

PANAC Annual Board Meeting Minutes
 October 19, 2014
 Ontario, Ca. 91764

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

Present: Tess Mazloomian-President, Lori Silva –VP/President- Elect, Tita Invina- Secretary, Denise DeFendis-Outgoing Treasurer, Karen Woods-Treasurer, Laurel Baker- Education Chair, Kevin MacVane-Education Chair-Elect, Debbie Bickford-ASPAN Regional 1 Director, Shay Glevy-Gold Leaf Coordinator, Gloria Luu-Web Master, Carol Bowen-Meeting Contract Coordinator, Ronda Dyer-Publications Chair, Terry Trautloff-Promotions Chair, Angie Weathersby-District 1 Director, Amber Trudgeon- District 2 Director, Shideh Farahmand-District 3 Director, Starlene Yager-District 4 Director, Kathy Nichols-District 5 Director, Ernie Nunes-Historian, Rosario Ebuon-Marketing Chair
 Absent- Linda Sparks- Membership Chair
 Guest- Patti Crosby- Chapter Coordinator, Concord, Ca.
 Time Keeper- Gloria Luu

	Goals/Items	Strategy-Discussion	Strategy-Action
1.	Time Schedule	0730 - 0800 Breakfast 0800 - Meeting comes to order 1130 -1215 Break for Hotel check out 1215 - Meeting resumes 2:00 -PM Meeting adjourned	Meeting presided by Tess Mazloomian – PANAC President 315 minutes available for discussion 297 minutes assigned to agenda items
2.	Welcome	Introduction: name, from what city, work, position in board Welcome new members Icebreaker: Something memorable from your summer vacation	1-2 minutes per person total 30 minutes
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 February 23, 2014 Board Of Directors Meeting Review/approval of minutes from Strategic Planning Meeting May 7, 2014	Motioned to pass the Feb. 23, 2014 BOD Meeting minutes-Kathy 2 nd –Kevin Voted and passed Motioned to pass the May 7, 2014 SPM

			minutes -Angie 2 nd -Kevin Voted and passed
<p><u>Insure Organizational Strength and Viability:</u> 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 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.</p>			
5.	LDI in Nashville	<p>Highlights, ideas to share by BOD who attended LDI: Kathy- Enjoyed it and report to follow Shideh- Better understanding of what the ASPAN boards do and learn something from them and apply learned knowledge to work Workshop on legal aspects as tool in discharging post op patients who are too sleepy, use this guideline at work for discharge criteria, action plan and sedation rass scale Glo- Observed what ASPAN is doing re technology, how this contributes in running ASPAN, learned and was encouraged to do a Poster presentation, learned to network, ASPAN BOD easy to approach and very supportive mentor, encouraged growth of individual's talents Tess- High energy seminar, fun, lots of useful information, concepts, interactive Goals for SPM should be smart goals: S - specific M - measurable A - achievable R- relevant T- time bound ASPAN encourages Certifications. PANAC By laws should address on line voting. In Succession Planning use word "development" instead "planning" If new a member comes on , allow to make mistakes, mentor, make positive and constructive criticism, make sure you are pulling someone with you</p>	Kathy, Shideh, Tess, Glo

		<ul style="list-style-type: none"> • Winter/Decembar – November 1 	up plan to avoid delays.
8.	Education Chair	<p>Feedback on projector and overview of seminar Lori/Laurel- Evaluation:</p> <p>A. Great Speakers, vendors and food! 92 registrants- on Friday 112 registrants on Saturday 6 walk ins 3 cancellations (1 modified) 23 mail ins Nobody complained of no registrations by fax Set up for Cvent for this winter helped a lot and will do again in Feb Some speakers did not give their presentation on time so Lori will put a link for members to get their presentations by email Syllabus total-125 copies cost \$313.00 BRN does not require payment info for CE provider number, so credit card and check info will be shredded post conference. PANAC does not provide partial CEU's. Must attend full session to meet BRN requirements.</p> <p>B. Use only one computer and buy "1 HDMI cord" C. Discard old projector . The old projector is not worth selling or donating. It has bad color and does not work well. Ernie asked to take it and Board agreed.</p>	BOD agreed to buy a HDMI cord. This cord is needed for newer computers. New projector was used for this conference and had a great color.
9.	Poster Presentation	<p>Strategies to increase submissions of Posters</p> <p>A. 4 posters presented this Annual seminar, encourage members</p> <p>B. Problem of Posters kept falling down from the wall Suggestions : Use command tapes to hang or use a 3 fold board and clip posters then place on easels. ASPAN uses bulletin boards</p>	Carol will ask hotel if we can use 3 M tapes or other items to hang posters
10.	Willingness to Participate forms	<p>Succession plan: Ronda suggested to BOD to name an official Assistant Editor to serve for 2 yrs. who will work with the Editor, learn the editing process, carry out the duties of the editor in her absence and to transition to Editor for the subsequent term. Also, there was a suggestion to have an assistant to the</p>	

		<p>Treasurer and Secretary who will work closely with them, learn their duties and transition to the role for the subsequent term.</p> <p>For financial reasons, it was suggested that for the annual BOD meeting in October, everybody will come and be funded, but for the Winter BOD meeting in February, those that will attend and be funded for the Board meeting are:</p> <p>A- Executive Board (President, Pres-Elect, Secretary, Treasurer, Education Chair) B. District Directors 1-5 and Education Chair-elect C. Those invited to attend by "invitation only" by the President</p> <p>"Willingness to Participate Forms" available in web site to be distributed by BOD and Committee Chairs to PANAC members</p> <p>Sue Carter submitted a "Willingness to Participate form" to do Governmental Affairs</p>	<p>Meeting Agenda will be sent to Everybody way in advance and if something needs to be communicated in meeting, give it to the President or District Directors</p> <p>Submit to Tess the completed "Willingness to Participate forms"</p>
11.	Winter Seminar	<p>PANAC Winter Seminar will be on Feb 21, 2015 Ventura Marriott Beach Hotel, Ventura, Ca. Speaker- Still trying to confirm a speaker. Trying to get Kim Litwack</p> <p>Leadership workshop/meeting: Leadership meeting -1300 -1500 and Education meeting at 1500-1900 on Friday, Feb 20, 2015 Per Kevin and Laurel, will announce in Pulseline and put in Cvent if any member is interested to attend the Leadership meeting Lunch on own. Suggestion to charge a minimal amount for attendance in Leadership meeting</p> <p>Scout for people to send to LDI during that Leadership meeting</p>	<p>Kevin and Laurel will draft contents of Leadership Workshop and submit in 2 weeks? Carol to check Hotel for room for Leadership workshop and Education meeting, for approximate 20-25 people. Communication emails need to go out. Possible Cvent registration and CE's?</p>
<p>Build on and Sustain the Foundation of Excellence PANAC has established:</p> <p>Policy and Procedure Updates and Job Descriptions- 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>Bylaws - Review and revise as needed to reflect the ongoing changes inherent in any dynamic organization</p> <p>Board of Directors and Committee Chairs:</p>			

	<p>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>		
12.	Bylaws P & P review	<p>Angie discussed content revision and reformatting of PANAC Policy and Procedures 2014-2016</p> <p>Recognition of Policy and Procedure Task force: Leader- Angie Members: Ernie, Tita, Helen, Kevin</p>	<p>Motion to approve the Policy and Procedures 2014-2016 deferred until revision finalized and voting will be made on line by BOD within 2 weeks, Angie will initiate</p>
13.	Scholarship criteria	<p>Review and recommendation for revision Scholarship application forms Shideh suggested to make the 3 scholarship application forms the same Idea for adding a scholarship for ICPAN</p> <p>PANAC Fiscal Year- June 1 -May 31 Proposes to change ASPAN National Conference Scholarship deadline for receipts submission to Treasurer by May 15th, and cash check within 10 days after issued.</p> <p>Scholarship Committee- Denise stated that the Treasurer has enough to do and should not oversee the Scholarships. Suggested to form a Standing Committee to review scholarships.</p>	<p>Shay and Shideh will work on it and present at February Board meeting</p> <p>Lori will chair the committee. Ernie volunteered. Lori will ask for other volunteers.</p>
14.	Scholarship Awardees	<p>Photos vs names in Pulseline Lori- Recognizing scholarships awardees in Pulseline with names and pictures, but due to limited space in Pulseline, maybe just do a photo display instead at Feb. seminar and just names in Pulseline</p>	
15.	Old Records from Education, Treasurer, Secretary	<p>Old records from Education , Treasurer and Secretary are stored in paper and removable thumb drives. Education Chair and Education Chair –elect were given records on thumb drives at this meeting.</p>	<p>Education Chair, Treasurer and Secretary will make 2 copies of old records in removable thumb drives and furnish one copy to Secretary</p>
16.	Dropbox	<p>PANAC need a drop box so we can store all PANAC documents in cloud as an on line account</p>	<p>Erica and Denise to do this ?</p>

	<p>Maintain A Strong Financial Base For The Organization: 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>		
17.	Budget	<p>See Treasure’s report attached. Audits by Erica Stuppa, accountant, is done monthly Tess and BOD appreciated Denise as “Interm Treasurer” Hand off of Treasurer position to Karen Woods Discussions: Ernie- Look at PANAC seminars if generating income, consider increase number of seminar offerings to reach out to more potential members to attend. Lori- Be mindful to balance between State and District seminars and for District and Chapter seminars it should be done 4 weeks before or 4 weeks after the PANAC state seminars Kevi- Suggested a limit of 4 hours for District level seminars, in District 2 they charge \$10.00/CEU</p>	Motion to approve the budget by Lori 2 nd -Angie
18.	New accountant	Toni Porter, accountant from Fresno is the new hired PANAC Accountant	
19.	Attendance at BOD meetings	Executive Board , District Directors + invitees by President	Tess
20.	Online meetings	Fuze – Shay Gotomeeting -Tess	
21.	Retreat	<p>Shay and Shideh to scout for venue A. Mendocino, Ca. B. Asylomar C. Monterey D. San Bernardino county</p> <p>Retreat is independently/personally funded however there might be upfront cost for the organization</p> <p>Kevin suggested if can we just do SPM meeting and Retreat together</p> <p>Pros and Cons?</p>	Shay and Shideh will put out an email re feedback, comments, date, etc. to BOD for retreat in 2016
	<p>Promote Membership Recruitment and Retention: Promote in the PulseLine, the various PANAC/ASPAN/ABPANC awards and scholarship opportunities</p>		

	<p>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>	
22.	Membership	<p>See attached Membership report As of October 15, 2014, PANAC membership is 1472, an increase of membership by 53 this year which is 3.74% growth from last year, exceeding our set goal of increasing membership by 50 members. This is attributed to the commitment of each PANAC member to the organization and the active promotion of membership at the Chapter level.</p> <p>Linda proposes that PANAC mirrors the “ASPAN Member-Get-A-Member Campaign” and customize our awards and prizes based on PANAC financial budget.</p> <p>Returns of Pulseline undelivered due to wrong address: Spring issue - 8 Winter issue-26</p>
	<p>Gold Leaf Award: 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>	
23.	Gold Leaf	<p>Goal is for PANAC to win again the “Gold Leaf Award” by utilizing sharing Gold Leaf application responsibility among BOD.</p> <p>Deadline for Gold Leaf submission to ASPAN is Feb. 4, 2015</p>
	<p>Shay passed out assignments to BOD to be completed and returned to Shay on or before November 24, 2015</p>	
	<p>Increase PANAC’s Presence in the Community: 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>	
24.	Community service projects	<p>Community Service for Gold Leaf: Angie- Food bank & walk raised \$80 Kathy- Brain Injury Walk Kevin-Bike Ride “BEAR” raised \$11 K</p>
	<p>PANAC Will Acknowledge ASPAN and Provide Support: 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>	
25.	Regional Report	<p>Debbie’s term as Regional 1 Director will end in April 2015, Debbie encourages PANAc members to step up</p>

		and fill out the “ASPAN Willingness to Participate Form” ASPAN gives out scholarship for LDI Debbie reported for everyone to look at their ASPAN emails and participate in the ASPAN National Research Study survey.	
26.	ASPAN	ASPAN’s 34 th National Conference San Antonio, Texas April 26-30, 2015 Discussion and vote regarding increase in PANAC’s current component membership fee of \$30.00 per year.	BOD voted “No” to component fee increase
27.	Promotions	Terry reported total monies raised from this Winter seminar is \$996.00: \$370.00 – money from Raffles \$229.00- money from Silent auction \$160.00- from items sold \$355.00- money received for donation to “Doctors without Borders” BOD agreed that 4 ASPAN Standards and Guidelines 2012-2014 books will be donated to Certification Coaches Still have some PANAC Tote bags, Tess will decide later what to do with it.	

Respectfully submitted by:

Tita Invina BSN,RN,CPAN
PANAC Secretary