

Board of Directors Meeting – Illinois Society of PeriAnesthesia Nurses

January 14, 2017

Attendance

Rose Ziffra, Judith Kinnavy, Cheryl Gallet, Elena Lehr, Lorena Manalansan, Mary Higgins, Joelle Felumlee, Chris Pyburn, Alexis Nicpon, Jane Reinschmidt (guest), Carolyn Kiolbasa, Jamie Danks (joined at middle of meeting)

Call to Order

The meeting was called to order at 0811.

Appointment of Time Keeper

Judith Kinnavy was appointed by Rose Ziffra prior to meeting.

Additions/Deletions to Agenda

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Consent Agenda

Motion proposed to for approval of October 2016 BOD minutes pending DD III & Tech Chair reports due by January 31st made by Judith Kinnavy, second by Elena Lehr, motion passed 7/7.

Board Reports

The following reports were submitted prior to the meeting. Reports have been edited for the purpose of these minutes and information within follows the Strategic Plan.

President's Report: Rose Ziffra MSN RN CPAN/CAPA

- Topics that are presented in all the conferences are based on educational needs of members reflected in the evaluations.
- Carolyn Kiolbasa is connecting with AORN for future joined conferences and educational offerings here in Illinois.
- Mary Higgins is going to request for ASPAN Review Course this Spring.
- Continuously promoting scholarships available through website, blast e-mail, conferences, staff meetings, personal e-mail to different leaders in other organizations.
- There is an increase of scholarship applications this year.
- Legal Issues in documentation was presented in the Fall Conference and knowledge disseminated to the staff.
- Continuously promoting ASPAN Standards in clinical setting: Staffing, capnography, competencies, documentation, use of social media, certification.
- Currently evaluating NPO status in our organization; NPO article that I wrote in Periscope was one of the EBP references with the additional best practices in different hospitals shared by ILSPAN Colleagues
- Sent an e-mail to all ILSPAN members and reached out to leaders to celebrate PANAW. Asked the members to submit the name of their leaders so I can reach out to them.
- PANAW is being advertised in the website, newsletter and blast-email.

- There is an applicant for Humanitarian scholarship. Judith Kinnavy will send the copy of application for the Board to review.
- Mary Higgins submitted a list of charitable organization all around the area for reference.
- Traditionally, ILSPAN sells raffle ticket during Component Night and donate the proceeds to charity. Indiana Law prohibits selling raffle tickets. ILSPAN will continue to donate to charity, resource funds to be discussed in the BOD meeting.
- Abstract submitted was selected for presentation in the upcoming ASPAN Conference- *The New Day Surgery Unit: A Patient Centered Care*. The making of a unit that is patient centric, the involvement of the staff, creation of a blended unit, the education, cross training, of phase I and phase II, expectations, delivery of high quality care at a low cost.
- Together with Judith Kinnavy, we were able to recruit a VP candidate, Latisha Washington.
- Will send BOD and members to LDI. Will seek scholarship assistance from ASPAN for financial support.
- Will continue ILSPAN partnership with Chamberlain College. Will look for possibilities of partnership with other colleges/universities
- Using technology to connect with the hope that it will encourage ILSPAN members who are busy and are challenged to be physically available to still be involved.
- Conference brochures are being sent to Schools of Nursing. Scholarships for students are being awarded during the conferences.
- We are advancing in technology. Registration for conference is now on line, handouts will be given electronically, less printed materials in the conference.
- We need to make sure that ILSPAN website/ Facebook have the most updated documents/information.
- We need to follow up on the most updated form of social media that was suggested from the last meeting.
- Thank you all for all your diligence and dedication to our organization. I am looking forward to another successful year. Success does not come without an effort and YOU make it happen.
- Soothing Scents sent a check for \$150 (vendor) for the upcoming Spring Conference (our loyal sponsor).
- I am applying for scholarship from ASPAN for Representative Assembly. I will give you an update. This will help to finance our objective of sending more BOD/members to the national conference
- Mary Higgins assumed the role of Membership Chair. She had a transition meeting with Laura Marovich on December 17. I want to thank Mary and Laura for a great job!
- Chris Pyburn is going to continue to be the Periscope editor till somebody steps up or applies for the role. She is very passionate with what she is doing and is a Perianesthesia Nurse in her heart.
- ILSPAN checking and CD account are all in ILSPAN treasurer's name (Elena Lehr) and will add Judith Kinnavy (VP/Pres-Elect) name on the account this March.
- I am running for the Nominating Committee in ASPAN☺.

Immediate Past President's Report: Mary Higgins RN BSN CAPA

- Submit request for ASPAN seminar to ILSPAN president by 2/1/2017 – Peri-Anesthesia Certification review in the Elgin area (deadline for summer/fall is 2/15/2017)
- Submitted candidate for Clinical Excellence to ASPAN on 1/3/17.

- To send mass email to ILSPAN members to increase awareness of PANAW week (Feb. 6 to 12, 2017) with ideas for celebrations within their units after permission for the BOD. Suggest to BOD to purchase from PANAW catalog and raffle off to members.
- Initial list presented at last BOD unchanged. Discuss if this is helpful or not to the BOD. Do we continue to add to this or seek local charities at time of seminar?
- Membership chair to encourage new ILSPAN members to participate in organization in welcome email.
- Met with Laura Lynn Marovich to transition responsibilities of the membership chair on 12/17/16 in Oak Lawn. Laura has requested to Eileen Ziegler to allow me to have access to the membership list. I should start receiving the ASPAN membership list mid-January. Will partner with Elena and ensure checks are deposited and new members are notified and welcomed.

Vice-President's Report: Judith Kinnavy RN BSN CAPA

- Will review evaluations of Fall Conference in order to plan conferences for the future.
- Plan to address ASPAN webinars at Spring Conference.
- PANAW information will be sent to all Advocate Health Care facilities (via Periop Council); in process of creating list of local hospital leadership to encourage PANAW awareness; will reach out to BOD for list of their leadership as well.
- One application received: Jane Reinschmidt.
- Exploring suggestions for charitable organization for ASPAN National Conference
- Loaves and Fishes Food Bank chosen as Spring Conference charity recipient.
- Future plans to submit article for *Periscope* publication on pending research project at Advocate Good Samaritan on use of acustimulation in prevention and treatment of PONV in bariatric patients.
- Plan review of posters at National Conference for potential articles.
- Candidates for upcoming BOD elections:
VP/Pres. Elect: Latisha Washington
Secretary: Cheryl Gallet
District 1 Director: Lorena Manalasan
District 2 Director: Joelle Felumlee
District 3 Director: Jamie Danks
- Created list of Nursing School contacts for outreach-plan to send out introductory email to promote perianesthesia nursing and student attendance at upcoming Spring conference
- Scholarship applications received:
CPAN/CAPA
Certification-Caitlyn Mormann
Recertification-Angela Labadie, Elena Lehr, Keith Schumacher, Rose Ziffra
National Conference:
Julia Nutter, Keith Schumacher

Treasurer's Report: Elena Lehr RN CPAN

The ILSPAN Accounts have been reconciled monthly. As of 1/01/2017 we have:
\$36,520.63 in checking
\$25,000.00 in savings

Totals to \$61,520.63

- Certificate of Deposit has expired, therefore it has been put back in checking- waiting on meeting in March, with Judith Kinnavy, to establish another COD and add Judith to the checking, savings, and credit card accounts.
- Discuss if we are adding Judith Kinnavy to the accounts in March or if we will add the new Vice-President?
- Discuss increasing the COD to 20,000.00 or 30,000.00 at the Go To Meeting.
- Wanda Ellenberg, Past-President, is finally off the Checking, Savings, and COD accounts and the credit cards she had have been cancelled.
- We must have the results of the Annual Audit announced in Periscope to meet a requirement for Gold Leaf. I have attached the 2016 Annual Audit Report.
- ILSPAN BOD have been Bonded in a Surety Bond by Western Surety Company. This insures us up to \$75,000.00. This needs to be in Periscope to meet Gold Leaf requirements.
- Check # 1799: Secretary of State of Illinois has been completed 3/5/2016, and accepted by the State on 3/18/2016, to register agents of ILSPAN and is done yearly.
- Federal Tax Exempt Status 501 (c) (3) (check #1778 on 1/18/2016) We have tax-exempt status and I file for renewal annually.
- The Annual Report to the Secretary of State Jesse White was completed and accepted 4/20/2016. The Next report is due before 12/1/2017.

ILSPAN AUDIT 2016

The annual ILSPAN audit was completed on July 16th, 2016. ILSPAN's fiscal year is from July 1st the prior year to June 30th the current year. In attendance were: Rose Ziffra (President) MSN, RN,CAPA,CPAN; Judith Kinnavy, BSN, RN, CAPA; Cheryl Gallet (Secretary) MSN, RN, CAPA ; Elena Lehr (Treasurer) RN, ADN, CPAN; and Jane Reinschmidt (Newsletter Editor) BS, RN, CAPA

All bank deposits, credit card transactions and expense reports were reviewed for accuracy of dollar amounts, attachment of receipt, and appropriate expense categories used. Two discrepancies were discovered. First, Elena Lehr did not prove a receipt for her Adobe Acrobat purchase, she is to provide proof of purchase within the week or reimburse ILSPAN.

The second is an over-payment to a BOD member, which will be repaid by deducting the \$75 off the next check to the member.

There were no outstanding checks and the US Bank credit card had a zero balance.

Everyone worked well for being exhausted from a day of reviewing policies.

Fall 2015 Conference had a loss of **\$-574.52**

Spring 2016 Conference had a profit of **3602.62**

Changes that have been implemented in the past 2 years:

1. Names of the Audit Committee should be recorded in the minutes – this may be appointed at the Spring BOD meeting.
2. A non-BOD participant in the annual audits, if available.
3. Submit the fee for applying for contact hours to the Treasurer.

4. Conference expenses will be separate from any other expense reports.
5. Increased the amount of Stipend reimbursement for Newsletter Editor position to \$80.
6. ILSPAN accounts are balanced monthly and reports are sent to the President.

Illinois non-profit status has been maintained and the report has been filed yearly with the Illinois Secretary of State.

Thank you,

Elena Lehr RN, CPAN, ILSPAN Treasurer

Rose Ziffra MSN, RN, CPAN, CAPA, ILSPAN President

Preliminary Budget for Year 2017-2018

INCOME

Membership (630)	15,750.00
Checking Act Interest	2.00
CD Interest	150.00
Vendor Income	2900.00
Misc.	0.00
<u>Seminar Registrations</u>	<u>18,000.00</u>
Total	36,802.00

EXPENSES

Award Jan Ridder (1)	400.00
Award Recruiter of Year (1)	105.00
Award CPAN CAPA (3 at 300/ea)	900.00
Award PANAW (2/\$100 ea)	200.00
Awards Recertification (4 at 200/ea)	800.00
BOD ASPAN RA (½ upfrnt)	3,600.00
BOD ASPAN (up to 1000/ea. ½ upfrt)	11,000.00 (non-RA BOD) new addition to budget
BOD LDI	2,000.00
BOD Lodging	2,000.00
BOD Mileage	3,400.00
BOD Misc.(add food \$20/ea BOD)	600.00
BOD per Diem	1,500.00
Business Computer Stipend	450.00
Business Bond Fees/ Filing fees	330.00
Business Postage/Printing	80.00
Business Website Hosting	300.00

Business NC Expenses	250.00
NC/ILSPAN EVENING	1,000.00
Business Pay Pal Expenses	150.00
Prizes to members attending	375.00
Newsletter Postage/Printing/Email Blast	0.00 (now added to Stipend)
Research Grant (2/ twice a yr; \$500)	2,000.00
Scholarship Fall Conference (1)	70.00
Scholarship Mission (2/\$500 ea)	1,000.00
Scholarship National Conference (3, ½ upfrt)	3,000.00 (non-board members)
Scholarship Spring Conference (6/ \$70 ea)	420.00
Scholarship International Conference (3,½ up)	3,000.00 (1000/ea)
Seminar Contact Hour Fee	128.00
Seminar Food Service	8,000.00
Seminar Printing/Postage/AV fees	775.00
Seminar Speaker Honorarium	2,400.00
<u>TOTAL</u>	<u>48,133.00</u>

- \$12,000.00 over budget; but with the Scholarships continuing to be unclaimed, best guess, is we are less than \$6,000.00 over budget – and this will be greatly affected by the number of BOD going to National Conference.

District I Report: Lorena Manalansan RN CAPA

- Spring 2017 seminar topics in alignment with members' suggestions from 2016 spring seminar evaluations.
- Spring 2017 seminar to be held on March 4, 2017 at the Meridian. Speakers Kim Noble and Dr. Bartolone, ILSPAN still waiting for signed contract as of 1/5/17. Brochure finalized, registration online should be up and running soon (not yet available as of 1/5/17). Contract signed with venue.
- Continued promotion of local seminars, national conferences, scholarships and services thru word of mouth at work.
- Planning a week celebration of PANAW at work.
- Will forward charitable donations from the Spring seminar to Loaves and Fishes Community Services in Naperville, IL. Loaves and Fishes is a food pantry that distributes 60,000 lbs. of groceries each week to all Naperville and DuPage County residents eligible for services under the IL Department of Human Services guidelines.

District II Report: Joelle Felumlee RN

- Have begun to work on securing location & date for Fall 2017 conference.
- Will be working with Alexis to determine educational needs identified on Fall 2016 (and eventually Spring 2017) conference evaluations.
- Have established good contacts at 2 hospitals in my district. Will continue to pursue these.
- Will plan to make contact with the schools of nursing at Illinois State University, Illinois Wesleyan University and Heartland Community College.

District III Report: Jamie Danks RN BSN MSHI CNOR

- Working with the STL HIMSS organization to develop a collaborative educational opportunity for ILSPAN members.
- Closed at the ILSPAN District III Conference. Conference was a success. Feedback generated was very positive. Advertising the ILSPAN conferences with all perioperative managers successful.
- Available ASPAN scholarships are being advertised with the associated deadlines.
- Standards given as attendance prize at Fall conference.
- Continuing to write for the clinical informatics corner for ILSPAN and sharing articles when requested from other ASPAN members currently there have been five articles republished by other districts currently there have been five articles republished by other districts.
- Wrote article on the Legal issues in Illinois for the ILSPAN newsletter.
- Posting scholarships and associated deadlines with perioperative leaders.
- Collect canned goods at fall conference for local food pantry were delivered to the Madison County Food Pantry in Edwardsville, Illinois.
- Campaigning to find interested ILSPAN members to participate in research within their organization. Working with ILSPAN members of BJC organization to contribute and develop research.
- Perianesthesia posters displayed at the district III Conference in October.
- Continue working with the periop leadership of BJC organization to promote support and funding of perioperative nursing membership in ASPAN and ILSPAN.
- Creating networking contacts at Schools of Nursing.

Education Committee Report: Alexis Nicpon MSN RN CPAN

- Spring Conference is set for 3/4/17 at Meridian Banquets. The conference program has been approved for 6.5 Contact hours. Evaluations for the Spring conference will remain on paper. A Posttest will be included to measure learning outcomes. The Fall conference 2016 evaluations were reviewed and sent to District II Director for possible conference topics for 2017 Fall conference.
- Date for submission of ASPAN Summer/Fall LIVE seminars is Feb. 15, 2017. Attached is the Seminar request brochure for your review.
- New this year are the ASPAN Select Seminars. On the very last pages of the brochure, there is a list of seminars available on video (USB drive). As the acting hostess, you will be responsible for providing a security deposit for the flash drive and all on site logistics. The hostess may present the video(s) at a conference meeting or venue of choice. Registration for the ASPAN Select module will be on the ASPAN website. One to three videos can be requested. All requests must go to Rose.
- 2017-2018 Standard book will be an attendance prize at the 2017 Spring and Fall conferences.
- Handouts for Spring 2017 conference will be posted on the website 2 weeks before and after conference date. I have not heard from Sony if this can be sent out to registered attendees only. Do we want the handouts posted on the website for ALL to view??
- I am currently on two ASPAN committees; Clinical Practice and Education Provider. I'm proud to have been a co-author of the ASPAN webcast titled, *Obstructive Sleep Apnea in the Adult*

Patient: Putting the Practice Recommendation Into Practice. This webcast will premiere on 2/11/17.

Publications Committee Report: Chris Pyburn BSN RN CPAN

- Scholarships and conferences continue to be highlighted in *Peri-Scope* and e-blasts.
- Educational article - Legal Issues in IL & MO – Waiting for article submission.
- Regional Block was an article in Fall 2016 *Peri-Scope*.
- Winter 2017 *Peri-Scope* articles include
 - Travel Nurse Article Submitted by Keith Schumacher
 - STOP-Bang CPC article Submitted by Sylvia Baker
 - Institutional Review Board Research Article submitted by Carolyn Kiolbasa
- Consider and select topics for future *Peri-Scope* publication.
- PANAW was highlighted in December e-blast encouraging ILSPAN members to connect with Rose to advertise at their organizations.
- PANAW will also be highlighted in Winter 2017 *Peri-Scope*.
- Scholarships continue to be highlighted in *Peri-Scope* and e-blasts.
- Winter 2017 *Peri-Scope* article on the Institutional Review Board may be the first of a series of the research process by ILSPANs own Carolyn Kiolbasa ☺
- Fall 2016 *Peri-Scope* article “Clinical Decision Support and Evidence-based Practice Integration” submitted by guest author Ruth A. Novack.
- Fall 2016 *Peri-Scope* article “Implementation of a Clinical Project to Address Postoperative Nausea and Vomiting” written by ILSPANs own Judith Kinnavy ☺
- Editing and formatting of the Winter 2017 *Peri-Scope* newsletter is underway with content that has been received thus far. Publication date is February 1, 2017.
- Current Publications committee members include
Linda Beagley, editor and newsletter formatter via Publisher software
Therese Haines, publications distribution
Denise Sweet, editor
Sarah Schomer, editor (resigning after Winter 2017 *Peri-Scope* editing duties)
- Future Publications:
Winter 2017 *Peri-Scope*, February 1, 2017
April 2017 e-blast
Spring/Summer *Peri-Scope*, June 1, 2017
August 2017 e-blast
Fall 2017 *Peri-Scope*, October 15, 2017
December 2017 e-blast

Membership Committee Report: Mary Higgins RN BSN CAPA

- Newly appointed to position, no report at this time.

Technology Committee Report: Sony Mani MSN RN CPAN

- ASPAN seminar information is posted online on the website.
- The scholarship information on the website has been updated with the latest updates.
- The latest newsletter is published on the website.
- Various educational resources are available on the ILSPAN website for members.

- The updated transition document for all the board positions have been posted online.
- The educational partnerships that ILSPAN has formed are listed on the website and the members were e-mailed the details as well.
- The partnerships are listed on the website and members were e-mailed.
- Upcoming events and events that are open for registration are posted online along with the contact information of the person who is running each program.
- The following updated documents are now posted online:
 - ✓ Job descriptions
 - ✓ Strategic plan
 - ✓ Revised/ reviewed policies
 - ✓ Scholarship information
 - ✓ Conference information

Research Committee Report: Carolyn Kiolbasa RN BSN

- An Illinois chapter of AORN would like to pair up with us. Kathy Bradley is an OR RN here at Lurie and is the president elect of one of the local chapters. I can pass on information to her or share her information with you.
- No applications or inquiries on ILSPAN research grant.
- Correct application and policy is on the website. I will be attending National and will look at research posters for future periscope articles, as well as network to increase educational efforts.
- I will review the EBP poster at national. I am co-chair of the CSP poster presentations at National. Both Rose and I have a poster that has been accepted and perhaps that can be written about for future periscope articles is the board feels this is appropriate. I have spoken with Elizabeth Card regarding mentorship for research and she is willing to help once there is an interest expressed, will continue to work on developing this. I also want to update the research part of the website more.
- There was a BOD member who was going to check on this study, but I forgot who it was. I apologize for that. We will have at least two CSP posters to present next fall not sure what we will have for this spring.

Unfinished Business

1. 2017 Spring Conference Update

- Venue set for Meridian Banquet Hall in Arlington Heights
- Hotel rooms blocked & speakers have signed their contracts
- Handouts have been received
- ILSPAN website not set up yet for registration (Rose to follow up with Sony) Need email on website on how to retrieve speaker handouts. Suggest handouts be available 2 weeks prior to conference & 1 week post conference per speaker's contract. Need to partner with Nursing Network to assist us.
- Still recruiting vendors, have many in place currently. Tables will be set up for them at venue.
- Judith will be bringing poster
- Chris recommended that we have a table set up to recruit future BOD members; table placement to be at entrance in conference room.

- Plan to highlight ILSPAN's 40th birthday; recommend birthday cupcakes for all while honoring all original founders, past presidents in attendance with flowers. Possible banner for table with all past ILSPAN awards & history items.

2. 2017 Fall Conference Planning

- Joelle working with ILSPAN members x2 from her district for planning
- Venue to be in Springfield; possibly St. John's Hospital; recommend separate space/area for vendors.
- Topics under review.

3. Planning Committee for 2017 National Conference

- Confirmed BOD attendance so far=Lorena, Elena, Judith, Joelle, Carolyn, Mary, Rose, Alexis.
- Judith volunteered to organize the ILSPAN's night out.
- Component night will be a continuation of ILSPAN's 40th birthday theme; possible Jeopardy game Wisconsin (?).
- 594 current ILSPAN members, therefore we should donate \$600 to ASPAN. Motion proposed by Rose, second by Elena, motion passed 7/7.
- Hail, honor, & salute for current extremely dedicated & hardworking ILSPAN/ASPAN members: Jane Reinschmidt, Linda Beagley, Sylvia Baker. Propose hail, honor, & salute gift be increased to \$50 made by Cheryl, second by Judith, motion passed 7/7.

4. Review Selections of Scholarship Applicants

- Humatarian Scholarship had 1 applicant which was reviewed & met criteria; motion made to award Jane Reinschmidt \$500 by Rose, second by Mary, motion passed 7/7.
- Certification Scholarships had 0 applicants.
- Re-certification Scholarships had 4 applicants which met criteria, Cheryl motioned to approve all 4 candidates for the 4 open scholarships, second by Judith, motion passed 7/7.
- National Conference Scholarships had 2 applicants which met criteria, Mary motioned to approve the applicants, second by Cheryl, motion passed 7/7; per July 2016 BOD meeting minutes, we should have budgeted for 3 National Conference Scholarships @ \$1000 each.
- Discussion for future budget arrangements to allow for a donation from ILSPAN for supplies, etc. for mission trips which would be in alignment with our strategic plan.

5. Review of Officers/Directors/Nominees

- Judith working on this currently.

6. Research Update

- ILSPAN website research information has been updated. No applications at this time. Need to strongly encourage & promote research projects.
- EBP poster "Celebrate Successful Practices"; Rose & Carolyn to bring posters to National.
- Consult with Sony on adding an interactive Q & A section on ILSPAN website.

7. Treasurer Update

- See report

- Balance has grown, need to come up with creative ways to spend money; donation for supplies of mission trips was mentioned as an idea; discussion to be continued at next meeting.
- Elena proposed to increase the CD amount to \$30,000 for 18 months, second by Cheryl, motion passed 7/7.
- Judith & Elena have a transition plan for 3/2017 for the transfer of access to ILSPAN financial accounts.

8. Publication Update

- See report.
- Chris acknowledged her mentorship received from Jane Reinschmidt & Linda Beagley with the February newsletter; thank you!
- February newsletter draft almost complete; topics include travel nursing, OSA, IRB, unwanted sedation.
- Need to recruit for publication committee!
- Chris announced her new role at work with some increased responsibilities, agreed to stay in her ILSPAN role until a replacement is found; need to reach out to members-use ILSPAN recruitment table at conferences.

9. Technology Update

- See report
- Need to increase use of Facebook & add Twitter to communicate with our members. Joelle to reach out to Sony with her recommendations on this topic; need to assess who has administration access to Facebook so that other BOD members can also update. Joelle to consult with Sony on Wix.com.; consider consulting with Keith if necessary.
- BOD recommends quarterly updates to ILSPAN website by the 1st of each quarter.

10. Education Chair Update

- See report.
- There are no current committee members at this time; need to recruit a ILSPAN recruitment table at conferences.
- BOD would like to thanks Alexis for all her hard work & assistance the upcoming conference.

11. Membership Chair Update

- Mary new to role; now has access to ASPAN membership list, welcome letter & ILSPAN bucks sent out to all November 2016 members.
- New members to be posted again on in the newsletter by quarters.

12. Feedback 2016 Fall Conference

- Successful conference, nice job Jamie & her team!
- ILSPAN birthday celebration was a big hit.
- Topic comment section on evaluations were all left blank, need to clarify with Jamie.

13. Gold Leaf Application

- Rose recommended to delegate out tasks to BOD members.

- Deadline is February 1st, Mary will obtain approval from Rose before submittal.

New Business

1. BOD Expectations: Communication & Deadlines

- Deadlines especially important for Publication chair.
- How are we to hold each other accountable to ensure our continued success? We need to keep communication open. Answer each other's communication even if not completed with specific task, at least update on progress to close the communication loop.
- Reach out to BOD members if overwhelmed with tasks, especially those with tight timeframes.
- Recommendation that all correspondence is acknowledged within 24° if marked 'Urgent', all other within 72°. Need to place this recommendation on transition list for March BOD meeting; done.
- Need all BOD members cell phone numbers for urgent matters-to be kept private between BOD members only.

2. Presentation of 2017 Budget Proposal/Budget Requests

- Need to add the annual \$600 donation to ASPAN for National Conferences, Hail/Honor/Salute increase to \$50; add for vote on at March 2017 BOD meeting.
- Recommendation for next P&P review that a discussion takes place for National Conference Reimbursement of BOD members-need to meet certain criteria of their role expectations.
- Do not recommend group registration, it is very challenging for the treasurer; individual registration to remain.
- Discussion & then recommendation that National Conference reimbursement for BOD members will be handled with completed expense report & required receipts. Proposal made by Elena, second by Cheryl, motion passed 8/8.

3. Newsletter Editor/Future Periscope Articles

- Report out on PANAW award & scholarship winners.
- New members between Jan-Jul will be added to next newsletter along with usual reports.
- Need education articles: Spring/Summer 2017-due April 1st assigned to DD1 Lorena, Fall 2017-DD II Joelle, Winter 2017-Vice President TBA. Recommendation made to switch article assignments between DD I & DD II due to conference commitments.
- Jamie to submit her article on Legal Issues for the Spring/Summer 2017; Judith to write article on Enhanced Recovery for Fall 2017 & Cheryl to write article on TAP Blocks for Winter 2017.
- Judith volunteered to write article from National Conference, to be discussed at March BOD meeting.

4. 2017/2018 Meeting Dates Review

- 3/3/2017
- 7/15/2017-Go To Meeting/Then face to face meeting for annual budget audit
- 10/?/2017

- 1/?/2018
- Budget audit to include Judith, Elena, Cheryl, VP-TBA, & Non-BOD ILSPAN member TBA.

5. PANAW Plans/Activities

- Decision made to email Starbucks e-gift cards to members; Elena volunteered to take this challenge on. Thanks!! Will consult with Rose & Judith for statement from ILSPAN BOD to be sent out with e-gift cards.

6. Strategic Plan Review/Update

- Completed, emailed out.

Next BOD Meeting

March 3, 2017

Adjournment

President Rose Ziffra adjourned the 1/14/2017 meeting at 1209.

Respectfully submitted by Cheryl Gallet MSN RN CAPA
Secretary, Illinois Society of PeriAnesthesia Nurses