

ILSPAN BOARD OF DIRECTORS MEETING

July 16, 2011

Virtual “Go To Meeting”

ATTENDANCE: Jane Reinschmidt, Sylvia Baker, Jan Friederich, Debbie Walker, Marigrace Clarke, Linda Beagley, Alexis Nicpon, Boni Hart, Kathy Harris, Wanda Ellenburg, Kim Kraft

CALL TO ORDER: President Jane Reinschmidt called the meeting to order at 9:08 a.m.

ADDITIONS/DELETIONS TO AGENDA: The following additions were proposed and accepted to the agenda:

- Old Business
 - Development of point system for PANAW judging
 - How to capture board decisions made via email
- New Business
 - Budget for RA representatives
 - Joplin Donation Update

APPROVAL OF MINUTES: Boni moved and Sylvia seconded that revised minutes from March 11, 2011 be approved. The board was polled and motion passed.

*Individual board member reports were emailed prior to the meeting for review and will be condensed for these minutes.

PRESIDENT’S REPORT – Jane Reinschmidt, BS, RN, CAPA:

- Jane welcomed Jan Friederich to our board and thanked Marigrace for becoming her mentor.
- She expressed pride in the excellent year the Kim had as ASPAN president 2010-2011.
- ILSPAN’s Component Night booth was recognized as “Most Creative” for the “Courage, Heart and Brains” theme along with matching T-shirts.
- ASPAN is providing use of “Go-To-Meeting” at no charge for our component meetings to assist with our green initiatives and fiscal responsibilities.
- The new ASPAN Marketing and Communication Manager, Doug Hanish, has contacted all component presidents to obtain dates for upcoming general membership meetings. He would like to try to assist with finding vendors to attend these meetings.
- Our ILSPAN board members voted to donate \$500.00 in a joint donation with the MOKAN component that totaled \$1000.00 to support perianesthesia nursing in Joplin. There is nothing left of the Joplin facility and they are using hospital tents.
- While trying to maintain high quality care and patient satisfaction scores, Jane’s department has created an acuity tool. The tool is currently being evaluated for validity. It is hoped that this will help predict acuity and plan for nursing resources.
- Jane is still busy serving on two corporate councils at work.
- Jane will be attending her first District II Seminar on September 30. She and Linda Beagley will be flying to Toronto for the first International Perianesthesia Nursing Conference.

IMMEDIATE PAST PRESIDENT / GOVERNMENTAL AFFAIRS REPORT -

Sylvia Baker, MSN, RN, CPAN:

Sylvia sent the completed draft of the Education Chairperson policies out to the BOD.

- She is still learning the Governmental Affairs part of her ILSPAN responsibilities this year. More to come.

- Her ASPAN duties include:
 - Coordinator of Membership & Marketing SWT. There are 48 members of this committee and she is working on budget submission,
 - ASPAN National Student Nurse Association (NSNA) Liaison. She is trying to find a way that ASPAN can benefit NSNA in a cost effective way,
 - Team Leader for ASPAN's Clinical Practice Committee. She is currently mentoring two new members to this committee.
- Sylvia is sending documentation to Jane Reinschmidt for a Hail, Honor and Salute to ILSPAN from Lois Schick and a thank-you letter from Kishwaukee College to ILSPAN for donation of a Core Curriculum book. This will serve as documentation for part of our Gold Leaf submission.
- She has also spent the past spring and will devote considerable time teaching Med/Surg courses this summer and next fall at Kishwaukee College of Nursing. This has been in addition to her regular full time job.
- Sylvia has accepted a new position at Rockford Memorial Hospital. She will be working with nursing school instructors.
- She is busy planning a presentation about ASPAN Standards and Everyday Applications for Fall Conference.
- Sylvia, too, welcomed Jan Friederich to the ILSPAN BOD.
- Sylvia also reported that her daughter will be moving to Alabama. She plans on using Skype to its fullest.

Vice President Report – Linda Beagley MS, RN, CPAN:

- Linda reports that she is excited that her daughter's wedding is only two weeks away. She will bring pictures in the fall.
- She finds that the transition to Vice President has been smooth and reminded Boni to ask for help if needed for her new role of Secretary. Linda also welcomed Jan Friederich as our new District III Director.
- She is busy with the nominating process already and will begin contacting new prospects for the 2012 – 2013 board.
- Linda has been helping Alexis with some initial contacts for Spring Conference.
- She has not received any inquiries about the open grant for research or the humanitarian mission scholarship. She had hoped there would be some interest in them.
- Linda is involved in several ASPAN SWT/Committees:
 - Team Leader for Clinical Practice Committee. There is a returning member whom she got to meet at National Conference and she is mentoring a new member,
 - Standards and Guidelines SWT. They are updating the Standards Book, reviewing the statement on the Geriatric Patient to make sure it is up to date and are also working on the development of an OSA position,
 - Coordinator of the Safety SWT. Debbie Walker and Boni Hart are also on this team. They are working on the position statement for Perianesthesia Safety. They are seeking to include examples of SBAR tools and OR Checklists. Open and respectful communication is being stressed as well.
- Linda will be leaving for another mission trip on September 8 to Naivasha, Kenya. She will be serving as the Team Leader on this mission. She will give a presentation about mission nursing at the Fall Conference.
- Linda will be attending the International Conference in Toronto, Canada with Jane.

Treasurer's Report – Wanda Ellenburg, MSN, RN, CPAN:

Wanda reported the current assets for ILSPAN total \$45,780.42. This includes a CD of \$10,851.57 and our checking account balance of \$34,928.85.

District I Director – Alexis Nicpon, BSN, RN, CPAN:

- Alexis is starting to look for the next venue for the spring 2012 conference. She plans to start formulating a planning committee. She is using input from the membership survey from last conference.
- Welcome emails to new members continue to be sent.
- A Certification review class is set for October 5th in Schaumburg, IL. Alexis will send out flyers to local hospitals and forward PDF to BOD to distribute.
- Alexis will be also transitioning into a Professional Development role at her job. Mentoring other nurses is something she enjoys.
- She also will be starting her MSN journey at Walden University.

District II Director – Debbie Walker, BS, RN, CPAN:

- Plans for fall conference are going fairly well, better than 2 years ago. SAVE-the-DATE was approved, and the brochure with the help of Marigrace has been sent off to get approved. She still has some paperwork to get from a few speakers and then send it all off for approval.
- Topics include:
 - Demystifying Evidence Based Nursing Practice
 - Non-pharmacological Strategies for Reducing Infections and Review of Anesthetic Agents
 - Transfusion Safety
 - Vision Loss as a Complication of Non-ophthalmologic Surgery
 - Interventional Nephrology
 - Perianesthesia Nursing: Chicago to Naivasha, Kenya
 - Standing Tall with ASPAN Standards

Two ILSPAN board members will be presenting and were very prompt in sending in their information.

- The Quad Cities Local ILSPAN chapter is getting together with the local AORN group every other month. AORN was happy about this, since they have been seeing a drop in their membership with the younger members.

District III Director (Interim) – Marigrace Clark, RN, CAPA:

- Transition for the new District III Director, Jan Friederich, began on June 27, 2011. The DDIII jump drive was given to Jan. Specific policies of Director Policy, Reimbursement Policy were discussed. Several pages from the jump drive were printed for her. Marigrace downloaded the ILSPAN membership list for June 27, 2011 for her, showed her how to work with it, and highlighted all the District III members for Jan. They talked about dates for the future ILSPAN meetings and 2012 ASPAN NC. They also talked a little about 2012 fall conference. Marigrace did not bring the District III box to Jan at this time and has spoken to Jan on the phone and e-mailed since then. This transition will continue until after fall conference.
- If Jan is interested in going to Component Development Institute in September, Marigrace may consider going.
- As far as the District III community service project, Marigrace has been going in ILSPAN's name every month. Due to various work schedules, no other member has been able to join her. She will continue to go every month in ILSPAN's name.

- When working with the jump drive, Marigrace noticed was the color page of the districts was not there. She scanned it and can attach it as Word document. She will take a copy to Office Max and see and try to get a better scan if that will be approved. Office Max may be able to work with it to improve the clarity and Marigrace will check out the cost. There was no discussion regarding this.

District III Director – Jan Friederich, MSN, RN, CAPA (Current):

- Jan thanked us for allowing her to serve as the District III Director for 2011-2013,
- She has over 34 years of nursing experience, including Critical Care, Med / Surg, Office Nursing, PACU, Pre-Surgical Assessment, Same Day Surgery and Phase II Recovery.
- She has worked in St. Louis, Missouri and in Belleville, Illinois.
- She has a diploma in Nursing from Jewish Hospital of Nursing in St. Louis, Missouri, 1977 and her BSN is from McKendree University in Lebanon, Illinois. Her MSN is from Southern Illinois University in Edwardsville, Illinois, 1997.
- Jan is currently the Nurse Manager for Admission Testing and Outpatient Surgery at Memorial Hospital in Belleville, Illinois. She has held this position for nine years.
- She has been a member of ILSPAN and ASPAN for several years and feels honored to a part of the ILSPAN BOD.
- She lives in O’Fallon, Illinois with her husband, Larry. They have three grown daughters, two son-in-laws and two grandchildren.
- Her hobbies include golf, gardening and being outdoors.

Peri-Scope Newsletter Editor – Marigrace Clark, RN, CAPA:

- The Spring / Summer 2011 Peri-Scope was sent by email on May 26.
- Print copies were mailed on May 27.
- Printing costs were \$71.34 and postage costs were \$47.52 with an additional \$3.84 for mailing newsletters to those members whose emails were incorrect.
- Total costs were \$122.70 for this issue.
- A “Save the Date” notice and a copy of the ASPAN web article about 35 years of ILSPAN were placed in the envelope along with the newsletter. These costs were included in the newsletter printing, will be absorbed in the newsletter budget and are minimal. The printing cost also included a 20% discount.
- Debbie Walker asked Marigrace to help with the Fall Conference brochure and Debbie has sent it to ASPAN for approval. Marigrace has offered to help with further changes and mailings. The Fall Conference “Save the Date” flyer was emailed on June 1.
- Marigrace is planning to send the “Latest News from ILSPAN” e-update in August. She will mail the Fall Conference Brochure with the postal version of the “Latest News” if it is approved by then.
- Since her granddaughter’s First Communion will be on April 15, 2012, Marigrace has resigned as Coordinator of the Credentials SWT. Grace Walke from Indiana ha been named to the position. Marigrace will remain on the SWT just in case the First Communion date changes.

Membership and Marketing – Kathy Harris, RN, CAPA:

- Membership total is now 537. Since March of 2011, 21 new members have joined ILSPAN.
 - District I has 10 new members
 - District II has 2 new members
 - District III has 9 new members
- Thirty-six ILSPAN bucks have been mailed to members for early ILSPAN / ASPAN renewal.

Technology – Kim Kraft, BSN, RN, CPAN:

- The website was updated to include a welcome to our new District III Director, Jan Friederich, on the home page. Her information has been added to the BOD page.
- The Educational Calendar is updated and Kim will include the conference brochure when she receives it.
- The renewal for the website is due on July 19, 2011 and will be charged to Marigrace's ILSPAN credit card.
- Kim is planning on uploading the files from the jump drive that Linda gave to everyone in a password protected page when she finds some time to do this.

Unfinished Business:

- Committee Reports Questions / Comments:
 - Marigrace thanked us for the “Above and Beyond” recognition. She also thanked Sylvia for nominating her.
- Fall Conference Plans / Budget:
 - Debbie reported her plans for Fall Conference are moving along. She is hoping for at least 75 to 100 attendees.
 - Linda reported that the IV acetaminophen rep has agreed to be a vendor.
 - Alexis is promoting Debbie's conference and will send out 50 of the ASPAN Certification flyers with them in one envelope to 50 local hospitals, to also promote the ASPAN seminar she is hosting.
 - Alexis inquired about having an online registration for the conference. Kim thought we could but we will have to arrange for a way to bill the registrants. She will investigate how to do this.
 - Jane received a note from Doug Hanisch from ASPAN Marketing asking for the date of our Fall Conference. If he knows of any vendors that are interested in attending, he will send those names to us.
 - Debbie reported that she would email of her expenses to date to Wanda. She stated she would solicit help from the board when she is ready to assign tasks.
 - Brochures can be emailed to hospitals and members, as well as being available on the website.
 - Boni found the ILSPAN banner and will bring it the day of the conference.
- Year – End Budget Report/Audit Plans:
 - There were no proposed changes to the budget as published.
 - The year-end audit will be at Wanda Ellenburg's house on Saturday, August 13. Marigrace, Boni, Jane and Wanda will conduct this year's audit.
- Spring Conference Plans:
 - Alexis is just beginning to look for a venue for her conference. Northwest Community Hospital was suggested. Jane thinks it will accommodate about 150 attendees. If anyone has ideas or suggestions, please send to Alexis.
 - She is considering March 10 or March 24, 2012. The board agreed that Alexis can better decide which date to choose when she finds an available location.
- WISPAN:
 - Jane reported WISPAN is having an all day conference on October 8. Kim Noble will be the speaker. Jane has brochures if anyone is interested.
- Education articles for Peri-Scope:
 - District II is responsible for Fall 2011 Peri-Scope. The Vice President is responsible for the Winter Issue 2012 and District III is responsible for the Spring Issue 2012.

- We need to have some kind of research article soon. Some ideas that were discussed included Wanda's hospital. They are conducting a PACU study right now (Visitation in the PACU). Deb will be writing an article for Fall.
- Boni offered to write another research article for the Fall Issue. She is doing a lit review on the cognitive effects of multiple surgical procedures with anesthesia. The deadline for Fall is September 1.
- BOD Meeting Dates for 2012:
 - January BOD will be January 4, 2012. This will be a "virtual meeting".
 - March BOD meeting will be at Spring Conference. The date is not yet established, but will be on the Friday night before the Saturday Conference.
 - Debbie suggested a small "virtual" meeting the week before conference if needed. Jane thought that would be ok and said we can determine if it is necessary closer to the meeting.
 - July 14, 2012 will be a face-to-face board meeting in Springfield or Peoria. The specific location to be decided after checking with our "connections" at those facilities. Jane will check with Jeannette McAllister and Deb will talk to Ellie Carlburg.
 - October 2012 will be the Friday evening before our Fall Conference. It will either be the last weekend in September or the first weekend in October. We will leave this up to Jan.
 - Our next meeting in 2011 is September 30, at 4:00 p.m. in Rock Island, Illinois. Room location to be announced.
- Strategic Plan: See attached Addendum #1
 - The strategic plan was reviewed and the following changes are reflected in attachment.
 1. **A1** – Pending: Fall and Spring Educational Conferences are being planned.
 2. **A2** – Pending: Debbie Walker's district ILSPAN group meets every other month with the local AORN group. Their next meeting is August 1, 2011.
 3. Jan holds similar meetings in O'Fallon, Illinois at the Memorial Hospital Education Center.
 4. **A3** – Completed: Promote and utilize ILSPAN scholarship. Due date October 1. Education & Technology was responsible for promoting and utilizing ILSPAN Scholarships. The scholarships were promoted on our website and at our Fall and Spring Conferences. We awarded a Jan Ridder Scholarship, Recruiter of the Year Scholarship and Fall Conference Registration Scholarship.
 5. There were no applicants for the Research Scholarship or Humanitarian Mission Scholarship. We will continue promoting these.
 6. We must strengthen our efforts to present a certification scholarship. We will now allow anyone who is certified to apply despite reimbursement from their workplace.
 7. We will promote our scholarships in future flyers and brochures.
 8. **B1** – Fall Conference will have a presentation on ASPAN Standards.
 9. **B2** - Upcoming articles for Peri-Scope include a) Pain Management in Cognitively Impaired Patients, b) PACU Visitation, c) Cognitive Effects of Multiple Surgical Procedures with Anesthesia.
 10. **B2** - Completed: Finalized PACU visitation ruling with Illinois Department of Public Health.
 11. **C1 – Bullet points for:** PANAW to be celebrated February 6-12, 2012. National Certification Day is March 19, 2012. An award will be presented to the Perianesthesia nurse or unit that presents the winning entry for PANAW. Information will be in the Fall 2011 Peri-Scope and the entry will be in the Winter 2012 issue. Certification Day will be promoted in the Winter issue of Peri-Scope.
 12. **C2** – An ILSPAN board member is participating in a Mission trip to Kenya in September 2011.
 13. **C3** - List conference dates for charitable donations, including: a) St. Peter and Paul (the number of bags of clothing and pairs of socks) October 1, 2011. Note the monthly visits to St. Peter and Paul to serve food and distribute towels and hygiene products (3rd Wednesday). Replace "ongoing" with "monthly".
 14. **D1** – Due date will be Fall conference date. Brochure will contain topics.
 15. **D2** – Publicize research grant program – Fall Conference date should be listed, October 1, 2011.

16. **D3** – Debbie Walker will provide PACU research project update at Fall Conference BOD meeting. This should be listed as in progress with a due date of October 1, 2011.
 17. **D3** – Completed: Research Grant Scholarship for members has been developed. Completion date should be listed.
 18. **E** – Membership initiative to add member spotlight to each newsletter should be removed from grid with completion date.
 19. **E** – Membership initiative: Remove “acknowledge” and replace with “promote” to membership to bring non members to conferences. (this being more pro-active)
 20. **E** – Operations: Remove promotion of “green” initiatives. We have completed this, it is no longer ongoing.
 21. **E** – Kim’s website redesign is “complete”. New initiative is “Investigate e-commerce” (i.e., using Pay Pal or another tool for online payment for conferences)
- Gold Leaf Planning:
 - The Gold Leaf Component had 179.25 points this year and ILSPAN was awarded 152.5 points. We are getting closer!
 - One scorer was unable to find something in our packet. Jane has already thought about ways we can improve our documentation and make it more obvious.
 - Sylvia added that scoring will be electronic only in the future and this should help judges find our items.
 - We are growing. This will help us with Gold Leaf.
 - Kim encouraged board members to promote and take part in the Development Walk at National Conference, both sponsors and walkers.
 - We could do a little better job at encouraging members-at-large to participate in committee work.
 - We should promote component project participation to increase the number of members who do this.
 - We should be sending letters that acknowledge efforts in our various projects.
 - Health Care Legislation: Publish an article in each newsletter about what is happening in health care legislation
 - Research: Discussion regarding the questions, “Who is on our research committee? What are we doing now that we have a research grant vehicle?” Look for an email or a PDF file sent with questions and return to Linda.
 - How many research posters are being planned for 2012 conference? (we had several in Seattle)
 - Support of a school of nursing: Sylvia has received a letter from Kishwaukee College and a Core Curriculum has been donated on behalf of ILSPAN.
 - Director of Education Job Description:
 - See the final copy of this document containing amendments from the BOD meeting as addendum #2.
 - Linda moved to accept the Education chairperson with proposed changes to the job description, committee description and transition checklist. Alexis seconded. Motion passed.
 - International Conference Attendees and Budget:
 - Boni moved we pay the \$325.00 each, for all three attendees to the International Conference in 2011. Wanda seconded.
 - Jane, Linda and Kim will all be attending the conference.
 - Discussion: Attendees must present verification of payment.
 - Motion unanimously approved.

New Business:

- Point System for PANAW Judging:
 - Board consensus is that the BOD should develop a point system for judging the PANAW award. Marigrace volunteered to head that effort and Kim agreed to assist.
- CDI Attendance:
 - ASPAN pays for two members from each component to go. Board members discussed who from ILSPAN should have their registration paid. The consensus was that Jan Friederich and Wanda Ellenburg should be selected as our two paid representatives.
- Hail, Honor, Salute:
 - Jane reported that generous gifts were sent by Keith and Kim on behalf of ILSPAN. She read the letters she received from ASPAN for those donations.
- Humanitarian Mission Scholarship:
 - There were no applicants this year. Sylvia suggested we re-word the scholarship timeline in the policy to permit more people to apply.
 - ILSPAN can divide scholarship monies any way we deem appropriate.
 - Linda will amend the wording to reflect a January and July deadline to provide more flexibility in consideration of this.
 - There was a general consensus among board members that this would encourage more applicants to come forward.
- Joplin Donation:
 - Prior to this meeting, the BOD agreed via electronic discussion to donate \$500.00 to aid Perianesthesia nursing use in Joplin. Kim has been communicating with the Mercy Health of Joplin Foundation President, Treva Kennedy. Jane has been in touch with Patty Welch, MOKAN president, regarding our cooperative efforts for Joplin.
- Capturing documentation for decisions made by BOD via email:
 - Different options were discussed for this. Board consensus was that we would investigate using a tool like “Survey Monkey” for voting that it is an expectation that board members should check their email nightly.
- RA Representative Reimbursement / Funding:
 - Linda brought up the question of increasing the amount of reimbursement for each RA attendee due to increased airfare costs. Jan suggested it should be expected that an expense report be submitted prior to any reimbursement for attending the RA.
 - Discussion included the need to submit the expense report and verification within 30 to 45 days by the attendee. One half the monies would be paid prior to the NC and the other half would be paid after providing this documentation.
 - Wanda proposed ILSPAN give \$1000.00 total to each representative with proof provided for attendance. For any expenses greater than \$1000.00, an expense report can be submitted for evaluation by the board. Additional expense reimbursement will depend on monies available in the treasury.
 - Additionally, Linda volunteered to review and possibly update the ILSPAN RA policy to reflect flexibility in providing adequate financial support.

Having completed the business on the agenda, the meeting was adjourned at 1:04 p.m.

Respectfully Submitted,
Boni Hart, Secretary