

**ILSPAN Board of Director's Meeting – September 30, 2011
Rock Island IL**

ATTENDANCE: Jane Reinschmidt, Linda Beagley, Boni Hart, Alexis Nicpon, Jan Friederich, Sylvia Baker, Debbie Walker, Marigrace Clarke. **GUESTS:** LeAnne Edelen.

CALL TO ORDER: President Jane Reinschmidt called the meeting to order at 4:20 p.m.

ADDITIONS / DELETIONS TO AGENDA:

- **Old Business:**
 - Review of education article assignment was deleted.
 - Newsletter report removed. There is no new information since it was sent out.
- **New Business:**
 - “Using the strategic plan” to complete reports prior to meetings under “new business”.

APPROVAL OF MINUTES: Marigrace stated her last name should be spelled with an “e” at the end. The date for the meeting in Schaumburg is October 8, 2011. No other mistakes were noted. Alexis moved and Linda seconded minute approval with Corrections. The board was polled and the motion passed.

*Individual board member reports were emailed prior to the minutes for approval. They will be edited for the purpose of these minutes.

Jane appointed Linda Beagley to serve as time-keeper during the meeting to expedite discussion time.

PRESIDENT'S REPORT – Jane Reinschmidt, BS, RN, CAPA

Jane is proud to report that ILSPAN, with our sister organization Missouri-Kansas Peri-Anesthesia Nurses Association (MO KAN PANA), made a combined donation of \$1000.00 (\$500.00 from each component) to the St. John's Foundation to be used for support of peri-anesthesia nurses at St. John's Regional Medical Center. This was accomplished after much communication back and forth with Patty Welch, MO KAN PANA President. Jane thanks Kim Kraft for finding the contact person at the foundation.

A \$100.00 donation was made to the Seattle branch of the American Red Cross with money from the Component Night 50/50 at National Conference.

Jane has sadly accepted a resignation from Kathy Harris. She is hopeful that Kathy will be able to continue in the Membership and Marketing position until the offices transition in March 2012. Kathy's contribution to ILSPAN has been appreciated and her participation on the Board will be missed. ILSPAN is actively seeking her replacement and one person is considering the position.

Jane submitted an application packet to Linda Beagley for the 2010 CAPA Re-Certification Scholarship and is preparing to submit an application for the Humanitarian Mission Scholarship. She is planning a trip in February 2012 to the Dominican Republic as a member of the health team with a group from her church.

Jane has received confirmation from Kevin Dill that ILSPAN is scheduled to use the ASPAN Go-To-Meeting account for our January 14, 2012 virtual meeting. She plans to have a brief “refresher” meeting the week before the scheduled BOD meeting to bring the board up to speed for the actual meeting.

Alexis asked Jane to help secure a location for Spring Conference. Jane has confirmed space at Northwest Community Hospital in Arlington Heights where she works. Alexis made a visit to the

hospital and it was agreed that the space will accommodate the conference. Jane also was successful in recruiting two people from NCH to serve on the conference planning committee.

Work is challenging. Like everyone, Jane's workplace is expected to do more with less. Mandatory reading in her department in September was the August 2011 JOPAN article, "Mixing Patients: Can This Work?" Jane also assisted her unit with their annual competency fair.

She co-chairs a corporate committee at work which planned and implemented a successful first annual day long Clinical Resource Nurse Event. Outcomes based nurse projects were highlighted using poster presentations. A guest speaker presented twice that day. Raffle prizes and food made the day fun. Jane also sits on the corporate council that oversees the Clinical Resource Nurse program for the hospital.

She is looking forward to traveling to Toronto on October 2 for the International Perianesthesia Nurses Conference.

IMMEDIATE PAST PRESIDENT'S/ GOVERNMENTAL AFFAIRS REPORT - Sylvia Baker RN, MSN, CPAN

Immediate Past President Report

Sylvia changed jobs in July, working now in Clinical Education full time. Her main responsibilities include coordinating Student Nurse Affiliations. In August, she worked on welcoming 180 student nurses to her facility. She entered them into a data base, provided them computer access, and presented an orientation session. She also provides orientation to new nurses at her organization. She maintains the concurrent SCIP review process for Rockford Memorial Hospital and works Per Diem in PACU.

Sylvia teaches one Clinical Rotation per week for Kishwaukee College this fall. This summer, during summer, she taught one day a week. She recently prepared a presentation on ASPAN Standards for Fall Conference. It will be an interactive, informative presentation. She complimented Debbie for a great job on gathering an interesting array of presentations.

The Membership and Marketing Strategic Work Team (M & M SWT) has been busy working on the PANAW theme and making product recommendations as well as working on an M & M Primer. Keith Schumacher was lead person on the Primer and Sylvia forwarded the work of that small group onward to the Leadership of ASPAN for follow-up guidance on the next steps. In the past two weeks, work has begun making plans for National Conference, M & M's participation in Component Night, and overall activities to promote Membership and Marketing. Last week, Sylvia received word that she was being appointed to the Standards SWT and already received two assignments for review.

Governmental Affairs

From the Illinois State Legislature Sept. 22, 2011: [Lawmakers meet to discuss costs associated with forthcoming health benefits exchanges](#)

"A special joint Senate and House committee met Sept. 21 in Chicago, to continue hearings on the impact of the federal Affordable Care Act (ACA). One purpose was to review [a consultant's report](#), released days earlier, which showed health insurance exchanges required by the new federal law could cost Illinois up to \$89 million annually.

The exchanges are intended as high-tech clearinghouses to assist individuals and small businesses in buying health insurance, which is required as part of a controversial provision included in the ACA. Although health insurance exchanges will not begin operating until 2014, state plans must be submitted to the federal government by next fall.

The report, from Health Management Associates and the Wakely Consulting Group, called the responsibilities of the health insurance exchanges "substantial." The report pointed out that although federal funds would initially be available to assist in establishing an exchange, federal support would disappear by 2015.

In addition to the cost of the health insurance exchanges, the report also predicted that Medicaid enrollment in Illinois, already one of the fastest growing costs in state government, would grow by more than 3% between now and 2014. This increase would add about 400,000 new persons to the Medicaid rolls in Illinois, resulting in more than \$109 million in new Medicaid costs beginning in 2014."

From: <http://www.senate.gov.state.il.us/index.php/in-the-news-mainmenu-123/week-in-review/1040-lawmakers-meet-to-discuss-costs-associated-with-forthcoming-health-benefits-exchanges> Retrieved 9/23/11

We should keep our eyes on how the Affordable Healthcare Act will impact, not only nursing, but all of our patients.

VICE-PRESIDENT'S REPORT – Linda Beagley, MS, RN, CPAN:

Linda received four inquires for the recertification scholarship and received one application. A reminder was sent to an ILSPAN member who was eligible but she chose not to submit an application.

A Hail, Honor and Salute recognition was obtained for Keith Schumacher and Sylvia Baker and sent to their homes. Keith served 3 years on the ILSPAN board of directors. Sylvia has served ILSPAN in multiple positions. Both have been instrumental in the success of ILSPAN.

Linda is working on finding dynamic ILSPAN members to run in March 2012 for the Vice-President/President-elect, Treasurer and District Director II. She has two of the three positions with people to run. After the Fall Conference she will work aggressively to fill the District Director II nomination by contacting ILSPAN members from the district II area.

Two requests were sent to Donna Ingram at National Office requesting ASPAN seminars.

Requested was:

- "Surrounding Your Practice with Excellence: Legalities, Standards & Advocacy" in Springfield in June;
- "Complexities and Challenges of Perianesthesia Nursing Across the Ambulatory and Perianesthesia Continuum" slated for February in District III.

Linda's recent trip to Naivasha, Kenya was very successful and productive. She looks forward to sharing her experiences over the last five years at the Fall Conference on October 1st. Thank you to Debbie and her committee for the invitation to present on a beloved topic.

A year in the making, her article is published in the October issue of JOPAN—"Educating Patients: Understanding the Barriers, Learning Styles and Teaching Techniques."

The Safety SWT has kept Linda busy with writing articles on bedside medication verification and health literacy for upcoming issues of Breathline and reviewing the safety position in the Standards book. The team is working on changing the grade level of the patient teaching instructions that are available on the website.

She looks forward to being part of the first international perianesthesia nursing conference. This opportunity will definitely be a professional highlight. Thanks to the ILSPAN board for their support both financially and professionally.

TREASURER'S REPORT – Wanda Ellenburg MSN, RN, CPAN

Wanda is unable to attend this meeting and has sent her report. Our CD is \$10,851.57; the checking account is \$35,912.48. This equals total assets of \$46,764.05.

DISTRICT I REPORT – Alexis Nicpon BSN, RN, CPAN

2012 ILSPAN Spring Conference will be at Northwest Community Hospital Day Surgery Center in Arlington Heights on 3/3/12.

Alexis is pursuing Lois Schick to be our all day speaker. Topics that the planning committee *proposed* to Lois were: new trends in orthopedic procedures/care, new trends in general, how to care for the obese patient, CV emergencies in PACU, caring for the chronic pain patient, how to care for the geriatric patient and end tidal CO₂.

District 1 is also hosting a Certification ASPAN seminar on 10/8/11 present by Nancy Strzyzewski, MSN, RN, CPAN, CAPA at the Doubletree Hotel in Schaumburg.

DISTRICT II REPORT – Debbie Walker, BSN, RN, CPAN

After months of planning, fall conference is here. Everything came together with the help of Debbie's planning committee and board members. She was a little disappointed that there is not a bigger turnout. She received a phone call yesterday from a nurse that four from another hospital are coming. The RN found out about the conference from a brochure Debbie mailed to her hospital. Deb was also happy to announce that her daughter and friend from Macomb, both students should be at the conference.

Local Chapter: The District II local ILSPAN chapter has been getting together with AORN. September 8 saw a great in-service with Dr. Clark talking on Orthopaedic Trauma, Show and Tell. Zimmer sponsored the food. There was an attendance of 80 with 1 contact hour offered.

DISTRICT III REPORT – Jan Friederich MSN, RN, CAPA

Jan and Marigrace Clark attended CDI in September. Marigrace is planning a Spring ASPAN conference for District III sometime in Feb 2012. Jan is beginning to plan for the ILSPAN Fall Conference in 2012.

District III is collaborating with the local AORN chapter- attending educational sessions jointly. Jan's goal is to form a local chapter for ILSPAN District III.

NEWSLETTER EDITOR'S REPORT – Marigrace Clarke RN, CAPA

No issue of *Peri-Scope* was sent since the last Board meeting. In August, the e-mail newsletter, *ILSPAN Latest News*, was sent to all members either by e-mail or by postal mail. This mail included the Fall Conference Brochure as an attachment or in the envelope.

Cost of printing was \$16.85; cost of postage was \$15.84. The copies of the fall conference brochure were not included in the printing costs for newsletter budget as Debbie Walker supplied the copies. An e-mail was sent on September 18, 2011 to all members with e-mail reminding them of the fall conference and a copy of the brochure was attached.

The fall issue of *Peri-Scope* will be sent after the Board meeting. It will include fall conference photos, scholarship winner, and minutes from the ILSPAN General meeting. Marigrace hopes that it will be sent by October 8, 2011.

Education Article assignments for 2012 are: Winter Issue - Vice President, Spring/Summer Issue - District III Director and Fall Issue - District I Director.

Marigrace would like a research type article from any member also for at least one issue. If you know of someone that would like to write an article, points toward the newsletter award are given for member articles. It is always nice to have articles from members and not just the Board.

Peri-Scope Deadlines are Winter-January 1, Spring/Summer-May 1 and Fall-September 1.

MEMBERSHIP/MARKETING REPORT – Kathy Harris RN, CAPA

The ILSPAN membership total is currently 583. Since the July 2011 meeting, 15 new members have joined ILSPAN. Totals per district are as follows: District I-9, District II-4, and District III-2

Eleven ILSPAN bucks were sent out for early renewal of ASPAN/ILSPAN dues.

Kathy informed Jane that she wishes to step down as chairman of Membership & Marketing. She has thoroughly enjoyed working with and networking with each and everyone on the board.

TECHNOLOGY REPORT – Kim Kraft BSN RN CPAN

No technology report

UNFINISHED BUSINESS

Committee Reports: There were no comments / questions regarding the previous reports

Spring Conference Plans: A general discussion of the contract for the Spring Conference took place as well as food, door prizes and the brochure. Alexis submitted a preliminary budget for her conference. Linda offered to pick up Lois from the airport. The brochure and conference application should be ready before Christmas.

Review Dates for 2012 BOD Meetings: Jane reported that the Winter BOD will be a virtual meeting to be held on January 14 at 9:00 a.m. The Spring Conference BOD will be held March 2 at Northwest Community Hospital, at 4:00 p.m. in Arlington Heights, Illinois. Our July BOD will not be a virtual meeting because there is so much to be done. It will be a face to face meeting. Date and time are to be announced.

Review and Approve ILSPAN Bucks Policy: There was discussion about the proposed deletion of section “B” that discusses bringing ILSPAN Bucks for redemption on the day of a conference. It was moved by Linda Beagley and seconded by Sylvia Baker that this proposal be adopted. The board was polled and motion passed.

Evaluate / Update Strategic Plan – Additional time was allotted for discussion and updates of the Strategic Plan. See completed Strategic Plan on ILSPAN Website. Amendments included:

- Goal A: including the location for District II local chapter’s meeting and the anticipated dates in subsection A.2. Adding the ASPAN sponsored certification seminar in Schaumburg, Illinois. An anticipated date for completion was added.

- Goal B: A Clinical Practice Column article was added to B.1 for October and February. Article information was updated in B.2 section was updated.
- Goal C: PANAW proclamations were added to C.1 with completion dates updated. The Kenyan Mission trip was completed from section C.2. Community program updates and objectives were added to C.3 with additional dates for completion.
- Goal D: Research information to be provided to ILSPAN members was updated with budgeted funding issues addressed in D.3.
- Goal E: Dates were adjusted to reflect progress and completion in Governance and Membership sections under Initiatives. Reduced tuition for student nurse conference registration rates was added with anticipated completion date added in Service initiative.

Gold Leaf Criteria Planning: Topic tabled until January BOD meeting when program changes are available.

NEW BUSINESS

Report from CDI Attendees /? Need for Action Plan:

- Jan felt that the experience was valuable for learning more about ASPAN structure and standards.
- Marigrace discussed highlights of the budget presentation and suggested we may want to develop a policy regarding the agent of record and who can sign checks. We are not allowed to sell or market items on our own as a component. Another area that she felt we should investigate is our 501-C3 status. It was also shared that we should not lobby or make political contributions if we are designated as 501-C3.
- Marigrace said that Kevin Dill, ASPAN Chief Executive Officer, is willing to assist components needing help or information about updating Articles of Incorporation.
- General consensus was that Marigrace and Wanda should investigate this further and develop an action plan.
- Other experiences at the conference included a great presentation about ASPAN Website Navigation, information on applying for CE's (see Marigrace) and ideas about password protecting flash drive information.
- It was suggested that ILSPAN should send more representatives to the CDI next year. This will be added to the January BOD meeting agenda.

Officer Transition Retreat: In the past, officer "boxes" have occasionally been passed on to new board members without enough explanation and this makes it difficult to get off to a successful start. Marigrace suggested that ILSPAN hold an Officer Transition Retreat. She cited other components who do this to enhance the experience for their new board members. This would be funded by ILSPAN. It could possibly take place after the Spring Conference for an additional night to reduce expenses. Alexis moved that ILSPAN adopt and fund a Transition Retreat to be held after the completion of Spring Conference including old and new board members. Linda seconded the motion. The board was polled and motion passed.

Initiate planning for next Fall Conference: Jan is looking at venues, speakers and topics for the next fall conference. It will probably be in Belleville and she would like to use local presenters.

Audit Report / Questions: The 2010 - 2011 Budget Audit held at Wanda Ellenburg's home on August 13, 2011. In attendance, were Wanda Ellenburg, Jane Reinschmidt, Marigrace Clarke and Boni Hart. The audit resulted in eight recommendations:

1. Currently only one signature is required for checks. This is to simplify the mailing of checks back and forth between the President and Treasurer, or having the president pre-sign checks. Should this be changed?
2. The Treasurer and President are bonded. Should the amount of the bond be increased due to the increase in the amount in the treasury?
3. Should ILSPAN be filing with the IRS?
4. If a door prize is submitted for reimbursement for a conference, a receipt needs to be attached to the expense report.
5. A copy of point system verified by the V.P. should be attached to expense report for National Conference Scholarship.
6. Speaker contract must be sent to treasurer and attached to expense record.
7. Expense reports for conference expenses with receipts attached should be separated from any other expense reports.
8. Should cost of highway road toll and parking fees be paid in addition to the mileage amount? If so, should a revision be made in the policy to state this?

Marigrace explained the questions / recommendations. Board consensus regarding reimbursement for tolls was we should not reimburse for this. Parking fees will be added to the summer BOD agenda. Wanda will be asked to investigate the cost of bonding and give a report about this in January. No consensus was reached on item #1 and it was felt that the remaining items numbered 4, 5, 6 and 7 should just be timely reminders to board members.

Officers / Directors nominations: Linda reported that the following have agreed to run for board positions.

- Wanda Ellenburg will be running for Vice President / President Elect
- Debbie Walker will be running for Treasurer
- We still need someone for District II Director

Linda asked board members to let her know the name(s) of any nurses who are interested in seeking ILSPAN office. Several names were offered and she will follow up on these.

Membership and Marketing Position: Jane announced that she is unsure at this time when Kathy's resignation will become official. She has spoken with potential replacements and is hopeful that Kathy will be staying on until March, 2012. Jane will keep us posted. If the resignation is immediate, the ASPAN membership list will be forwarded to Wanda, as treasurer, until we do find a replacement.

Newsletter information: Marigrace hopes to have the next issue out by October 8.

General Membership Meeting Agenda: Agenda items were discussed and set for the next day's meeting during the conference.

PANAW plans /activities: Boni is to send away for proclamations from both the Illinois Governor and St. Louis Mayor. These will be sent for by the first week in November.

Initiate Planning for Component Night in Orlando 2012: Discussion was tabled until the theme is announced. Several board members are planning on attending.

CPAN /CAPA Certification /Re-certification Scholarships: Linda reported that there were four inquiries about the certification scholarship and one about recertification. Only two applications were received. Jane Reinschmidt and Debbie Walker applied for the recertification scholarship. Both members were excused while the remaining board members considered the applications. Jane Reinschmidt was announced as the recipient of the scholarship.

Use of Strategic Plan to Write Board Reports: Linda suggested that we utilize the Strategic Plan Template to write BOD reports. This should keep the focus on progress toward and achievement of ILSPAN goals and initiatives. Boni will send the template to all who submit board reports.

Adjournment: Having concluded the business of the board of directors, Jane adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Boni Hart, BSN, RN, MA, CAPA
Secretary, 2011-2012
Illinois Society of PeriAnesthesia Nurses