director of Education</b>	Gerry Young	5 min	Scholarship form approved. Drew made a motion to approve and Jennifer White 2 <sup>nd</sup> the motion. All in agreement. Scholarship approved for Chester Farley.
<b>Nurse Planner</b>	Robin, Drew, Gerry	5 min	Robin is present Primary Nurse Planner. Gerry and Drew are Nurse Planners. If anyone would like to become a nurse planner get up with Robin. We are due to renew our application in June.
<b>Members at Large</b>	Susan	3 min	Michelle El-Massari & Lauren Klontz – Someone mentioned Nikki Moore as a potential board member. Notes to new members and renewals? Current member list to be provided and Michele will assist with mailings along with members at large Letter to be also attached to our website
<b>Committee Breakouts</b>	Committee Chairs	60 min	Not doing right now.
<b>ASPAN Updates</b>	Susan	5 min	Dates added to region calendar need to be emailed to: Send email to the following person so she can put it on the national calendar <a href="mailto:ezeiger@aspan.org">ezeiger@aspan.org</a> . Everyone should have copies of ASPAN Standards on your unit.

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<b>District Reports:</b>  <b>Jeanette Cancellieri - Piedmont</b>  <b>Shannon Lane &amp; Mandy Crabb: Triad</b>  <b>Stephanie Spivey: Triangle</b>  <b>Jaclyn Yeager: Coastal</b>  <b>Jennifer White: Mountain</b>	Chairperson	40 min	<p>Piedmont – March, June and September we had meetings and presentations by Jeanette. December is also scheduled – complications of regional anesthesia also being done by Jeanette.</p> <p>Triad – Having a meet and greet for to recruit new members during Mid-November.</p> <p>Triangle – upcoming meeting November 11<sup>th</sup> GLP-1 medications. Yet to be determined if we are going to be a conference in February for PANAW week. TAPAN recommended to have each district take a quarter and do presentation. Everyone agreed to do this for 2025. Months are February (Triangle), May (Coastal), August (Piedmont), and November (Mountain).</p> <p>Coastal – We are getting revitalized.</p> <p>Mountain – Regional anesthetic contact hour and will share with</p> <p>Discussion started about having more in person meetings along with zoom meetings.</p>
<b>2024 NCAPAN State Conference- Charlotte September 26-29, 2024</b>	Jeanette Cancellieri	30 min	<p>Report out by Jeanette</p> <p>Site: Courtyard Marriott Waverly; 6319 Providence Farm Lane; Charlotte; 704-733-9366</p> <p>27<sup>h</sup>: Board Meeting 0830-1500 <b>Rooms for all attending (doubles)</b></p> <p>27<sup>th</sup>: Meet &amp; Greet @ hotel (outdoor space) 1830-2030</p> <p>28<sup>th</sup>: 0730-1600</p> <p>29<sup>th</sup>: 0730-1330</p>
<b>Future State Meetings</b>	Susan	20 min	Michele has great ideas to share
<b>Review of NCAPAN Strategic Plan</b>	Susan	10 min	Susan – add information here please
<b>Need to discuss</b>	Susan	20 min	<p>In person Meetings 2025 – It was discussed increasing in person meeting to two meetings a year instead of one.</p> <p>Susan reminded everyone to review your position descriptions and be aware of what your responsibilities are.</p>

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			All board members have access now to Region 5 reports. Please let Susan or a previous President know if you do not know how to pull them up for viewing.
<b>Important Dates</b>	Susan	10 min	January 11 <sup>th</sup> Zoom March 22 <sup>nd</sup> 9-2 in person – location TBD June 21 <sup>st</sup> Zoom August 16th 830-1130 via zoom October state meeting  If you drive more than 120 miles at 60 miles an hour the organization will pay for a room
<b>Recap /Adjourn</b>	Susan	5 min	Prepare for state meeting: All hands-on deck

Parking lot: Future conference insurance