

PANAC Annual Board Meeting Minutes

October 16, 2016

8:00am – 2:00pm

**Town and Country Resort
San Diego, California**

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

Present: Lori Silva - President, Kevin MacVane – President-elect, Angie Weathersby - Education Chair, Kathy Dureault - Education-elect, Karen Woods - Treasurer, Renita Bassett - Secretary and Membership Chair, Linda Sparks - District 1 Director, Cheryl Pattison - District 3 Director, Star Yager - District 4 Director, Kathy Nichols - District 5 Director, Ronda Dyer - Pulseline Editor and Publications Chair, Gloria Luu - WebMaster, Carol Bowen - Contract Coordinator, Gina Barry-Dias - Promotions Chair.

Meeting called to order by President Lori Silva at 8:00am.

Timekeeper: Gloria

Welcome/Introductions/Congratulations

- Kevin MacVane, President Elect
- Cheryl Pattison, District 3 Director
- Kathy Nichols, District 5 Director
- Kathy Dureault, Education Chair Elect
- Karen Woods, Treasurer

1. Old Business: Review/Approval of Minutes

- February 2016 Education Committee meeting
(minutes to be approved @Feb 2017 Education committee meeting)
- February 2016 Board of Directors meeting
(approved: 1st by Kevin, 2nd by Kathy Nichols)
- May 2016 Strategic Planning Meeting Notes
(these notes do not require approval since it is was not an official board meeting. Notes to be sent out to group for review)

2. Webmaster Report

Gloria

- PANAC Directory (sign in sheets)
- Go Daddy account/PANAC emails
 - 5 unlimited email boxes
 - \$18/yr. for everyone added on
 - 2 years almost \$400
 - Karen: suggestion for 11 voting members to have Go Daddy accounts
 - Ronda requested Pulseline Editor and Publishing Chair have a Go Daddy email account
- ❖ **Karen Woods entertained a motion for the voting members (Executive Board and District Directors) plus the Pulseline Editor and Publishing Chair have panac.org accounts.**
- Karen 1st, Kevin 2nd. Motion passed.**
 - Reminder of policy to read and respond to email within 3 days
 - Gloria is our resource to trouble shoot Go Daddy. If you are having trouble, notify board if you are unable to read or respond to emails within 3 days or having trouble accessing your PANAC emails. Let board know if going on vacation and will be gone and not able to respond to emails.
 - Do not open any unfamiliar/suspicious emails/attachments. ASPAN's bank account was hacked and this could happen to us.

3. Education Chair Report

Kevin

- Review of October 2016 Seminar
 - Total number registered = 168
 - Both days = 130, Friday only = 22, Sat only = 16
 - Mailed in registration = 32, Checks = 30
 - 1 cancellation, 5 Walk ins Fri, 0 Walk ins Sat
 - 3 No shows Fri, 2 No shows Sat
 - 12 Vendors
- Let Registration personnel know beforehand if attendees need to be compensated for registration such as ABPNAC Representative, ASPAN Representative, or Recruiter of the Year
- Purchase of easels for seminar or continue to use hotel easels?
 - Linda suggested cheaper ones don't work as well

- Ronda concerned when people quit position and these types of expensive items may not always be transitioned to new person
- Carol stated places like Ventura do not charge for easels
- Recommendation by Lori that purchasing easels may not be worth the hassle in trying to transport them
- Cvent online registration – Do we go totally online or still accept checks?
 - 30 checks received this time and frequently stapled to forms or to other checks when signing up by group. This makes registration process more time consuming and difficult
 - Suggestion has been made to make online registration cheaper than mail in and group discounts available only online.
 - ❖ **Kevin entertained a motion to only accept group discounts when using online registration and not by mail in. Kevin 1st, 2nd Cheryl. Motion passed.**
- Cvent registration help needed for October 2017 PANAC Seminar
 - Karen M. will be out of the country for the month leading up to the October 2017 seminar.
 - Star willing to make a training commitment for a year.
 - Linda interested but will be going to the Philippines during month of January.
 - Karen interested but cannot due to need for checks and balances requirement as treasurer
 - Angie will reach out to education committee. Some District Directors may choose to use Cvent for registration of District events. Linda suggests all District Directors have Cvent training.
 - Vendors have to do online Cvent registration
- Plans for February 11, 2017 Winter Seminar
- Plans for February 10, 2017 Leadership Workshop
 - Leadership will move back to 4 hours
- ASPAN Seminars/District Chapter Events
 - Reminder not to have ASPAN seminars too close to other area seminars and a person does not have to be a PANAC member to request an ASPAN seminar.
 - Angie would like to make a standardized process for requesting events.

4. Marketing Report

- \$3100 from vendors

- Made yes commitment to budget
- Lunch-time traffic not as much vendor business d/t lunch on your own

5. Promotions Report

Gina

- \$59 Promotion items
- \$253.50 Silent Auction
- \$275.27 Sweatshirts
- \$592.00 Flo jar + \$200 PANAC Contribution
- \$882.77 Scholarship
- \$295.00 Raffle

6. PANAW Celebrations (Week of Feb. 6-12, 2017)

- Proclamation to the Governor
- Ideas for District and Chapter Events
- Giveaways/Recognition at February Winter Seminar
 - Email ideas for what you do for PANAW
 - Raffle registration for conference
 - For every \$5 raffle tickets, free ticket to put into raffle for registration
 - Angie: random selection suggestion
 - Kevin: suggest people enjoy watching the raffle ticket being drawn

❖ **Angie entertained motion to provide reimbursement for the cost of the PANAC Ventura seminar to any one California perianesthesia nurse whose name is drawn in the PANAW raffle. Angie 1st, Kevin 2nd. Motion passed.**

7. Treasurer's Report:

Karen

- Treasurer's report
- 2016-2017 Budget Review
 - Budget passed around and signed
- Revisit Budget adjustments from Fall 2015
 - Eliminating Luncheon very helpful. May consider having on milestone years.
 - Will have continental breakfast for board meeting in the future.
 - Breakfast for board meeting today already in contract.
 - Make sure using current vendor form with correct pricing (\$200/day or \$300/both days)
 - Registration increased by \$10

- No one reimbursed for hotel cost when not required to be present
- IRS status and New Tax Preparer
 - Rudy Sullivan, Jr., CPA
 - Taxes are completed. IRS forgave debt.
- Audit
 - Ray offered audit for free of charge. This is usually a \$1000 service. This will allow for a higher level of service and provide increased accuracy.
- Information on Expense Reports for Board Members and District Seminars
- Job Description Policy
- ❖ **Karen entertained a motion the Job Description Policy say Government Chair instead of Representative Karen 1st, Angie 2nd. Motion passed.**
 - PANAC Underwriting Contract
- ❖ **Karen entertained a motion to adopt the modification to the underwriter contract to include addition item for “other” and on page 2 to reword how credit card is done and have marketing chair as the contact (PDF form). Karen 1st, Kevin 2nd. Motion passed.**

8. Membership Report

Renita

- Gloria, registration personnel, and Pulseline distributor need a copy of the membership list.
- New ideas for growing membership from LDI.

9. Board/Committee Reports:

- Please read reports prior to the meeting. The meeting time is reserved for discussion and for clarification.

10. Pulseline Report:

Ronda

- Ronda reminded the group of the importance of timely Pulseline submissions. Please send in by the first week of November.
- Clarification: Capitol Mail is no longer in business. Carmichael Printing is responsible for the printing but not the mailing.

11. ASPAN Leadership Development Institute (see reports)

- Ideas for PANAC Component
- Lori will work with Linda for ideas
- No raffles or exchanging of money can occur at the National Conference 2017 during Component Night due to Indiana laws

12. Alice Wise Scholarship Revisions

Angie

- The membership survey showed many people are not aware of the scholarship, and many thought it was too complicated of a process to be worth the effort.
- We are still using the current form
- Karen: suggested using a 2-tiered system (one for active Board Members and one for other PANAC Members). The one for non-Board Members will have a lower minimum number of points.
- Ernie: suggested take forms to local meetings and provide education about the scholarship process
- Lori: the goal is to have a new revised copy for February
- Kevin: suggested reviewing with attendees of conferences
- Lori: proposed a conference call for the sub-committee in order to be ready for February
- Angie: thank you to everyone on the sub-committee

13. Gold Leaf Application

Lori

- Reviewed letter from ASPAN regarding Gold Leaf application (see report).
- PANAC is at a disadvantage due to being the largest component and many criteria for Gold Leaf are based on percentages such as growth of the chapter (growth 1.5%)
- PANAC has many members who are ASPAN and/or CAPA certified, over 23 members who are ASPAN candidates and/or on ASPAN strategic work teams, and our number of members who participated in the ASPAN candidate voting increased but all of these are based on a percentage of the entire membership
- Lori is a Gold Leaf reviewer and also spoke with Susan Carter regarding the Gold Leaf application and process.
- 11 of 39 components applied for Gold Leaf for the last submission.
- ❖ **Angie entertained a motion for PANAC to not submit a Gold Leaf application for this year.**

Angie 1st, Kevin 2nd. Motion passed.

14. Strategic Plan

- Review/Revise/Update
- Share with Districts/Chapters
- 1) Service Delivery
 - Winter 2016 Seminar
 - Local chapter meetings and district events

- Requests to educational chair for component webinars (March/June)
- We need a balance between North and South seminars
- New ASPAN standards available by December/January 2017. PANAC will order 30 standards to sell at the Winter Conference.
- Promote ASPAN seminars and webinars
- August 13 ASPAN seminar in San Francisco

2) Membership Services

- Scholarship plan may need to be pulled out separately for revision.

3) Membership

- PANAC has met its goal of increasing membership by 3%
- Ronda has done an excellent job with reaching out to hospitals. Membership has increased.
- Gloria has done a great job with email blasts.
- ASPAN would like to disband Nevada chapter due to low number of participation. ASPAN asked if PANAC could join with Nevada. PANAC will offer to mentor and support instead of combining components.
- Nevada members will be included in PANAC email blasts.
- Tahoe conference will be a great opportunity to include Nevada members.
- Communication is a key component of growing membership. Individual contact is an important factor. UCD is a great example.

4) Certified Nurses

- PANAC has met its goal and passed the 1000 mark for its number of certified members.
- Certification coaches have increased to 10 (Kate Mooney and Ronda are new coaches).
- Fall and Spring ABPANC sends new information

5) Going Green

- Passport devices are being utilized for saving PANAC records
- PANAC is using online syllabus certifications

6) Financial Stability

- CD moved to a different account and increased returns from CD and mutual funds.

- Revenue increasing with increased interest returns.
- 7) Membership Participation at the National level
- PANAC computer was available at the February state seminar for online voting (ASPAN election).
 - Linda: many people could not recall their ASPAN log on to vote during ASPAN election at the voting kiosk
- 8) Community Outreach Goals
- Community Service Project: May 17th
 - Hold one community service project in conjunction with the conference.

❖ **Kevin entertained a motion to accept the Strategic Plan for 2016-2017 (Alice Wise Scholarship will be revised by subcommittee and voted on separately). Kevin 1st, Linda 2nd. Motion passed.**

16. Policies and Procedures Updates/Revisions (Feb. 2017) Lori

- Assignments/Deadlines
- Subcommittee under President-elect
- Proposal for President/President-elect/Immediate Past President back to 3 year term
- Come up with a date for conference call to discuss revisions
- CC Kevin and Lori with email clarifications
- Highlight suggestions in red
- Subcommittee to start reviewing in December
- Vote in February 2017
- Members of subcommittee: Lori, Angie, Ernie, Amber, and Cheryl
- Initial deadline: December 4th
- Think about decreasing President's term to 3 years. 4 years is a long commitment.

16. ASPAN 36th National Conference - Indianapolis, IN (April 30-May 4, 2017) Lori

- ASPAN Candidates Voting Kiosk at February Winter Seminar
- Linda volunteered to work at the Voting Kiosk
- Deadline for ASPAN Award nominations. Look at the ASPAN website for information.

17. Other Items:

- Carol: October Luncheon discontinued from now going forward
- Poster Presentations were well received
- Linda: suggestion of blending adult and pediatric content

- Suggestion of adding blank pages to syllabus for notes
- Think about drawing for giveaway and Silent Auction Items

Meeting Adjourned by President Lori Silva at 1300

Minutes Respectfully Submitted by
Renita Bassett, PANAC Board Secretary