

PANAC Winter Board Meeting

February 28, 2016

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

Present: Lori Silva - President, Tess Mazloomian – Immediate Past President, Karen Woods - Treasurer, Renita Bassett - Secretary and Membership Chair, Kevin Mac Vane – Education Chair, Angelique 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, Rosario Ebuén – Marketing Chair, Gina Barry-Dias – Promotions Chair, Ronda Dyer – PULSELINE Editor, Gloria Luu – WebMaster, Ernestine Nunes – Historian, Carol Bowen – Hotel Coordinator.

Goals/Items	Strategy-Discussion	Strategy-Action
	Meeting called to order by President Lori Silva at 8am	
1. Old Business: Review/Approval of Minutes	Renita: October Board Meeting Minutes 2015 Corrections/Additions	Motion made by Kevin to accept Oct Board Meeting Minutes 2015 Seconded by Angie Passed Unanimously
2. Education Chair Report	February Winter Seminar Review Kevin: Cvent Registration Report Feb 2016 Shideh: Suggested having the ASPAN standards for sale at all conferences Lori/Kevin: No purchase and sale of ASPAN standards at	

conferences when an updated version is close to being published

Karen:

Not available in February but will be available in October.

Ronda:

The clarifications for standards come out in May at the National Conference. Not published until the Fall. Having these available at the PANAC conferences is a service to the conference attendees and not for making a profit.

Kevin:

Suggest collection badges at the end of the conference. Will make an announcement in the beginning of conference that the badges will be collected.

Lori:

Rosie and Ernie did an excellent job

Carol:

The Ventura Marriott did not charge us for several items such as tables and screens. Most hotels will charge for every extra item such as these.

Kathy N:

Box lunches efficient and well liked.

Lori:

On line evaluations. Kevin will give feedback.

Carol:

Will check to see if hotel in San Diego will allow us to not have the paid lunch for attendees.

Kevin:

Suggested offer box lunches for Friday and add to cost of conference for person choosing the lunch.

Angie:

Be proactive about making sure speakers who would like to show a video that it is compatible with the AV equipment and internet available.

Education Committee Report

Kevin:

Suggestion of having a urological panel presentation of approximately 15 minutes

Winter February PANAC seminary will be in Ventura

October Annual Seminar: 1st choice Lake Tahoe and 2nd choice Emeryville

Keep north in February due to the National Conference in Anaheim 2018

ASPAN Seminars

Lori:

Minimum 20 people

Location/hotel by a major airport

Request well in advance

Costa Mesa barely made the minimum number in time

Must be a PANAC member making the request

Deadline has passed for Fall/Winter 2016

Deadline for Spring (Jan-June) 2017 is in the Fall 2016

Chapter/District Events

Ernie:

The process starts with the Director saying one is needed in the District and then makes the request
Should get direction from the Education Chair

Angie:

Asked if there is any expectation we have a certain number attend?

Lori:

There is not a certain number to meet Gold Leaf

	<p>requirement</p> <p>Lori: The summer seems to work well for ASPAN seminars. Stay away from time of state and national conferences (February, April, and October).</p> <p>Ronda: Suggests sending flyers to area where seminar is going to be located.</p> <p>Lori: Make sure to communicate with Kevin, Angie, and herself if considering planning a seminar.</p>	
<p>3. Gold Leaf Application</p>	<p>Lori: It is extremely difficult to get information from people. It is a nice prestigious award and it keeps components actively doing what they should.</p> <p>Ernie: Gold Leaf is about creating information and not just gathering it. Get creative!</p> <p>Lori: The last Gold Leaf winner application is available on the ASPAN site to review.</p> <p>Linda: District Directors should print out the Gold Leaf application and refer to for making goals.</p> <p>Kevin: Add in to the transition folders the Gold Leaf responsibilities for that particular job.</p>	
<p>4. Treasurer's Report</p>	<p>Karen: LDI recommendation – quarterly reports Asked Erica who does reconciliations so Karen can do Feb report ASAP</p>	

Update On Reserve Funds

6 month CD – every year \$25,000 mature without penalty

Oxford Annuity 3 year – matures in 3 years.

10% penalties free withdraw annually.

Approximately \$30,000 available over all a year without penalty.

Fund matured in Sept. \$122,000. \$100,00 moved out. Other \$22,000 in savings.

Budget Updates

2015 Oct Conference Financial Report

Lost money – main reason was the cost of food.

Spent \$15,792.08 on food.

Banquet service non-negotiable.

Linda:

Suggest at the annual membership meeting being more transparent with members regarding costs.

Karen:

Hotel makes money on the food and not on the conference.

Hotel required \$8500 to be spent. We spent almost \$16,000. Kevin will ask Carol for specifics and future plans.

Karen:

Taxes due Oct. 15/16.

CPA Toni Horner last year. Requested extension.

Due Jan 15. \$10 extension fee.

Sent Lori forms to sign.

Annuity account Redwood Credit Union.

Need to be credit union member. \$1000. Business account. Requested designation letter from 1984.

Called Toni, She was able to send request. Middle of January sent to P.O Box.

	<p>Penalty letter for filing late \$1300. Toni was emailed regarding this penalty. IRS lost extension she filed. IRS Hold on Penalty for 9 weeks while reviewing case. Should hear from IRS when review completed.</p> <p>Angie: Asked if we have designation letter. Yes we do. Will Toni pay fee and does she have to? Karen not sure if Toni will pay.</p> <p>Karen: Asked Debbie Bickford if she was comfortable with this. Wait until the IRS comes back with response.</p>	
	<p>Review of Reimbursement Changes/Adjustments</p> <p>Karen: Eliminating luncheon. Already booked for October conference. Will not be implemented until Oct. 2017. Eliminating per diem for everyone for now. Having some committee members send in report instead of coming to board meeting. 63% overage = BOD overage. Which membership chairs can report and not need Saturday night hotel? Have continental breakfast instead of full breakfast? Increase vendor fee. \$10 registration not raised in over 8 years. Utilize Sue Carter as speaker – PANAC best deal. All these things will make up about &14,000.</p> <p>Lori: Meet and greet reception – can eliminate at the Feb meeting.</p> <p>Shideh:</p>	<p>Motion made by Angie for only this conference to pay ½ of hotel bill for 5 members as mentioned below (historian, promotions, marketing, Gold Leaf, registration) Seconded by Tess Passed Unanimously</p>

Asked about whether we are eliminating meet and greet at the Oct conference. Lori said not necessarily eliminating in Oct.

Lori:

The Board has struggled with eliminating the funding of the hotel cost for the committee members to attend the Board meeting. Several committee members carpooled to Ventura and saved approximately \$750. Due to the money saved, suggestion made to reimburse ½ hotel fee for the following committee members: historian, promotions, marketing, Gold Leaf, and registration.

This is for the night before the Board meeting.

Ronda:

People may not be interested in running for office and/or serving on committees if there is no funding. We need to focus on efforts to increase funding and attendance.

Rosie:

Expressed that hopefully these cuts are just a temporary fix and will not be permanent.

Karen:

Also expressed that hopefully these changes are temporary.

Not able to raise membership until July 2017-Feb 2018.

Eliminating the luncheon will help. Don't raise fee on Saturday. If we do have to raise the fees, increase by \$10 on Saturday and \$10 on Sunday. We don't want to take away the luncheon and increase fees at the same time.

<p>ABPAC Shining Star Award</p>	<p>Lori: PANAC received the ABPAC Shining Star Award. There are 27 different ASPAN positions held by PANAC members.</p>	
<p>5. Board and Committee Reports</p>	<p>Membership Report Gloria: Included registration Kevin: Suggested PANAC look into offering a hospital corporate membership. Pulseline Editor Ronda: Ernie Nunes won the Pulseline Contributor Award. Sue Fossum won the Pulseline Contributor of the Quarter Winter 2015 Award.</p>	
<p>6. Discussion on District funds for seminars</p>	<p>Karen: Discussed with Deb Bickford and Kevin Dill. There is a history of many components functioning like independent components within themselves. Kevin Dill stated PANAC is a role model for other components. We are structured correctly. The basic requirement for Districts is one seminar every other year. Karen can write a check for projected expenses to the District Director. The receipts would be kept and turned in to account for the amount received for the projected expenses.</p>	

	<p>The District who brings in the most money could provide a scholarship or send the District Director to the National Conference. These ideas promote giving back to the members and serve as a reminder we are a member of PANAC.</p> <p>Ernie: Suggested raffling off free admission to a seminar. The money received could help pay for the cost of putting on the seminar.</p> <p>Kevin: Suggested the District Director put names in a hat of people attending a seminar and the winner does not have to pay the cost of the seminar.</p> <p>Karen: The PANAC president or treasurer could attend a chapter meeting or seminar and explain to the group how the component and PANAC fit together.</p>	
<p>7. Alice Wise Memorial Fund scholarships</p>	<p>Lori: AWMF Scholarships were distributed</p> <p>Ernie Nunes</p> <p>Tess: Dual Certification Scholarship</p> <p>Teresa: Advanced Degree</p> <p>Jean: RN Student</p> <p>Revisions and update to the applications</p> <p>Lori would like to propose a subcommittee be formed to revise the Alice Wise Scholarships to make sure the scholarships go to members as well as Board members.</p> <p>Karen: Wanted to make sure Board members do not feel like they shouldn't apply. They are PANAC members as well.</p>	<p>AWMF Subcommittee: Chair: Angie Members: Lori, Ronda, Kevin, Shideh</p>

<p>8. Communication with Membership</p>	<p>Lori: Reminder to board members to check emails. It is in policy to check emails at least every 3 days. Let other board members know if you are on vacation and not available to check email. Lori will be in Scotland May 15-23.</p> <p>Renita: Membership Welcome Packet and Letters to new members</p> <p>Gloria: Email blasts to membership. GoDaddy limits email blasts to 10,000/year This comes out to about 1 per District/year.</p> <p>Lori: Membership Drive</p>	
<p>9. ASPAN Gift Certificates</p>	<p>Lori: Available for \$10 each in packets of 5 (minimum purchase of \$50). These can be used to promote and encourage membership Good for ASPAN logo products. Cannot be redeemed on line.</p> <p>Ronda: Suggested an ASPAN gift certificate be given to Sue Fossum for Pulseline Contributor Award instead of a free seminar since she is already compensated for attending. PANAC seminars include PANAC District, Chapter or Region.</p>	
<p>10. ASPAN 2016 National Conference</p>	<p>Representatives Assembly Lori and Kevin will attend</p>	

	<p>Component Night and Silent Auction PANAC gives item for component night and for silent auction. The silent auction item is budgeted for \$100. Idea for silent auction is a handmade bag made by a friend of Gina's. Kevin will donate some wine to go with bag.</p> <p>First Time Attendance Orientation Meetings Would like to have some PANAC reps attend to welcome members from CA</p> <p>PANAC Reception Planned for Tuesday evening 5-6pm Each component can book a room. Looking for a restaurant close by.</p> <p>Development Reception Legacy for Life Donation A donation is given to honor person serving your component. \$100. Lori suggests Deb Bickford.</p> <p>Host/Hostess and Moderator Volunteers Needed</p>	
<p>11. PANAC Strategic Plan</p>	<p>Review strategic plan, goals and progress Proposed Dates and Places for 2016 Strategic Plan Meeting Date: May 14th Who attends: Executive Board, District Directors, Publications, and Webmaster Suggestion of adding Research Committee Chair job to an existing Board Member Secretary role and Membership Chair job combined Lori: Asks Board who should go to Strategic Planning Meeting. This is not a Board meeting. Suggestion of Executive Board and 1 District Director</p>	<p>Executive Board and 1 District Director will attend Strategic Planning</p>

12. ASPAN LDI	Lori: Last year 2 active PANAC members funded to attend	
13. ASPAN 2018 National Conference in Anaheim	Lori will be the work team coordinator for the Anaheim Conference. She will shadow the work team coordinator for Indianapolis next year in preparation for Anaheim.	
14. Other Agenda Items	Lori will contact individuals who are not here	
	Meeting adjourned by PANAC President Lori Silva	

Respectfully Submitted by:
Renita Bassett, RN BSN
PANAC Secretary