

PANAC Annual Fall Board Meeting Minutes
 October 17, 2015
 Sacramento, California

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

Present: Lori Silva – President, Tess Mazloomian – Immediate Past President, Renita Bassett – Secretary and Membership Chair, Karen Woods - Treasurer, Kevin MacVane – Education Chair, Angie Weathersby - Education Chair-Elect, Linda Sparks – District 1 Director, Amber Trudgeon – District 2 Director, Shideh Farahmand – District 3 Director, Star Yager – District 4 Director, Kathy Nichols – District 5 Director, Sheryl Michelson – Gold Leaf Coordinator, Ernie Nunes - Historian, Rosario Ebuén - Marketing, Carol Bowen – Meeting Contract Coordinator, Gina Barry-Davis – Promotions, Terry Trautloff – Past Promotions, Ronda Dyer - Pulseline Editor and Publications Editor , Gloria Luu - Webmaster, Kathy Sims- Online Registration, Regina Hoefner-Notz – ASPAN Regional Director, Region 1.

	Goals/Items	Strategy-Discussion	Strategy-Action
1.		Meeting called to order at 8:07am	Lori Silva
2.	Welcome	Introductions Welcome new members	Lori Silva
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. Silence cell phones	Lori Silva Gloria Luu - Timekeeper
4.	Old Business	Review/approval of minutes of Feb. 2015 Board Meeting	Motion– Kevin MacVane Second – Angie Weathersby Meeting Minutes approved by Board

5.	Sign Up Sheets	Sign up sheets passed around by Lori: Directories, PANAC Properties, Nametag Information, and Business Cards.	Directories - Secretary PANAC Property - Secretary Nametag Information - Tess Business Cards - Tess
6.	Education Chair Report	<p>October Seminar 2015 Sacramento Kevin - Going green with syllabus was well received. Speakers well received, especially Sheryl (gold stars).</p> <p>Only negative comments were in regards to the AV issues and wanting vendors to be more connected to lecturers. Two lecturers did not have PowerPoint outlines available before seminar.</p> <p>Printing syllabus was 60-70% cheaper by using ASPAN discount card from Office Depot. Budget did not include printing of syllabus/outline handout.</p>	<p>Kevin – will get handouts from the two speakers who did not have them and send out link.</p> <p>Kevin will get the PowerPoint presentations from the two lecturers for participants</p> <p>Kevin – recommended using even smaller syllabus/outline handout in the future</p>
7.	Online Registration	<p>October Seminar 2015 Sacramento Kathy - 6 people registered at the door. 9 walk-ins. Vouchers received: 3 newly certified 1 Pulseline contributor 0 new member</p> <p>Kathy- Cvent Clarifications/Benefits:</p> <ol style="list-style-type: none"> 1. Doesn't sell information and encrypts. 2. Only contact with person is confirmation, syllabus, confirmation, and certificate. 	<p>Kathy- Codes: There are currently at least 9-10 codes for discounts/vouchers. Karen and Kathy not aware of what all of these codes represent. Dual CAPA/CSPAN shouldn't be able to use 2 vouchers at once. Requesting less codes and be grouped together. Participant email and phone number contact for Cvent: Should not be work e-mail address and work phone number due to difficulty in reaching people when not at work. Also some hospitals block outside emails.</p>

8.	Extension of Education Chair Report	<p>Suggestions for future seminars:</p> <ol style="list-style-type: none"> 1. Connect vendors to lecturers 2. Women related to heart disease and anesthesia complications (Brenda Jahnke) 3. Ronda - AAA 4. Ernie - Better contrast in brochure color 5. Ernie – Pulseline and web advertisement not sufficient for district seminars. Also use blast e-mails. 	<p>Must use extreme caution with using vendors to lecture or provide funding for food/event due to anti-kickback laws, budget cuts, and provider number regulations of BRN.</p> <p>Lori – State and ASPAN seminars should not be on the same day. There is a minimum requirement of 20 people for an ASPAN seminar. All ASPAN seminars planned for a district must be coordinated through the educational chair and the president. ASPAN and PANAC seminars in same area should be 6 weeks apart.</p>
9.	Treasurer Report	<p>Karen – Annual fiscal year is June 1st-May 31st. Security protection is required with credit cards. Using the square for credit cards at events would add too much liability and concern for breach of credit card protected information and not recommended.</p> <p>Fiscal Report: Net loss \$15,519.32</p> <p>Karen discussed why and how this happened</p> <ol style="list-style-type: none"> 1. Did not have correct budget 2. Cost for reimbursing board was 65% of overage 3. Attendance of conferences down <p>Recommendations:</p> <ol style="list-style-type: none"> 1. No reimbursement for per diem 2. Consider increasing conference fees and PANAC membership fees by small amt. These have not increased in many years. 3. Pay half of registration for those in supporting PANAC roles. 	<p>Karen – need to have policy addressing credit card information.</p> <p>Regina – An increase in membership fees can only increase once in a three-year period.</p> <p>Lori – forward to Karen your ideas/suggestions for how to decrease the budget.</p> <p>Lori - Conference call for board follow-up will occur within next 30 days. Give two or three available dates during a weekend day and date/time will be selected. Components have privilege of using ASPAN phone conference line.</p> <p>People can donate to PANAC but it does not qualify for a tax write off.</p>

		<p>4. Only the president and educational chair to be reimbursed for full room costs. The rest of the board will be reimbursed for half of their room.</p> <p>CD: There should be one year of operating expenses in reserve for emergency purposes. Reserve removed from internet account and placed in Chase Bank in form of 2 CDs with offset mature dates. This will provide better access with less penalties in case of a disaster and also better interest rates. Karen reviewed how to fill out an expense report correctly.</p>	
10.	Promotions	Terry – The silent auction raised \$390 and the Raffle raised \$383. Promotional items sold for a total of \$130. \$180 was raised for American Cancer Society with PANAC matching with \$180.	Lori – Recommended to Gina to come up with new promotional items and come up with a budget. Willingness to serve completed forms will be reviewed and names given to committee chairs.
11.	Meeting Contract Coordinator	Carol – Checked rates for Ventura. San Diego is a challenge. Very expensive. Town and Country Resort in San Diego is a nice hotel with reasonable rates.	
12.	Gold Leaf	<p>Sheryl – send to Sheryl information about what your local chapter and district is doing that qualifies for Gold Leaf credit. These items need to show proof of action such as list of attendees, flyers for events, etc.</p> <p>Suggestions:</p> <ol style="list-style-type: none"> 1. In order to count for raising money for 	

		<p>community causes, the volunteers must be PANAC members and participating as PANAC members raising money for specific cause.</p> <p>Research projects have to be done by a PANAC member but research does not have to be PANAC sponsored.</p> <p>Regina-suggested having a drop box on PANAC website for Gold Leaf suggestions.</p> <p>Suggestions for reaching nursing students such as offering free workshops.</p> <p>PANAC website needs to have an update stamp.</p> <p>Membership person should keep working on non-renewing member.</p> <p>Have a Facebook page.</p>	
13.	Membership	<p>Linda – report chart on growth presented.</p> <p>PANAC needs to have a welcome letter for new members and a reminder letter for renewing.</p> <p>Karen – suggestion to have some type of PANAC membership pen to be given to members with continuous membership such as 5 years, 10 years, etc.</p>	
14.	Pulseline	<p>Ronda – Deadline changed to 10th of November.</p> <p>Suggestions: Utilize survey monkey for research project.</p>	
15.	Webmaster	<p>Gloria – Website needs to be reformatted.</p>	<p>Lori proposed checking in to Nursing Network, which sets up sites for nursing organizations for free.</p> <p>Lori – Website needs to have a date stamp for most recent revision/update.</p>
16.	Shared Storage of Documents	<p>Lori – documents for PANAC should be archived together on some type of hard drive storage</p> <p>Renita – a Passport type device can hold 1-2 TB each</p> <p>Kevin – education chair would benefit from this type</p>	<p>Renita – motion made to purchase three devices for storage for a total of \$300 or less.</p> <p>Second by Kevin.</p> <p>Prior to purchasing, Renita will get ok from Lori and</p>

		of device.	Karen for specifics on the price, storage amount, and number of devices.
17.	Alice Wise Scholarships	Shideh – student scholarship limited to nursing students and not nurses pursuing Bachelor’s or Master’s Degree. Deadline – Oct. 1 st . Advanced Degree Scholarship deadline December 15 th .	Scholarship subcommittee: Sheri, Angie, Star, Linda, Lori Revisions by Ernie and Shideh
18.	Strategic Plan	Need one person to be responsible for this.	Lori – will be the main person responsible for the strategic plan.
19.	BOD Responsibilities/ Gold Leaf	Oshpod.gov – lists hospitals by county including addresses Survey Monkey: Max of 5 questions Increase email blasts. Can utilize to capture certified nurses who are not currently ASPAN/PANAC members. Membership chair welcome new members Consider prizes such as recruiter of the year Pulseline – new member recognition and continuous membership recognition (e.g., Member since 2000). Financial Stability: increase interest return in CD Voting kiosk at ASPAN National Conference	Encourage members to apply District Directors – most aware of what hospitals are located in their area Linda – volunteered to work with district directors
20.	Transition Binders	Smoother and better transition	
21.	PANAW	Utilize Facebook for a “What’s Your Story” Send winner to Winter Conference	
22.	ASPAN National Conference	Deadline for ASPAN Award Nominations Philadelphia, PA	
23.	Gold Leaf Coordinator	Proposal – Revision of Gold Leaf	Leave as Task Force this year. Motion made by Karen to have Gold Leaf Coordinator to be part of the job description of the President Elect

			or Past President starting next year. Second by Linda Motion passed.
24.	P and P Revisions	Done by Past President on even years	
25.		Meeting Adjourned at 2 pm	Lori