

PANAC Board Meeting Agenda  
February 21, 2015  
Ventura, Ca

**Mission Statement:** In collaboration with ASPAN, PANAC promotes the specialty of PeriAnesthesia Nursing

Present: President-Tess Mazloomian, Pres. Elect-Lori Silva, Secretary- Tita Invina, Treasurer-Karen Woods, Educ. Chair-elect- Kevin MacVane, Web Master- Gloria Luu, Promotions- Terry Trautloff, District 2 Director- Amber Trudgeon, District 3 Director-Shideh Farahmand, District 5 Director- Kathy Nichols, Marketing- Rosario Ebuén, Pulseline Editor-Ronda Dyer, Historian- Ernie Nunes, Region 1 Director- Debbie Bickford

Absent: Shay Glevey- Immediate Past Pres., Education Chair- Laurel Baker, District 1 Director- Angie Weathersby, District 4 Director- Star Yager

	<b>Goals/Items</b>	<b>Strategy-Discussion</b>	<b>Strategy-Action</b>
1.	Time Schedule	0730 – 0800 Breakfast 0800 Meeting comes to order 1130 -1200 Break for check out 1215 Meeting resumes 2:00 PM Meeting ends	Start- 0800 Tess  Total time assigned for discussion = 204
2.	Welcome	Introduction: Welcome new members Icebreaker: introduce the person next to you	1-2 minutes per person
3.	Reminders	Meeting Etiquette – Robert’s Rule 1. Be on time 2. Raise hand to speak 3. Wait to be called to speak 4. Allow person speaking to finish 5. Get to the point, stay focused	Tess
4.	Old Business	Review/approval of minutes from the October 2014 BOD meeting  Review/approval of minutes from the February 2014 Education committee meeting minutes	Karen : Motioned to approve the October 2014 BOD meeting minutes 2 <sup>nd</sup> the motion—Kevin  These were reviewed and approved by the Education Committee. Lori will send out the Feb. 2014 Education Committee meeting minutes to the BOD
<p><b>Insure Organizational Strength and Viability</b> Actively mentor new officers and other members of the BOD. Provide financial support to Officers, Board members and Committee Chairs for doing the business of PANAC</p>			

	Provide members with the opportunity to give feedback on all aspects of the organization. Continue to promote member participation by having Willingness to Participate forms readily available in the Pulseline, on the PANAC website and at seminars.		
5.	Reminder	Check emails at least every 3 days, <i>respond</i> to call for vote or concurrence, <i>reply</i> to “ all vs reply”	Tess
6.	Website	<p><i>See attached Web Master report</i></p> <p><i>Update:</i></p> <p><i>Positive comments from members regarding Website pictures</i></p> <p><i>Board expresses that at PANAC Website not every board member’s email go to link, sometimes it “mis link”</i></p> <p><i>Gloria suggested that if any District Director or Board Member needs information in regards to an upcoming event, etc., to just email her the information even if it is past the 4-week deadline that was established for publication requests</i></p> <p><i>Gloria informed Board that PANAC is paid until Feb. 2016 for our domain name and paid until July 2016 for Email/Online Storage/Deluxe Group Calendar.</i></p> <p><i>We are due to pay for hosting bill in July 2015.</i></p>	Gloria will reformat and correct it
7.	Pulseline	<p><i>Ronda gave update re Issues with Carmichael Printing for Pulseline</i></p> <p><i>1<sup>st</sup> issue- Tony from Carmichael has no back up plan if something happens that his Graphic designer is unable to complete his duties as Ken works part time only</i></p> <p><i>Option is to utilize:</i></p> <p><i>A. “Indi sign” publisher</i></p> <p><i>B. Microsoft Publisher?</i></p> <p><i>2<sup>nd</sup> issue- photo came out really bad compared to proofs, discussed with Carmichael and Tony will work on it</i></p> <p><i>3<sup>rd</sup> issue- Graphics delay</i></p> <p><i>Other option- electronic Pulseline?</i></p> <p><i>Ronda proposed for an Asst. Editor, job description has been submitted for consideration</i></p>	<p>Will find another printing company in area close to Ronda, Lori will help find publisher</p> <p>Ronda discussed this issue with Tony from Carmichael</p> <p>Proposal to buy a program with the design that Ronda can work on</p> <p>Motion: Kevin proposed a \$300.00 budget for above 2<sup>nd</sup>-Lori Voted and passed</p>

		<p><i>Ronda proposed for Recognition of Quarterly Award Contributor and from there select the Pulseline Contributor of the Year Awardee</i></p> <p><i>Ronda reports that the Spring Edition of Pulseline was submitted for the Annual Newsletter contest thru ASPAN. We will be only eligible for People's Choice this year as the Newsletter contest winner is not eligible for consecutive awards.</i></p> <p><i>Deadlines for submission of Pulseline articles are as follows:</i>  <i>Summer Edition : May 1</i>  <i>Fall Edition : August 1</i>  <i>Winter Edition : November 1</i>  <i>Spring Edition : February 1</i></p>	
8.	Education Chair	<p>Feedback on February 2015 seminar:</p> <p>Kevin reports that there's 178 attendees at this February 2015 Winter meeting in Ventura</p> <p>Post evaluation conference :  Both speakers are awesome, flipping speakers was a good idea, 1 registrant comment that this is the best seminar she had attended, I RN felt the topic showing pictures re Cambodia not appropriate  Hotel room conference is good, no negatives except one person comments that conference room temperature is either too hot or too cold</p> <p>For future seminar, syllabus will be attached to CVent and will be available for download upon registering as there was a problem with shipping of syllabus this seminar.</p>	Carol will negotiate with hotel for wifi in conference room
9.	Leadership Forum	<p>Feedback from February Leadership Forum :  2 hrs. VS 4 hrs of Leadership workshop  Kevin reports that attendees felt rush with the 2 hrs Another member thought that general concept of leadership training will be discussed during the workshop.</p> <p>Plans for next LW 2018 (STM minutes 5/7/14)  Kevin suggested to make it 3 hrs.</p>	

10.	Mentorship and future plan for succession	<p>Karen suggested that a “hand off binder” should be done when handing off position</p> <p>Shideh suggested to have a PANAC Facebook where we can advertise PANAC seminars and activities for those members that don’t look at PANAC website.</p>	Gloria will ask Brian Trautloff, Helen Fong and Karen Machado regarding FB
11.	Succession Plan Proposal	Ronda gave update on proposed position for an official Assistant Editor. She submitted a draft for job description for board decision. ( see attached)	
12.	Shared storage of documents and records	<p>Are duplicate thumb drives of stored documents given to Secretary?</p> <p>Treasurer also kept her own same as Sec</p> <p>Cloud storage?</p>	Table this discussion for next meeting per Tess
<p><b>Build on and Sustain the Foundation of Excellence PANAC has established:</b></p> <p><b>Policy and Procedure Updates and Job Descriptions-</b>  Continue to develop polices and guidelines to help guide officers and Board members.  Maintain current job descriptions to reflect ongoing change and job growth.</p> <p><b>Bylaws -</b> Review and revise as needed to reflect the ongoing changes inherent in any dynamic organization</p> <p><b>Board of Directors and Committee Chairs:</b>  Maintain an environment that encourages new ideas, promotes change, embraces challenges and views setbacks as an opportunity for further growth.  Discuss possibilities for contracting duties performed by the Association’s committees</p>			
13.	Bylaws P & P review	<p>Lori report that Bylaws, Policy &amp; Procedures Reconciliation is in progress</p> <p>Highlights:</p> <p>1. Bylaws Article 3: Membership  Section 3.2.5 Student  Student members should be those enrolled in a school of nursing and not currently licensed as nurses. Applicants for Student membership must provide the name of their nursing school and a copy of student ID. Student members shall receive all publications and notices but shall not vote, be eligible to hold office, or serve on committees.</p> <p>2. Bylaws Article V : Board of Directors  Section 5.2 Composition.  The Board of Directors are the voting members of the association, and shall consist of the Executive Board, Education Chair Elect, and District Directors elected by the general membership as outlined in policy and procedure.  Section 5.3 The Executive Board consist of the President, Vice President/President Elect, Immediate Past President, Secretary, Treasurer and Education Chair.</p>	Lori motioned to approve Bylaws Article 3 and 5 2 <sup>nd</sup> Kevin Voted, passed and approved

	<p>Section 5.5 Vacancies. Any vacancy of a Board position shall be filled by the Board for the remaining term, with the exception of President which is automatically filled by the Immediate Past –President or by the President Elect, whichever is incumbent at time of vacancy. The Immediate Past-President or President Elect shall remain vacant until the next term of office. In the event of a vacancy in the Office of the Vice President/President Elect, a special election may be called in accordance with Policy and Procedure.</p> <p>Organizational Units Section 6.1 Standing Committees The standing committees of the Association shall be delineated in Policy and Procedures</p> <p>3.Bylaws Article V111: Amendments Amendments may be sent to all members of the Association via electronic or non electronic media. The membership may vote via electronic or non electronic media.</p> <p>Policy and procedures: Finances Funding for Individuals to approved meeting and events Combine #2 an #3 statement to: The funding amount for all meetings and for all individuals covered by this policy will be reviewed annually during the preparation of the budget and as needed. Funding can be revised anytime based on the Association’s finances with approval of the Board of Directors.</p> <p>Clarifications: 1.Hotel: A. The PANAC Executive Board, Meeting Contract Coordinator and the Publications Chair/Pulseline Editor will be reimbursed a full hotel room rate for a maximum of three nights when the travel arrangement do not allow for fewer nights B. District Directors, Committee Chairpersons, Education Chair Elect, both Registration Coordinator and Co-Coordinator and Historian will be reimbursed for half the contracted hotel rate at the seminar host hotel for a maximum of</p>	
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	<p>three nights when travel arrangements do not allow for fewer nights</p> <p>Registration: Took out #4- newly board member and listed separately. (see attached revised funding)</p> <p>Discussions: Suggestions to change Per diem rate of \$30.00/day across the board starting October?</p> <p>SPM funding (see Karen's notes) also combined. Per diem is \$30.00 unless meals are provided during the meeting</p> <p>ASPAN conference and Representative Assembly:</p> <p>Discussion that per diem of President and a designee representing PANAC at ASPAN's Conference and RA remains \$30/day, paid up to six days Alternate RA if called to serve will be reimbursed the \$30.00 per diem rate for actual days of service. The Promotions Chairperson will be funded to attend National Conference for budgeted amount not to exceed \$1000.00 The Publications Chair/Pulseline Editor and Education Chair will be funded in an amount not to exceed \$1500.00 each.</p> <p>ASPAN Leadership Development Institute (LDI)</p> <p>Funding depends where it is held, per diem \$20.00/day will be paid for travels and meeting days (up to 4 days)</p> <p>Clarification on funding: Suggestions: If a male officer can not share a room with another person, then he will be reimbursed in full</p> <p>PANAC Annual Meeting Awards: Awardee: Historian and Committee Chairpersons added</p>	<p>Motion: Lori: to keep per diem to \$20/day across the board 2nd- Kevin Voted and passed</p> <p>Voted, passed and approved to put back in Policy and Procedure</p>
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		<p>and award is certificate at end of term</p> <p>On Chapter Coordinators for Board : accept this policy unchanged</p> <p>District directors funding re mileage can be funded under misc. travel expenses</p> <p>Pulseline asst. editor will be added to policy and procedure and it is a non funded position unless in the absence of Pulseline editor is requested to replace Pulseline editor.</p> <p>Pulseline contributor Award : New award- criteria to be discussed and cleared more to reflect specific determining criteria . Keep \$25.00 as monetary Quarterly award then from these 4 recipients, the Yearly Pulseline Contributor award is picked by the Editor</p> <p>Policy and procedure: Election of Officers corrected to be elected every 2 yrs. and District Directors every 3 yrs. alternately</p> <p>Voting during Annual Meeting: Electronic ballots? Recommendation to keep electronic ballots in policy but just needs clean up by Lori</p> <p>Recommendation to put in Policy and Procedure: List Research as a Committee and Website Master as Digital Media Committee Hail, honor , salute award removed and made a separate Policy</p> <p>New policy added re: Process for Vouchers for use by newly certified nurses</p> <p>Board to approve policy and procedure as to the changes or revision This revisions will also be in the Website as recommended by ASPAN</p>	<p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Voted, approved and passed</p> <p>Everyone to bring Thumb drive on SPM meeting or October meeting</p>
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14.	Scholarship forms reformat	Scholarships form changes: 1. change points to same to all BOD and more condensed 2. revised it to a more simple categories by combining it	Shideh to submit as a proposal to the Board by email
15.	AWSF Awardees	The AWMF Scholarship winner's Photos vs names posted in Pulseline	Lori
16.	AWSF Process	AWSF process: The Alice Wise Memorial Fund Scholarships is chaired by Lori Silva, and members are Ernie Nunes, Cherie Sloan, Terry Trautloff, Star Yager, Tess Mazloomian and Karen Woods. The committee reviews the applications via email and make recommendation to the PANAC Board to approve the scholarship winners. The scholarship is open to all PANAC members. Application period - January - December	Lori
17.	AWSF addendum	As per Lori, one of the Gold Leaf criteria is if scholarship's budgeted monies is being used up by its members We have to adjust budget for October 2015 seminar in Anaheim as we project lots of applicants.  Dual Certification Scholarship: Lori proposed an increase in scholarships reimbursement only to the application fees for dual certification ( CPAN and CAPA) and to refer to new form by Shideh	#1 Motion: Karen motioned to add a new category in the AWSF to include dual certification (CPAN and CAPA) reimbursement for fees only 2 <sup>nd</sup> - Glo Motion voted, approved and passed  #2 Motion: Karen motioned that dual scholarship will have a criteria that reimbursement be



			<p>within the year of application from Jan.- Dec.  2<sup>nd</sup>- Lori  Motion voted, approved and passed</p> <p>Amendment:  By Karen to above motions to the current motion is that dual certification scholarship criteria should reflect reimbursing their reimbursement fees upon completion of application and within the year of application</p> <p>2<sup>nd</sup>- Lori</p> <p>Lori- amendment to change the reimbursement fees upon date of award ( Lori withdraw)</p> <p>#3- Motion- Karen Amended above motion to : both of the recertification are prior to the application deadline the following year  2<sup>nd</sup>- Kevin  Motion voted, approved and passed</p>
18.	Proposal template Draft	Benefits of template to be completed and submitted to board for any proposed change	Tess – deferred to October 2015 meeting
	<p><b>Maintain A Strong Financial Base For The Organization:</b>  Actively involve committee members and BOD in the seminar planning and administration.  Continue to provide the state sponsored seminars bi-annually.  Discuss ideas, options and frequency of educational offerings provided at the District level.  Consistently examine all new ideas for cost containment potential.  Continue the Promotions committee activity during PANAC seminars and during the ASPAN National Conference.  Determine frequency, location and topics for ASPAN seminars within the state</p>		

19.	Budget	<p>A. Karen reports that October 2014 seminar right on budget but October 2014 BOD meeting over budget by close to 3 K</p> <p>Karen reports that PANAC CD in Bank of Internet became dormant stage in September so it did not roll into a new CD</p> <p>Karen will explore other options, maybe CD for one year only? And deposit only half of the current CD and the other half for emergency use for one year's worth of budget reserve.</p> <p>Discussion: Debbie suggested that if PANAC has extra \$ to think of how can we give it back to the PANAC members</p> <p>Lori- to open another CD where we know somebody in bank so it will be a smoother transition Lori suggested to put CD in a different bank and where we know somebody in the bank so it will be a smoother transition.</p> <p>CD to be deposited 1yr vs. 2 yr term?</p> <p>B. Karen reports her transition to the Treasurer's role is very challenging to understand and learn certain processes and systems, i.e., CVENT, Statement of Information, merchant account, payment for Pulseline printing and mailings, and knowing what to be paid and when, etc. but Denise did a very good job for the time she had to teach her. In the future, Karen thought of making a transition checklist binder to hand off to the incoming Treasurer.</p> <p>C. Toni Porter is our new accountant, a CPA from Fresno, Ca. charged us \$750.00 to do our 2014 taxes</p> <p>D. Review process of submission of Expense reports: 1. Fill out form legibly and completely 2. Indicate as: X miles x 2 = Y miles (round trip)</p>	<p>Karen will re access that funding and reactivate</p> <p>Motion: Tess: for CD's to be 6 mos apart and deposit in different banks and Lori and Karen will work on it 2nd- Gloria Motion vote, approved and passed</p>
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		3. Must have all receipts 4. Be sure to sign at bottom	
20.	Strategic Planning Meeting	Date: May 16, 2015  Place: Providence Hospital  To be attended by Voting BOD only	Kevin will secure the place Tess and Lori will confer with Ronda re Pulseline issues/budget prior to meeting
21.	Attendance at BOD meetings	Fall (October) meeting – Voting members + participating members Winter (February) meeting – Voting members + invited participating members to the board Inclusion in Policy and Procedure	Tess - deferred and not voted in P/P
22.	Conference call privilege with ASPAN	Procedure: Whoever will be the moderator will get a moderator number and give ASPAN the date, time and purpose of meeting, there is a limit to the number of people	Tess
23.	Component fee	Discussion whether to increase or not to increase PANAC component dues  According to Debbie ( Regional Director 1) ASPAN is not changing membership dues but will be discussing during ASPAN conference in Texas the Joanna Briggs Institute access as part of the membership privilege	Motioned by Karen to keep component dues of #30.00/yr the same 2 <sup>nd</sup> Ronda Voted, approved and passed
24.	Retreat	Progress report	To be discussed in Fall seminar
	<p><b>Promote Membership Recruitment and Retention:</b>  Promote in the Pulseline, the various PANAC/ASPAN/ABPANC awards and scholarship opportunities  Continue to provide seminar discounts for CPAN/CAPA certified nurses.  Investigate methods to promote retention and recognition of renewing members.  Continue to publish and send the Pulseline and seminar brochures in a timely manner.  Maintain the PANAC website and update regularly. Provide information most sought after by membership.</p>		
25.	Recognition	Recognition / congratulations by Tess to Angie Weathersby, District 1 Director who co-wrote two chapters for the new ASPAN Competency Based Orientation and Credentialing Program for the Registered Nurse in the Perianesthesia Setting-2014 Edition. It is ASPAN's orientation manual.	Tess
26.	LDI	Who wants/ can go? Who will benefit most from going? How many decide at SPM?	To be discussed further at SPM in May 2015
27.	Cvent	Kathy reports for Winter seminar: 178- registered for Class ( 124 - registered thru Cvent and 54 -mailed in)	

		<p>4 cancelled ( but 1 exchanged for the other person)  3 no show  6 walk ins (one of which is a student)</p> <p>\$16,500.00- seminar profit from Registration</p> <p>Cvent registration problems:  1. Someone registered as member but was not a member  2. No license number  3. Someone changed something in Cvent so it did not allow others from registering</p> <p>Suggestions to put expiration date of ASPAN membership in the Cvent application registration</p>	
28.	Vouchers	Vouchers and Cvent	Tess
<p><b>Gold Leaf Award:</b>  Submit PANAC's application by the published deadline.  Utilize information provided by the BOD, and committee chairpersons in completing the application.  Discuss with the BOD the completed application and identify areas for future growth.</p>			
29.	Gold Leaf	<p>Tess reports status of recent participation and application and thanked to those who helped</p> <p>Things that need update for Gold leaf application:  1. Remind members about membership expiration  2. Connect with Nursing students- exhibit, speak on their events  3. Provide Jopan or research to students  4. Research- needs Research Poster for ASPAN</p> <p>Shay is looking for Gold leaf Coordinator to replace her</p>	Written report of Shay read by Tess
<p><b>Increase PANAC's Presence in the Community:</b>  Assure that nominations are submitted for ASPAN's excellence and achievement awards.  Continue the PANAC community service projects by identifying organizations prior to the seminars and by promoting activity in the Pulseline and at the seminars.</p>			
30.	Community service projects	<p>Hair washing at Saddleback Hospital  Other community service??</p>	Tess/Terry
<p><b>PANAC Will Acknowledge ASPAN and Provide Support:</b>  Continue Component affiliation with ASPAN  Provide a monetary donation, (amount to be determined based on financial strength of the Association) annually to support the National Conference.  Support the ASPAN Silent Auction at National conference with a donation.  Promote member participation on ASPAN committees and task force.</p>			
31.	Regional Director	<p>Report/Update:   ASPAN National Conference  Grand Hyatt San Antonio</p>	Debbie

		<p>San Antonio, Texas April 26-30, 2015</p> <p>Debbie encourages members to attend and observe ASPAN Board meeting as it is open for everyone. Debbie reminded RA be on time so can vote otherwise not allowed if late</p> <p>LDI- in April or May? In Kansas City? Debbie encourages to attend 4 representatives, ASPAN pays for 2 component Reps and PANAC pays the other 2</p> <p>Debbie also encourages members to join ABPANC Coach and Item Writing. ABPANC rep is available to come during component meeting but they need to be invited ABPANC pays for travel, shuttle, component registration for seminar and a table for their stuff but does not pay for hotel.</p> <p>For Regional Director: No funding from ASPAN for hotel, per diem or as honorarium speaker, only travel and shuttle service</p> <p>Education Chair and Publications Editor are highly encouraged to attend, a lot of info to learn from LDI</p>	
32.	ASPAN	RA will be Lori and Tess and alternates for RA will be Kathy and Ronda	
33.	NIWI	To fund GA? Discussion: Not to fund as it is expensive and tedious	
34.	Promotions	<p>Monies from February seminar Terry, Promotions Chair reports: Raffle -\$319.00 Promotions : \$320.00 Silent Auction - \$235.00 2015-2017 Perianesthesia Nursing Standards sale - \$1580.50</p> <p>\$151.00- was donated to " Be The Match Bone</p>	

		<p>Marrow Donation” by the PANAC members</p> <p>Needs ideas for promotion to sell in October:          Bag with PANAC logo?          Ice bag?</p> <p>Inquire about “square” to use Credit cards to buy from Promotions?</p> <p>For the National conference in Texas, ASPAN allotted 1 and ½ hr. for Conference Component Night</p> <p>PANAC Theme - Rodeo          Rodeo T shirt cost \$26.00, ask Terry where to buy</p> <p>Terry wants to hand off Promotions Chair to any PANAC member who interested and she will mentor, submit an “Intent to Serve” form to the President, form available at PANAC website.</p>	<p>Motion:          Lori will buy writing pens with PANAC emblems          2<sup>nd</sup>- Glo          Voted and approved.</p> <p>Meeting adjourned          1415</p>
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