

PANAC Annual Fall Board Meeting
 October 27,2013
 Sacramento, Ca

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

Present- Tess Mazloomian- President, Shay Glevy – Past Pres., Tita Invina- Secretary, Denise DeFendis- Treasurer ,Lori Silva- Education Chair, Ronda Dyer – Pulseline Editor, Terry Trautloff- Promotions, Esther Sang and John Kuykendall- Marketing, Angelique Weathersby- District 1 Director, Kevin MacVane- District 2 Director, Shideh Farahmand-District 3 Director, Helen Fong- District 4 Director, Kathy Nichols- District 5 Director, Beverly Edwardsen-Governmental Affairs, Linda Sparks- Membership Chair, Carol Bowen- Meeting Contract Coordinator, John Kuykendall- Historian, Kathy Sim, Debbie Bickford , Ernie Nunes

Absent: Laurel Baker- Education Chair elect

Time keeper- Kevin MacVane

Opening		
Goals/Items	Strategy-Discussion	Strategy-Action
Time Schedule	0730 – 0800 Breakfast 0800 Meeting will come to order 1130 -1215 Break for check out 1215- Resumption of meeting 2:00- PM End meeting	
Welcome	Introduction, Icebreaker	
Reminders	Meeting Etiquette, Tools for success, Robert’s rule	Tess –Be on time, raise hand to speak, wait to be called to speak, allow person speaking to finish, get to the point, stay focused and

		ask questions.
Old Business	Review/approval of minutes from both the Feb 2013 BOD and Education meeting	Angie -Motioned to approve the Feb. 2013 Board of Directors Kevin - 2 nd the motion Lori- Motioned to approve the Feb. 2013 Education meeting Carol -2 nd the motion
<p><u>Promote Membership Recruitment and Retention:</u> 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>		
Membership recruitment/retention	See Membership report attached Linda- Suggested to designate a “Recruiter Cheer Leader” to recruit a colleague to bring to the District/Chapter meeting and join PANAC Goal is 10% increase of present membership of 1447, this goal will benefit us also in Gold Leaf Debbie- At National Conference “ Component Leaders “ stay at back of room and recruit non ASPAN members attendees.	Linda to outline Goals and Action Plans and will inquire with ASPAN Membership Committee to see what they do for Membership recruitment and retention
Website	Kathy-Succession of website to Gloria Luu, requesting for Board to update directory and email address Tess- Problem with “Go Daddy” email	

	Tess' proposal for Assistant Website (Karen Machado) or Assistant Pulseline Editor (Ernie) to take over Gloria/Rhonda in an emergency so PANAC's operation does not get disrupted.	Those with problems to notify Shay so she can work with Go Daddy for glitches But for now, we will go to "Go Daddy" PANAC.org account Ernie- suggested to have this table and wait for Gloria/Ronda to ask if Assistant needed Linda- suggested partnership with the Board
Pulseline	Ernie-Succession Strategy to Ronda Dyer	
Facebook for PANAC Board Member Recognition	Board approved to have a PANAC facebook. Karen Machado will manage. Shay- an Email blast will be sent to PANAC members. Slide show presentation at meeting to include Past Presidents in attendance and Board members	
<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.		
Reports	DD, Committee Chairs and Treasurer- See attached reports	
Board Retreat	Depends on PANAC budget money	

<p>Expense Report Completion</p>	<p>Ruby-1. Filling up expense report accurately-use new Form 70-100A If submitting for Chapter meeting – put District 1 seminar, etc., complete date, title of seminar, etc. For charges do it by the day- for Ex., Chapter meeting for gifting and food allowance -\$70.00, submit within 30 days Question- Ernie Is \$70.00 enough? Ernie- District had given a lot of money to PANAC which was in reality the district money, so that \$70 is a little restrictive. Lori- Budget should be flexible according to District activities or program so that \$70.00 can be more or less. Denise- Did not realize District money is PANAC money. Terry- Clarification re District profit.</p> <p>Mileage reimbursement is currently 56 cents/mile or refer to GSA Website Per diem reimbursement is \$40/day for President, Promotion Chair and Education Chair and \$20/day for rest of Board</p> <p>Fiscal year starts in June and ends in May so Coordinator and Chapter Directors be aware of it If sending expense report send to Treasurer Denise first, so she can review prior to sending to Erica</p>	<p>Treasurers report last year (June – May 2012-2013) -On line vote approved Oct. 19,2013 Angie-Motioned to approve budget for May 2013-2014 2nd- Kevin</p> <p>Tess- Before we have no monetary allowance, now that we have the policy in place, we think \$70.00 limit is reasonable. Tess suggested for District Directors to review our present Policy and Procedures and propose changes in Feb. '14 Board meeting</p> <p>Board signed Approval of Budget for 2013-2014</p>
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<p>Chain of Commands</p>	<p>Ruby- Presentation of PANAC monies (see report)</p> <p>Tess- Discussion on implementing Chain of command, ie., Chapter Directors to submit expenses District Directors, then District Directors submit to Treasurer</p> <p>Lori-Also for Chapter Educational offerings, should be referred first to Director then Director to Education Chair</p> <p>Exception: Pulseline articles</p> <p>Membership- Linda- See membership report attached</p> <p>Goal is 10% increase of present Membership of 447, this goal will benefit us also for our Gold Leaf.</p> <p>Linda- Propose goal and action plans and will work with District Directors and also check with ASPAN Membership Committee to see what they do for Membership recruitment and retention.</p>	<p>Linda to outline Goals and Action Plans</p>
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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>October 2013 Annual Seminar</p>	<p>Lori- Evaluation comments:</p> <ol style="list-style-type: none"> 1. Parking too expensive, PANAC/hotel unable to validate 2. Conference room too tight space for going in and out of room 3. New member and first time attendee came a distance and felt the speakers were great and the seminar worth attending 	
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	<p>4. PANAC is accommodating to members, i.e., one member had to cancel due to an injury, so her registration was refunded. Another member's daughter had surgery, she missed one of the days and that day's seminar cost was refunded.</p> <p>5. Speaker verbalized she enjoyed speaking for us and willing to do it again.</p>	
Cvent and Seminar discounts	<p>Registration Discount Codes: Chapter attendance vouchers , New members vouchers must put "code" when registering on line but must present vouchers on the day of seminar, must be one time only and can't be used on any other discount or mail it in together with payment Kathy will put code "book" for Vendors for Cvent registration to pay vendor fee Kathy-For Cvent, add codes to brochures to specify CPAN,CAPA vouchers, etc. \$25.00 CPAN/CAPA vouchers need to be stated on the voucher so that they can't be used with any other discounts. Cvent Registration for Board and Past Presidents-</p>	

<p>ASPAN RA Assembly</p> <p>Alice Wise Scholarship Award</p>	<p>use “board” code so registration is waived For CVent Group Registration I registrant pays and everybody in the group are given same rate so Kathy recommends to “mail in” the group rates only, so each individual in the group gets other discount if applicable.</p> <p>Survey re CVent: Easy to use- majority says “yes” Kathy- For District/Chapter meeting, designate if full or half day, then give to Karen or Kathy ASAP so they can make badges thru CVent</p> <p>Discussion re buying a “square” to swipe for credit card?</p> <p>Tess and Kevin will be RA Reps Tita and Denise will be RA Alternates</p> <p>Alice Wise Scholarship Award See Pulseline for recipients Application opens every October to December Ernie suggested Strategies for promoting Alice Wise Scholarship Award by passing application</p>	<p>Kevin and Denise will look into it for further info and also check if in line with our PANAC bank</p>
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RN Student Scholarship	forms during PANAC seminars, talk it out, etc. Promote Nursing Student Scholarships Ernie will put it in format in PANAC Policy and Procedure	
PANAC Property List	Linda to make a list of PANAC's property and send property list to Secretary for safe keeping. Lori to purchase a Thumb drive to download all information from old PANAC files from old PANAC laptop computer and then PANAC will decide whom to donate it. Ernie proposed to dispose the old PANAC Camera Shay – motioned to pass above 2 nd - Kevin	

Plan for Feb 2014	<p>Carol-PANAC Winter Seminar Visalia Holiday Inn, Visalia Feb. 22, 2014</p> <p>Kim Noble- Solo speaker</p>	Carol contracted for 125 attendees
Plan for October 2014	<p>Ontario -Sheraton vs. Marriot vs. Double Tree Hotel 125 contract number of Attendees</p> <p>Lori- Conference Days? Fri/Sat or Sat./Sun or Saturday only?</p>	Carol is still working on contracts for October 2014 conference

	<p>Members input: Sat/Sun – lots of concerns about Sunday conference 28 votes to end 12 noon on Sunday for Sat/Sun. 38 votes for Friday night session It was decided based on the surveys to change back to Friday/Saturday conference</p>	
BRN	Lori-Storage of Class records, evaluation summary	
<p><u>Gold Leaf Award:</u> 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>		
Gold Leaf	Terry-Synopsis of near win, we were short on research	
Gold Leaf for the future	Strategies to obtain award; new criteria added (LDI), assignment given to each board member for Gold Leaf Questions to be answered by each Board member and send back to Shay, deadline is on January 1, 2014	
<p><u>Increase PANAC's Presence in the Community:</u> 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>		
Promotions at state	Terry-Feedback from Feb and Oct meeting;	

seminars	enhancements?	
Vendors at state seminar	<p>Esther-Feedback- Vendors are thanking us We need 10- 15 Vendors this October 2014 seminar . \$149.00 - vendor charge/day</p> <p>\$1775.00 - total monies received from Vendors for October 2013 Seminar Make every vendor aware that PANAC has a standard fee- John and Esther to be firm with vendors fee when signing Marketing Contract</p>	
<p><u>Build on and Sustain the Foundation of Excellence PANAC has established:</u></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: 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>		
LDI	<p>Leadership Development Institute last September in Kansas, Missouri</p> <p>Upcoming LDI will be on Sept 5-7, 2014 and will decide during SPM in May as to who will attend</p> <p>Angie- see attached report, also discussed Joahna Briggs Institute Helen- see attached report Lori- see attached report Shay- Learned a lot about Leadership roles and most importantly that all of us are leaders within us.</p>	

Debbie-Encouraged us all that PANAC Board is open to Everyone, that we should attend ASPAN Board meetings too!

Tess- Stressed the legal importance of PANAC By laws

For SPM we can actually use our Gold leaf criteria as a meeting agenda for SPM

Shay- Suggestions:

1.Name tags for the Board so we can Stand Out during Seminars, looks professional and easily recognized by Members

Discussion: Angie- Make it Legible, colored, etc.

Shay- to do Side bar on line discussion for the details of the nametags

Lori-Motioned above

2nd- Gloria

2.. Business Cards

Lori- PANAC has a business account from Staples and we have 10% discount, so everybody decided

Shay will do this

Helen-Motioned to approve above

2nd-- Ruby

\$12.95 per name tag. We requested a magnet on the back of the name tag.

	<p>Tess- Review of last Feb meeting on holding PANAC Cert Review Classes</p> <p>Lori- in conflict with ASPAN Rev. Class schedule</p> <p>Denise- it is in conflict of interest with ASPAN</p> <p>Debbie-Interest to attend sit in seminar is lesser as ASPAN Review Class will be on line soon: ASPAN also watching on who is providing Review Classes so lots of competition.</p> <p>Ernie- Outsiders' feed back is that they want to hear ASPAN Standards from an ASPAN speaker</p> <p>Kevin- thinks review classes are to be on a "grass roots level" as info is a lot to be done only in one day</p> <p>Terri- identify a need in your district, and do it if needed</p>	<p>ASPAN Certification Review should continue and be done at the state level and PANAC will do Certification Study groups at the District level.</p>
<p>Policy and Procedure</p>	<p>Reformat approved by Majority vote through on line voting on September 18, 2013</p>	
<p>Policy & Procedure revision/review 2014</p>	<p>Tess and Shay reformatted and rearranged the words in the P & P (see index attached)</p> <p>Volunteers to do Policy and Procedures content Revision:</p> <p>Leader-Angie</p> <p>Helpers: Tita, Kevin, Helen</p>	

<p>Poster Presentations</p>	<p>Plan is to encourage more PANAC members' participation Tess-Members should submit a Poster that aligns with with ASPAN requirements (see drafted process attached). Give deadline for submission Carol- Limit size and numbers for easels and room space. ASPAN has no set size. Lori- should have a restriction number of Posters. Presentation only in our District level Debbie- a poster of an ASPAN member should be done only on ASPAN and not other organization. National Conference will be the first one then PANAC District afterwards unless that someone does not have desire to present in ASPAN National conference. Abstract to be submitted to ASPAN 6 months before National Conference. Kathy- Applications for Abstract is in at the PANAC website under Research, Call for Abstract Shay- proposed to do on line discussion re Abstract and Poster presentation.</p>	<p>Tess will hold off drafting of Poster proposal until finalize on line.</p>
<p>Evaluation form</p>	<p>Majority agreed to simplify Comments: 1. Evaluation form is very long 2. Lori- use comment/suggestions portion</p>	

	Lori- This October seminar, we have complimentary 500 pieces PANAC pens due to Staples printing error of syllabus	
<p><u>PANAC Will Acknowledge ASPAN and Provide Support:</u></p> <p>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>		
<p>Component Night ASPAN National Conference April 27- May 1, 2014 Las Vegas , Nevada</p>	<p>Shay- Theme is entertainment not only for members but guest too!</p> <ol style="list-style-type: none"> 1. Donation and volunteers needed by NevPana 2. PANAC Monetary support for Nevada for Component Night - \$\$\$? 3. Monies earned from Promotion October '13 Seminar Raffle-\$372.00 Silent auction- \$272.00 Standards book sale- \$550.00 St. John's Shelter (Sacramento)- \$363.00 PANAC Match- \$250.00 	<p>Lori will find out from NevPana (Debra and Brett) what kind of monetary support they need for Component Night and will email Board</p>

	Events- can we have a PANAC T shirt? Liability issues ?	

Respectfully submitted by:

Tita Invina RN,BSN,CPAN
PANAC Secretary