

Sacramento AACN Chapter Board Meeting Agenda  
10/20/2016  
UC Davis Education Building  
Room 3225A-B  
1800-2000

**1. Call to Order and Approval of the Minutes (5-10 minutes)**

- September (Cardiac review meeting- need amendments added)
- AdHoc Meeting (Emailed by Ren – Upon approval, need to place in website and google drive)
- National Minutes (
- Please update sacaacn website and google drive for meeting minutes and other documents by next meeting
- Record – need to include members who are present on our meeting minutes

**2. Governance Matters (20 minutes)**

- AACN By-Laws and Board Member responsibilities (AACN Governance Manual)
- Who is truly on the board
- Who votes
- What is needed for board quorum
- What is acceptable for board turnout
- Time sensitive voting issues
- Review documents – Job Description, Chapter Governance manual, aacn bylaws, healthy work environment standards, exec summary
- Creating new bylaws per Karen and submit to Karen and Angela: Bylaws guiding on future events, voting by membership.
- Updates on action items: Kings notified of board’s decision
- Membership Voting
- Membership voting director
- AACN and Chapter Charter
- Board meetings – will place online as an event – encourage more transparency and encourage new board member participation
- Time keeper: Keep our meeting time 6-8pm

**3. Treasurer’s Report (5 minutes)**

**Brittney**

- Checking
- Savings
- Outstanding
- **Total Net Worth:**
- **Will need a copy of our current fiscal plans for our annual budget (discussed at our retreat)– i.e budget breakdown of each event. Need to post this online by the next meeting to promote transparency**

**4. Membership (1 minutes)**

**Patty**

- # of members \_\_\_\_\_
  - with CCRN \_\_\_\_\_
  - with PCCN \_\_\_\_\_

**5. “Education Matters”**

**All**

- ***October “Pain Matters” (10 minutes)***

- Board members: Who went?
- Evals and thoughts?
- CEU Objectives/CEUs/Evals: Please load in GOOGLE DRIVE
- Pictures / Blog post event: ANYONE??? Please upload to website
- Community Agency:
  - Brian Marks (Mountain Circle Family Services):
    - How did it go?
    - Post links to our website – community
    - Donation: \$500
- **2016 CCRN / PCCN Review by Carol Rauen (10minutes)**  
**November 14-15, 2016 8-5pm @ Rocklin Event Center**
  - Events Booked with Nicole Gilbreath (Event Coordinator with City of Rocklin)
  - Number of attendees: REGISTRATION WILL CLOSE 1 WEEK PRIOR TO EVENT
  - Tasks Speaker: Laura / Trish
    - Speaker transportation, hotels: HOTEL TRISH – thanks.
    - Contract: All revised and approved by Nationals
  - Handouts: Trish
    - ? Final printouts of syllabus – due 1 week before event per board decision
  - CEU: Dale
  - Registration/Computer Registration Sign up: Patty / Barbara / Marcus
  - Pictures
  - Blog post event: Jessica and Nick (New Board Members)
  - Food: Jodi/ Trish (PANERA or OTHER OPTIONS in Roseville / Rocklin)
    - Day 1:
    - Day 2:
    - Drinks:
  - Signs: NOT NEEDED?
  - Escorting / directing / drinks setup: Ken and Sharon
  - Swags/promotions/raffles: Trish
    - Gift cards for PROMOTING COMMUNITY AGENCY???
    - Gifts for members: Chargers for Iphone (Patty)

- DINNER ON MONDAY WITH CAROL: SUGGESTIONS?
  
- **February Spring Symposium: (15-20 minutes)**
  - Requested education building, Rocklin Event Center, and Sutter Roseville
  - Need to decide tonight:
    - Venue
    - Topics
    - Possible speaker choices
    - Make flier by the end of November for our website and promote on Nationals
  
  - Locations:
    - Education Building: No updates, costs will go up due to board decision on absorbing costs of parking to participants (\$6 per person / day)
    - Scottish Rites: Spoke with Patty, will defer Scottish Rites Center at this time due to concerns for projector/screens/equipment issues
    - Sacramento Convention Center: Too expensive
    - Sacramento State Alumni Center: Not available
    - Rocklin Event Center: (Currently soft hold placed -need response ASAP)
      - Costs: \$1100-1650 from 7am – 5pm. Application for fee waiver denied. Vendor (Avadim/Theraworks) may also consider paying for this.
      - Capacity: 320 round table / 512 Theatre style / 287 if we just count parking />250 classroom style
      - Parking: 287 Free parking next to event
      - Vendor Space: Currently with Ballroom, Buffet, Ballroom, Outdoor Garden – Minimal capacity 15. May reserve additional Garden Room for \$900 and we can hold additional 10 -15 vendors.
  
    - Sutter Roseville:
      - Costs: Free!!!
      - Capacity: Maximum 75
      - Great Parking: Free
      - Vendor space:
  
  - Speakers / Topics:
    - CMC / CSC EVALS and DOODLE POLL (Brittney, Patty, Ren, Dale)
      - Healthy Work Environment/Self Care: Colleen “It Matters”
      - SEPSIS: Keri Blasingame NP (Procalcitonin)
      - TBI: UCD Trauma attending vs Dr. Eric Giza (Recent talk at UCD 10/12/16)
      - Cardiac: Dr. Jeff Southard, UCD Cardiology (Latest treatment on CAD, TAVR updates, dissolvable stent)
      - Pulmonary

- Street Drugs: (PD?)

## 6. “Membership Matters” (5 minutes)

- Kings Games (Wednesday, Jan 18<sup>th</sup>, 2016):
  - Vote:
    - 2-weeks process
    - 100 votes: 54 yes, 46 no
  - Maximum seating: 55
  - Costs: NON REFUNDABLE TICKETS
    - Maximum non-paying board members allotted per voting: 15
    - Costs to members: \$100/ticket
    - If unable to fill with members, will open to nonmembers for \$150/ticket
    - CHAPTER COSTS per vote: \$4000
- Rivercats Game (June): Who wants to champion this?
  - Membership vote: When?
  - Maximum seating: Box
  - Costs/ Budget:
  - Combine with community agency?

## 7. “Community Matters” (5 minutes)

All

- NEED TO VOTE ON WHO WE WANT
- Add all approved agencies link on our website by the next meeting. Maybe a few pictures of each group? (Can we get these????)
  - American Heart Association- Macy’s CPR February, 2017: (Laura)
  - WIND:
  - Project ADAM:
  - Sacramento Food Bank And Family Services:
  - Community Health: March is Colorectal Awareness Month and Multiple Sclerosis Awareness
  - Mountain Circle Family Services
  - Flo’s cookie jar
  - May is American/ National Stroke Month and Lupus Awareness:
  - Shriners
  - UC Davis Groups?
    - Betty Irene Moore School of Nursing opened MEPN program – many scholarships we can sponsor
    - Cancer Center
    - Autism
    - Children’s Hospital

## 8. Website/Social Media/Newsletter/Marketing (5 minutes)

All

- Marketing \*(\$500 budget): Swags
- Website \*Great with promotions / Almost met our goals on membership – Will update everyone’s pictures
- Facebook, Twitter, National

## 9. “Certification Matters” (5 minutes)

- **Angela Benefield** have done some nice videos recognizing certified nurses in her chapter. She offered to do the same for us. Just need pictures and she will do the video for us. I can take pictures for some UCD units. We can also do a calling for our members to send in pictures and I gather all the pictures and send it to Angela afterwards.
- For certification recognition, I can also work on National AACN certification recognition website.

**10. National AACN (5-10 minutes)**

**All**

- Apply for award: <http://www.aacn.org/wd/chapters/content/chaptersawards.content?menu=chapters&lastmenu=>
- I have already written 2 awards – for our chapter. Dale and Nick have assisted with the editing. Angela also has a copy of one of our award exemplar. I have uploaded 1 award online for the board to review prior to submitting to Nationals.
- I will be working on more awards in the next few days. Anyone interested in revising, please let me know.

[2016 Chapter Award Recipient Exemplar Booklet](#)

<b>Award Category</b>	<b>Nominations Open</b>	<b>Deadline to Apply</b>	<b>Notifications</b>	<b>Award Amount</b>
<a href="#">Excellence in Chapter Collaboration</a> (UCD/UCD SCHOOL OF NURSING/ SFBFS/PROJECT ADAMS/SHRINERS/ENA/SAC FIRE/SAC METRO/CALSTAR/REACH/SAC DISPATCH / OTHER AACN CHAPTERS/ AHA / AANN	7/1	11/1	2/15	\$1,000 each (up to three chapters)
<a href="#">Excellence in Chapter Leadership Development</a> (NEW PRESIDENT, TREASURER, SECRETARY, COMMUNITY OUTREACH, WEBSITE)	7/1	11/1	2/15	\$1,000 each (up to three chapters)
<a href="#">Excellence in Community Education &amp; Public Service</a> (BEACON/IV TYLENOL/COMMUNITY AGENCY INVOLVEMENT IN DINNERS/HANDS FREE CPR/PROMOTING DONATION DRIVES – LOUISIANA/ HUMAN TRAFFICKING TALK/ PRESENTING AT LOCAL AMSA CONFERENCE EDUCATING HEALTH CARE STUDENTS ABOUT NURSING	7/1	11/1	2/15	\$1,000 each (up to three chapters)
<a href="#">Excellence in Chapter Educational Programming</a> (BEACON/CMC/CSC/CCRN/PCCN/SPRING SYMPOSIUM/INTERPROFESSIONAL SYMPOSIUM/EDUCATIONAL DINNERS	7/1	11/1	2/15	\$1,000 each (up to three chapters)

<a href="#">Excellence in Promoting the Value of Certification</a> (CMC/CSC-NEW/CCRN/PCCN/REWARD UNITS WITH IMPROVEMENTS - JODI/BEACON)	7/1	11/1	2/15	\$1,000 each (up to three chapters)
<a href="#">The President's Award for Chapters</a> (MEMBERSHIP GROWTH AND GIVING BACK/COMMUNITY OUTREACH/EDUCATION/VALUE OF CERTIFICATION/ CHAPTER COLLABORATION/COMMUNITY OUTREACH/VENDOR SUPPORT)	**	2/15	3/31	\$1,000 each (up to four chapters)

- NTI 2017: Houston May 22-25 (tentatively, who's going?)

**11. Open Forum or Future Board Discussion (Remaining time)**

# **Calendar of Events**

## **(Internal STRATEGIC Planning/ANNUAL PLANNING)**

### **(First Half)**

- Wednesday, August 17<sup>th</sup>: Beacon Dinner at Il Fornaio
- Thursday-Friday, September 15-16: Cardiovascular Review UCD
- October: Member priority vendor sponsor dinner **(Project ADAM)**
- Monday-Tuesday, November 14-15: CCRN Review at Rocklin
- Early December / January
  - Christmas with the Kings – Membership Event (Free to first 50 members signed up)
  - Feed the hungry
- Member priority vendor sponsor dinner **(WIND)**
- February: Spring Symposium with vendors

### **(Second Half)**

- Feb/March:
  - AHA / Macy's CPR Event
  - Colorectal / MS Awareness Event
- April: Multi-Association Collaborative Symposium
- May:
  - Rivercats Baseball – Membership Event (First 50 members)
  - Stroke/Lupus Awareness Event
- NTI
- June: Member Priority vendor sponsor dinner **(SHRINER'S)**