

PANAC Winter Board Meeting Minutes
February 23, 2014
Visalia, Ca.

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

Present:

Tess Mazloomian- President, Shay Glevy- Immediate Past President, Denise DeFendis- Treasurer, Tita Invina- Secretary, Lori Silva- Education Chair, Laurel Baker- Education Chair-elect, Carol Bowen- Meeting Contract Coordinator, Gloria Luu- Web Master, Ronda Dyer- Pulseline Editor, John Kuykendall- Historian, Esther Sang- Marketing, Linda Sparks- Membership, Beverly Edwardsen- Governmental Affairs, Promotions- Terry Trautloff, Angie Weathersby- District 1 Director, Kevin MacVane- District 2 Director, Shideh Farahmand- District 3 Director, Helen Fong- District 4 Director, Kathy Nichols- District 5 Director, Debbie Bickford- ASPAN Regional 1 Director

	Goals/Items	Strategy-Discussion	Strategy-Action
1.	Time Schedule	0730 – 0800 Breakfast 0800 Meeting comes to order 1130 -1215 Break for check out 1215 Meeting resumes 2:00 PM Meeting ends	315 min. avail. for discussion 297 min. assigned to agenda items
2.	Welcome	Introduction: name, from what city, work, position in board Icebreaker:	1-2 minutes per person 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 October 2013 BOD meeting with amendment to the topic on Chain of command: “Tess- Discussion on implementing Chain of command, ie., Chapter Directors to submit expenses District Directors, then District Directors submit to Treasurer Lori-Also for Chapter Educational offerings, should be referred first to Director then Director to Education Chair Same goes for chapter related activities submitted to the Pulseline-request should also come from the District Director with Exception: submission of <i>non chapter/District related</i> Pulseline articles” Correction on “Membership total is 1419 as of September 2013 “	Motioned - Ronda 2 nd -Gloria Voted and passed

Insure Organizational Strength and Viability:

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.		
5.	BOD Reimbursement	Review P & P on financial reimbursement for BOD, see attached new policy. Clarification: <i>Alternate for the Representative Assembly: If Alternate for RA is called upon to serve as the representative, Alternate RA will be reimbursed per diem rate of \$30.00/day for actual days of service.</i> <i>Board approved this wording to go in policy so does not need to revisit at SPM</i>	Motioned-Shay 2 nd - Helen Voted and passed
6.	Name tags	Discussion re position changes, new members	Shay will draft the process for new members' name tag, email preference to Shay
7.	Business Cards	Individual preferences of personal info on cards i.e. address, telephone numbers and quantity, suggested to use PANAC email and blank for phone numbers	Business cards will be individualized as to information and quantity
8.	Willingness to Participate forms	Tess received (9) Willingness to Participate forms from non board members. Follow, encourage and mentor (FEM) on Chapter level and not necessarily on District level	Tess to email it to Board
9.	Chapter and District Events	Focus on professional interactive exchange; net working, make free CE the perk, not the sole purpose for the meeting. Discussion on limiting District seminars to 3-4 hour seminars versus 8 hour seminars to decrease the competition with state seminar. Discussion on having seminars during the summer months as not to compete with the October and February seminars.	To be discussed further at Strategic Planning meeting (SPM) in June
10.	Pulseline	See attached report of Ronda Ronda- smooth transition, discussed goals for the year and timely submission of Pulseline articles, and proposes for an Assistant Pulseline Editor, Pulseline deadlines: Summer issue- May 1 st Fall Issue- August 1 st Winter issue- November 1 st	Ronda will write up the proposal for Assistant Pulseline Editor
11.	Education Chair	Laurel -smooth transition and learning a lot as	

	Elect	Education Chair elect	
12.	New Directors	Kathy Nichols- District 5 Director, see attached report Shideh Farahmand – District 3 Director, see attached report	
13.	CVent	PANAC has gone to On line registration and mail in registration only, no longer using registration by Fax. Discussion re CVent, feedback, lessons learned, exploring program capabilities such as giving discounts to 3 registrants when registering together. CVent is a great tool for Seminar, user friendly, attendees can register on line and pay by credit card and get confirmation immediately. CVent limit 400 registrants/year then PANAC pays extra after that. For this Feb. seminar, Lori reports that (83) registered (2 walk ins, 2 used chapter vouchers)	Kathy Sim and Lori will explore more on it
14.	Education Committee Meeting Feb. 21, '14	See attached Education meeting minutes Discussion re PANAC continuing to offer Leadership meeting for a fee PANAC Annual Conference October 17-18, 2014 Ontario Airport Hotel	Will discuss at SPM in June
15.	Winter Seminar Feb. 22, 2014	See attached seminar evaluation report by Laurel Baker for speaker and program evaluation summary data	
16.	Governmental Affairs	Update of Bills in 2013-2014 Legislative Session (SB 271, AB 839, AB73, SB 138,SB 205)– see attached report by Beverly	
	<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: 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>		
17.	P & P on Guidelines for District and	III Role of DD: delete this statement form Policy and Procedure, see attached :	Motioned - Gloria, 2nd- Tita Voted and passed

	Chapter Operations	PANAC supports and budgets \$500.00 annually for each chapter to cover speaker gift and refreshment expenses.	
18.	Poster Presentation	Discussion re new format of poster application forms and process. Revised in PANAC Policy and Procedures, see attached new form	Motioned- Shay 2 nd - Kevin Voted and passed
19.	Bylaws P & P review	Plan for update/review is in progress by Angie	Angie - Lead Team members-Tita, Kevin, Helen
20.	Old Records from Education, Treasurer and Secretary	Suggestions... 1. Scan and put in "Removable Storage Device"	Debbie will inquire on drop Box before SPM in June
<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>			
21.	Budget Discrepancy	Discrepancy in May 2012 budget - + balance but skewed accounting + \$17000.00- balance discrepancy in 2012-2013 Tess reported that discrepancy was reported as an adjustment in the tax return. Denise reported tax editing was completed	
22.	Treasurer functions	Discussion: 1. Authority to pick accountant and bookkeeper 2. Denise proposes for Treasurer Elect and to look for another accountant who can also do audit	
23.	Expense reporting	Poor Accounting Negate All Credibility – expense report numbers need to match receipts exactly or the accounting gets skewed and totals won't match. Expense reporting: District Director to double check self accounting and from Chapters, check for receipts dated after the event, except for brochures or syllabus, before submitting to Treasurer otherwise it will be returned; also submit within the time frame. If reimbursement is for a Chapter, include District number.	

		<p>Explain policy to Chapter coordinators re policy on reimbursement.</p> <p>Keep track of your time spent doing your position on a weekly basis for tax purposes. Our tax year is June1-May31</p>	
24.	Insurance	<p>While doing PANAC business, BOD members have insurance to cover accidental death if family submits a claim against PANAC.</p> <p>There was discussion to consider adding a seminar insurance.</p>	Debbie will verify name of Insurance Co. and coverage
25.	Westminster P.O.Box	Purpose: need a permanent address for tax purposes	Tita will pick up mails from P.O.Box once a month
26.	Expense items	<p>PANAC expenses which we should be aware of:</p> <p>NevPana donations- \$1500.00; thank you card received from Debbie from NevPana</p> <p>Shelter donation -\$610.00</p> <p>CVent- \$1700.00 x 2 yrs</p> <p>\$250.00 – for extra password</p> <p>Go Daddy - \$275.26 3 yrs expires 7/2016</p> <p>Name tags- \$350.00 +</p> <p>Business cards- \$300+</p> <p>Certificate Vouchers -\$1400.00 (56 vouchers sent out x \$25)</p> <p>PANAC to donate to ASPAN National Seminar- \$1500.00</p> <p>Panac to donate to the Foundation of ASPAN- \$150.00</p> <p>Silent Auction donation to ASPAN National- \$100.00 worth that Terry will buy</p>	<p>Motioned- Linda</p> <p>2nd- Kevin</p> <p>Voted and passed</p> <p>Motioned- Denise</p> <p>2nd- Shay</p> <p>Voted and passed</p> <p>Motioned- Helen</p> <p>2nd-Angie</p> <p>Voted and passed</p>
27.	AWMF Scholarship	<p>Discussed process and policy revision.</p> <p><i>In AWMF scholarship application form, the "Chapter meeting attendance" is revised "to 1 point per 4 hours of attendance."</i></p> <p><i>Revised application form, see attached</i></p> <p><i>Board approved \$3500.00 to give 7 additional scholarships for 2014.</i></p> <p><i>Promotions dollar earnings should go to AWMF</i></p>	<p>Motioned- Shideh</p> <p>2nd- Tita</p> <p>Voted and passed</p> <p>Further discussion at</p>

		<i>per our PANAC Policy & Procedure Recommended a Review Committee to review all AWSF applications for selection. Recommended forming an AD Hoc Committee to revise the AWSF scoring system</i>	SPM in June
28.	Vouchers for Chapters	Proposed \$\$ source: 1) After holding district seminar, Districts to purchase a registration voucher at early bird rate for PANAC seminar from District Fund and raffle off to members 2) Chapters to fundraise to purchase vouchers to raffle off 3) Vendors to donate a registration voucher for PANAC seminar in lieu of paying vendor fee There were several concerns about the above fundraising and vouchers.	Further discussion at SPM in June
29.	RN Student Scholarship	RN Student Scholarship Policy and Forms formatted and included in P & P, see attached	Motioned-Denise 2 nd - Glo Voted and passed
30.	Strategic Planning Meeting	SPM by Executive Board and District Directors Saturday June 7, 2014 Time- TBA Saddleback Hospital Conference Room 7	
31.	October Annual	Date-October 17- 18, 2014 Location- Ontario Airport Hotel, Ontario Shay mentioned that the October 2014 Annual Conference will be PANAC's 35 th Anniversary. Ideas to celebrate- gifts like calendars, credit card holders, bags, etc. Also have a cake at the afternoon break to celebrate the event.	
	<p>Promote Membership Recruitment and Retention: 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>		
32.	Recruitment effort	See attached report of Linda, Membership Chair As of Feb 11, 2014, we have a total of 1439 members, an additional 20 members in 5 months. Our Goal this year is to increase 10% of total membership for Gold Leaf. Discussion re promoting increase membership recruitment and retention, importance of	

		<p>reminding members to renew membership in a timely manner. Linda recommended having “Cheerleaders for Membership” in each Chapter. “Bertha” PANAC Marketing Display board will be used at District and State seminars to display members to which district they belong, showcase members, announce PANAC events, etc.</p> <p>At ASPAN National conference in Las Vegas, first timers will have color coded badges for components – this is our opportunity for recruiting New members during the “First Timers Orientation” at 515 PM Sunday (April 27) and 700 AM Monday (April 28).</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>			
33.	Gold Leaf	<p>Shay discussed highlights for Strategies for winning Gold Leaf again Gold Leaf Questions we need to focus on for 2014:</p> <ol style="list-style-type: none"> 1. Does your Component communicate non-renewing members to engage them as members again? 2. We need to continue to recognize individual member’s achievements, accomplishments and activities. 3. List of scholarship awards 4. Component donates speaker honorariums to ASPAN the Resource Development SWT. 5. Do your members participate in the online feedback to the ASPAN national office for national candidate positions? 6. Does your component, on a state, local or district level, participate in programs or education projects (i.e. blood drives, BP screenings, health fairs, Juvenile Diabetes Foundation, American Heart Association, American Cancer society, etc?) <p>Denise mentioned the Compensated Registrations are not recognized as income and could be possibly used for Gold Leaf. Please note: Points will not be awarded for individual member activities unless the member has been designated by the component as their</p>	<p>Idea to set up a station (Kiosk) at the PANAC Winter Seminar with laptops for members to vote for ASPAN candidates Debbie will get clarification for volunteer time for PANAC/ASPAN legal issues and Gold Leaf wording.</p>

		<p>representative. The event should be validated in your goals/strategic plan. This must be verified for points to be awarded.</p> <p>7. For legislative activities: a) component members participate in a state wide nursing function (i.e. state capital). b) component member sits on state nursing task force/committee. c) component participates with ASPAN on national legislative issues</p> <p>8. For Nursing students/schools: a) participates in a nursing school career fair. b) participated in your state chapter of the Student Nursing Association by providing a speaker, exhibiting, etc. c) provide a JOPAN subscription or book on perianesthesia nursing to a school of nursing. D) award an ASPAN membership to a student.</p> <p>9. Did your component publish Research, EBP, Clinical Practice or education articles in your component newsletters? Did a component member publish in JOPAN, Breathline or other nursing or medical journals and that was not part of ASPAN committee or SWT work?</p>	<p>RN Days used for this item</p> <p>Ideas to send out a Research Survey Monkey to all members and identify who is doing research for our component. Another idea is to have ASPAN send the PANAC president information on PANAC members who have submitted applications for national conference. Publish these research projects in Pulseline.</p>
	<p>Increase PANAC's Presence in the Community:</p> <p>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>		
34.	Community service projects	<p>Mobile blood drive- need 25 sign up so we can do it at Ontario seminar</p> <p>Another idea was a "Dream Walk" or "Yoga" session at a PANAC two day conference.</p>	
	<p>PANAC Will Acknowledge ASPAN and Provide Support:</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>		
35.	Regional Report	<p>Update by Debbie</p> <p>"Medallion Holder for Legacy for Life"</p> <p>Debbie reported on this during the Gold Leaf</p>	<p>Further discussion at SPM in June</p>

		report. The Medallion Holder amount is \$10,000.00. This can be spread out over a number of years.	
36.	CVS	Removed tobacco from shelves, see attachment	
37.	ASPAN BOD Meeting	Tess will attend Saturday morning session. Lori will attend the afternoon session. Goal is to report on observations that may help enhance our own processes	
38.	RA Reps	Tess and Kevin will attend April 27, 2014 Sunday 0900 - 1700	
39.	RA alternates	Denise and Helen are RA alternates	
40.	Component Night	<p>Flyer sent by blast email for Vegas flash Mob</p> <p>What to wear in Vegas? Show girls T shirt? Check into small headdress from Party City?</p> <p>PANAC Component meeting on Tuesday, April 29, 2014</p>	<p>Respond to Brent (NevPana) for participation in Vegas Flash Mob</p> <p>Terry will look for T shirts for Component night</p> <p>Time and location of meeting TBA by Tess, watch at ASPAN Particulars</p>
41.	Promotions	<p>Promotions earnings from February 2014 seminar:</p> <p>Raffle- \$288.00 Promotions:- \$95 Standards (1); \$60 Redirefs-\$60 American Heart Association--\$150.00</p>	

Respectfully submitted by:

Tita Invina RN,BSN,CPAN

PANAC Secretary