

ILSPAN BOARD OF DIRECTORS MEETING

January 8, 2011

Teleconference via gotomeeting.com

ATTENDANCE: Established by roll call Sylvia Baker, Jane Reinschmidt, Keith Schumacher, Debbie Walker, Marigrace Clarke, Linda Beagley, Alexis Nicpon, Boni Hart, Kathy Harris, Wanda Ellenburg, Kim Kraft

CALL TO ORDER: President Sylvia Baker called the meeting to order at 9:10 am.

ADDITIONS/DELETIONS TO AGENDA: none. Agenda distributed prior to meeting.

APPROVAL OF MINUTES: Minutes approved by roll call.

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

PRESIDENT'S REPORT

Sylvia reports:

She has been working the Gold Leaf Application. Thanks to Marigrace for providing some materials for the application.

Sylvia evaluated 22 abstracts for Best Practice Poster Presentations for National Conference this was much easier than last year when she had to collect and tabulate evaluations from three team members. The abstracts she evaluated were of very high quality. Make sure you get to the posters and/or presentations!

She continues to work on a SWT for ASPAN's CBO for new orientis (like new graduates). It's time to put information into the template slides from National Office.

Sylvia still hasn't heard anything from the Advanced Practice/Advanced PeriAnesthesia degree SWT that she is part of.

She continues to work on the Clinical Practice Committee with her little team answering questions about every other week. This committee has answered lots of questions this year, just since National Conference.

Sylvia has strolled around the gotomeeting.com site and making plans for our "virtual" meeting. She'd like to thank Jane for stepping up and trying to contact Kevin Dill about strategies and "how to's" for this venture when her niece passed away at the beginning of this month.

The results of the Membership questionnaire are in and we have lots of stated interest of members wanting to be more involved.

A slate of officers is being finalized. I'd like to thank Linda for being willing to run for VP/President Elect and Boni for stepping up to keep our minutes and activities current by running for Secretary. Currently, we are still working on a District III Director.

The three colleagues that Sylvia counseled to take the Certification Exam (CPAN) all passed! They are very proud of their accomplishment, as she is of them. Congratulations to all who accepted the challenge and passed.

Sylvia currently is working on a presentation that she will deliver to the local Pain Resource Nurse (PRN) Network. Her topic: Pain treatment in the PACU. There seems to be a great deal of angst among nursing units when they receive a patient from the PACU and during the first 24 hours post-op, Narcan must be administered. Her objective for this presentation is that floor nurses will begin to understand the intricacies of anesthesia and narcotics as it relates to the delicate balance of pain control and homeostasis.

We have all banded together to help a colleague and peer mourn the loss of her husband. Thank you to each of you for participating in the collection and delivery of the mementoes to Wanda. Sylvia had the opportunity to expand her comfort zone these past couple of months when an executive of a local ambulatory clinic came to her and suggested that she consider a position with them as a Director of Nursing. She underwent a total of 8 ½+ hours of interviews two weeks ago, but was not chosen for this opportunity due to my lack of administrative experience. That is OK with her...she is still doing a job closely related to her passion in nursing. This was flattering and morale boosting at the same time.

At work, she continues to face and accept challenges, like many, if not all of you! Sylvia is leading a Process Improvement Team for the hospital, that when finished, should realize about a \$500,000.00 savings/year for the organization.

Sylvia wants to thank each of you for being diligent in your responsibilities with ILSPAN/ ASPAN as well as staying current with practice changes.

GOVERNMENTAL AFFAIRS / IMMEDIATE PAST PRESIDENT'S REPORT

The IDPH rule change has passed through the 45 day public comment period as of November 15th. The rule then went back to the IDPH to respond to any comments made on the rule. If there are no changes to be made, the rule will go to the Joint Committee on Administrative Rules (JCAR) for review. If JCAR has no objections, the rule will be adopted. Hopefully, this will be done by the ILSPAN Spring Conference in March. Keith will be contacting the IDPH next week and will have an update on where the rule change is for the meeting on the 8th.

From the INA, Illinois legislators are attempting to pass a law that will allow non-medical personnel take care of children in school who have diabetes. In other words, non-nurses will be responsible for giving insulin to these students and also be responsible for any circumstances where insulin doses need to be adjusted for unusual circumstances. The INA is against this and is asking the legislators to change the wording of this bill to keep nurses involved with the care of these students.

Keith sent everyone a link for people in Missouri to vote for a scholarship to attend a class on Dementia Care Mapping Classes. He received one response to his question about sending this to Missouri ILSPAN members. He knows this may not be a useful perianesthesia tool, but Keith thought that maybe nurses in PACU could share it with nurses in their hospital.

After consideration from last meeting, Keith does not think the INA membership is something worth keeping. The INA website tells you what the INA is involved in regarding legislation concerning nursing. Keith does not know if David is going to be leading the ASPAN Government Affairs Committee, but he does a good job in keeping everyone aware of ANA activities. The MONA site for Missouri has useful information. Keith suggests not renewing the membership.

Keith is planning on attending National Convention and running for Region 3 Director. He is asking for the board's support. He would like suggestions on how to get through the 2 minute speech during the RA.

Even though there is one more meeting, but Keith wants to thank all of you as well as the past members he has worked with the last 3 years. You have all made this a learning and very rewarding experience for him. He looks forward to attending future conferences and seeing ILSPAN grow and prosper. If there is ever anything he can do for the BOD in the future, please let him know. Again, thank you and good luck in future projects.

VICE-PRESIDENT'S REPORT

Education plans for the first quarter of 2011 have been confirmed. ASPAN Seminars:
"Pediatrics: Beyond the Basics" (NEW) Speaker Linda Martin in Collinsville 1-29-11
"Perianesthesia Certification Review" Speaker Denise O'Brien in Springfield 2-5-11
"Surrounding Your Practice with Excellence" Speaker Meg Beturne in Rockford 2-19-11
ILSPAN Spring Seminar and ILSPAN General Meeting at Swedish Covenant Hospital March 12, 2011

Three applications have been received for National Conference scholarships. Two applications are from board members and one is from a member at large.

In this time of tight economy and resultant budget constraints, Jane admits to a disappointing observation from 2010. We have had monies go unclaimed. No one applied for research money. She has spoken with the Director of Nursing Research at Northwest Community Hospital, where Jane works. The Director is interested in encouraging a research project in the main PACU. Perhaps that will yield an application for next year. We had no applications for the Jan Ridder award.

At the time of this writing, we have an open board position (District III director) for the coming year. Jane has contacted 6 members regarding this position. Five names were taken from the Survey Monkey list of those interested in becoming more involved in ILSPAN. The sixth name was given to her by Linda Beagley. Jane copied the e-mail communications to Sylvia who will follow up with more encouragement.

One of Jane's goals for this year was to see ILSPAN membership increase. That has happened. In 2011 she would hope to see more involvement from members throughout all three districts. The Survey Monkey has given the board a list of members to tap for involvement. ILSPAN needs to find ways to gently ease them into increased levels of involvement. Jane has made plans to attend National Conference.

TREASURER'S REPORT

Wanda reported the total current balance for ILSPAN is \$36,202.19. This includes a CD of \$10,851.57 and checking account of \$25,350.62.

DISTRICT I REPORT

Alexis has received confirmation that the application for the Spring Conference is complete. Save-the-Date and brochures via email were sent to BOD. The conference agenda will include: asthma updates, thoracic drains, pediatric pain and airway complications, neuro updates, herbal medications, and the ILSPAN IDPH visitation changes. The conference will be at Swedish Covenant hospital in Chicago on March 12, 2011.

District I also hosted an ASPAN seminar in Oak Brook, IL on 11/6/10, *Perianesthesia Nursing: A Systems Review of Pathophysiology*, presented by Kim Noble, PhD, RN, CPAN. Over 90 people registered for the seminar.

DISTRICT II REPORT

District II will be hosting a CPAN/CAPA review on February 5th at the Hilton in Springfield. Debbie is promoting PANAW, February 7-13 in her district and is encouraging PACU RNs to plan something for their department to help promote perianesthesia nursing. Debbie is also encouraging District II members to attend the 30th National Conference in Seattle, April 3-7. Plans are underway for Fall Conference on Saturday, October 1 at Trinity Medical Center in Rock Island.

DISTRICT III REPORT

Happy New Year to you all! It has been relatively quiet since the Fall Conference. While the attendance wasn't what Boni had hoped for, we still had 56 in attendance and made a small sum of money. The conference had many donations of warm clothing for the men at the St. Peter and Paul Homeless Center – enough to keep a whole population of men warmer this winter. Dolly was amazing and Boni had great comments from all who attended their presentation.

Boni passed the CAPA exam and she has been busy trying to get some of her friends at work to step up and join plus take the test.

She looks forward to talking with all of the board at the first ever ILSPAN electronic meeting in January plus seeing you all in Seattle. It is time to stretch out and see what the coming year has in store for ILSPAN.

NEWSLETTER EDITOR'S REPORT

Peri-Scope was e-mailed October 12, 2010 to 502 members on the September 28, 2010 membership list. There were 45 without e-mail and six e-mails were returned as not deliverable. Marigrace added the letter that was sent by e-mail (about the IDPH rules) to each envelope. On the outside of the envelope, a label was applied asking "Do you have e-mail? Please e-mail Marigrace so you can be added to the ILSPAN e-mail list. Info on the back page of *Peri-Scope*." New e-mail addresses are sent to ASPAN & to the ILSPAN Board.

Peri-Scope cost of printing was \$82.73 and *Peri-Scope* cost of postage \$63.44

The e-mail blast letter went out on November 29, 2010, and included an attachment of Sylvia's PANAW letter. Members without e-mail were mailed the e-mail blast letter, the membership survey and Sylvia's PANAW letter. An envelope addressed without postage to Kathy Harris was included in the envelope.

The membership survey link was sent on December 1, 2010. The deadline for the survey was December 26, 2010. Survey Monkey billing will end on December 31, 2010. Marigrace did not send the survey to the ASPAN VP/PE, Past President or the ASPAN Historians.

Costs for the Membership Survey and mailing of e-mail blast letter: Envelopes \$2.08; Printing \$16.93; Postage \$17.60 and Survey Monkey for one month \$19.95

50 copies of the new By-laws were printed for Kathy to send to the new members at a cost of \$18.00. The ILSPAN credit card was used for everything except the envelopes. Receipts were sent to Wanda with items split between Business Expense and Newsletter expense.

ASPAN Newsletter Contest: The 2010 Fall *Peri-Scope* Volume 34 Issue 5 will be submitted to ASPAN for the Newsletter Contest.

Do we want a coupon placed in the Winter newsletter for the Spring Conference????? Six coupons were redeemed at the Fall Conference.

MEMBERSHIP/MARKETING REPORT

Membership total 553 and since September there have been 27 new members.

District 1-18 new members; District 11-1 new member; District 111-8 new members

Six ILSPAN Bucks were sent out for early renewal. Kathy received One-Willingness-to-Serve form. Kathy contacted the member regarding her area of interest with no response. Her name is Cheryl Hazen from St. John's Mercy on Ballas RD.

On November 29th, Marigrace and Kathy counted all the members in each zip code. The breakdown is: District I-344 members, District II-101 members, District III-94 members. The numbers have changed just slightly based on members joining in November and December. There was talk about possibly dividing District I. Zip code 600-79 members, 601-56 members, 602-2 members, 603-2 members, 604-53 members, 605-53 members, 606-51 members, 607-6 members, 608-1 member, 610-30 members, 611- 11 members, 531 in WI-2 members, IA-2 members. Hopefully these numbers help with making a decision regarding dividing District I.

Recruiter of the year award: Twenty three ILSPAN members have recruited new members as of November 30th. Kim Kraft has recruited seven, Mary Perkins two, and Teanya Norwood two. All others have recruited one. The new recruiting year started January 1st, 2011 and will end Dec. 31, 2011.

Membership Survey: Eighty eight members used Survey Monkey to answer the survey. Four members mailed their responses back. Eleven members did not include their name on the survey and one member did not need to be included in the drawing for the membership dues. The results will be sent to you from survey Monkey in a PDF format. The Board should look at the comment section of the survey for some of the suggestions that members have for ILSPAN. The names of those who want to become more involved with ILSPAN were sent to you by e-mail in an Excel file. Please review the survey for more discussion at the March Board meeting. A drawing will be done for the membership dues at the March meeting.

Nadine Johnson from Chicago, IL expressed an interest in becoming more involved with ILSPAN, but does not have an e-mail address.

TECHNOLOGY REPORT

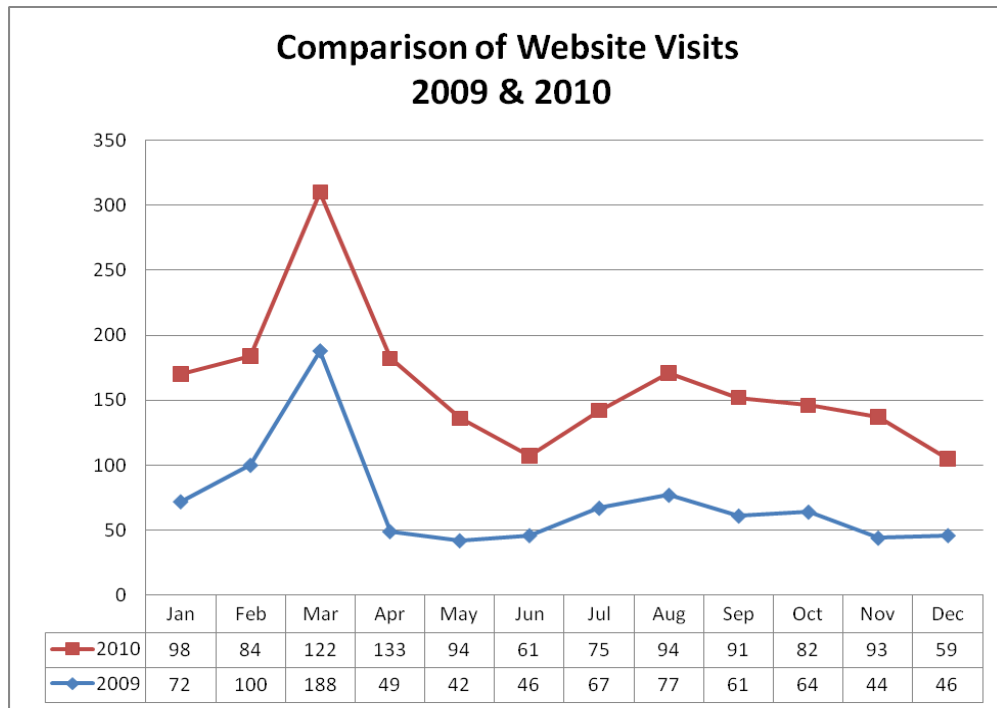
The website was updated with the fall newsletter and the fall BOD minutes. The Education page was updated to include the final spring conference brochure and the three ASPAN seminars in Collinsville, Springfield and Rockford. Kim should have the three flyers posted by the board meeting. Once we have the candidates, she will update those pages with pictures and bios. The scholarship page will be updated with the Humanitarian Mission scholarship once approved.

Website Stats for 2010

1. Totals: useful for gaining an overall impression of our site
 - a. The website had 1086 visits for 2010; up from 856 in 2009
2. Origin: useful for understanding where to focus site promotion
 - a. 10% of the visits originated from Search Engines - 50% of those originated from Google, 19% from Yahoo and 16% from Bing
 - b. 5% of the visits originated from other websites - 39% of those from the ASPAN website
 - c. 81% used some variation of "ilspan" for a keyword search

3. Behavior: useful for determining site flow & page stickiness
 - a. 54% of the visitors only viewed one page (index [home] page = 33%) while at the website.
 - b. A similar number visited for 2 seconds; 9% visited for 2 – 4 minutes

While our traffic has seen an increase, we clearly aren't getting quality visits. Kim would like to propose a budget item of up to \$500 to have our website professionally designed and made more functional to boost traffic and make it a valuable asset for members.



Questions on submitted reports:

- Keith clarified status on PACU visitation that a change had been made to the bill and was sent back to committee for a second approval.
- Alexis was asked about the budget for Spring Conference. Alexis had sent out a budget to board, explained expenses of the food being the biggest cost.
- Congratulations to Boni and Keith for passing certification.
- Marigrace commented that a letter from St. Peter and Paul was sent to use for Gold Leaf
- Member survey received many comments. Comments need to be reviewed before presenting to the board. Sylvia requested that Marigrace and Kathy group the comments in common themes and plan to discuss at the March meeting. Alexis requested to get a list of those who responded from district one.
- Coupon for reduced fee at Spring Conference was brought up in editor's report and should a coupon be included in the next newsletter. Roll call—Jane, Keith, Linda, Wanda, Alexis, Debbie and Boni approved to have a coupon in the newsletter.
- Tech report asked whether board should approve having a professional design/update the ILSPAN site. Jane asked if Kim's estimate was fairly accurate. Kim explained \$500

would be for design and installation. If the cost runs over the allotted amount Kim is willing to make up the difference as a donation for ILSPAN's support of her. Sylvia authorized Kim to investigate on the cost of a redesign of the website. Kim will report back at the March meeting.

NEW BUSINESS

Submitted budget requests. Two budget requests were submitted, one for the newsletter and technology. The technology request was previously discussed. Question was voiced about increasing the newsletter back to four. Marigrace felt at this time ILSPAN was sending out 3 newsletters and at least 3 e-blasts, special blasts if need. Marigrace feels members need to rely on the website.

ASPAN National Conference Scholarship recipients/RA Representatives. Jane and Linda's names will be submitted as representative for ILSPAN for the RA. Alternates need to be submitted. Sylvia requested two volunteers. Debbie and Boni volunteered to be alternates. Jane received three applicants for National Conference scholarship. The applicants were two board members and one from the general membership having the following points 22, 17 and 10 respectively. The ILSPAN budget for NC scholarships is for \$1600. A motion was made by Wanda to approve \$500 scholarships for each of the applicants. Jane seconded the motion. Roll call with approval from Keith, Linda, Wanda, Alexis, Debbie and Boni. The recipients are Keith Schumacher, Marigrace Clarke, and Lorena Manalansan. Half of the money will be given prior to the conference with a copy of the policy and the requirements of receiving the scholarship.

Fall Conference final report (2010) / Future plans (2011). The final profit from Fall Conference 2010 was \$500. Debbie is working on the 2011 conference. Plans are under way with the conference going to be a Trinity Medical Center in Rock Island. She has 2 others on the committee and will ask her local chapter to help with activities on the day of the conference. Debbie is working on obtaining speakers and has asked a renal doctor to discuss the renal patient having surgery, possible to have a speaker on research. Boni was asked to send any ideas received from 2010 fall evaluations. Marigrace will send any topic suggestions from the member survey.

National Conference plan / Component Night. Theme for the evening is "Welcome to the Emerald City." The board discussed possible ideas centered on the Wizard of Oz. Jane suggested to build on the attributes of what the characters represented, courage, love, and brains. It was suggested to purchase green tee-shirts with a logo of one the attributes on the front. Boni volunteered to investigate expenses of items to purchase for the evening. Finalization of the evening was postponed until the March meeting.

Finalize Spring Conference Plans. Alexis emailed new brochures with the number of contact hours included. She asked the new version to be posted on the website. Alexis plans to mail flyers to nursing schools and local hospitals. The day will have 5 speakers, 3 contracts from the speakers is pending. Alexis is planning to order box lunches at \$8.50 each with a food budget of approximately \$2000 to \$2200. Alexis is requesting the ASPAN table to be brought to the meeting, certification table Keith is in charge, tickets and bags Boni to bring from last conference, Wanda and Marigrace to sit at the registration table and Boni to bring the ILSPAN sign. A request was made for Alexis to send out an assignment list. She is working on hotel reservations for Friday and Saturday night for the Board. Confirmed who needed a room. Alexis questioned of whether to have name tags for attendees. It was suggested to print name tags for

the board/conference committee members and have blank tags at the registration table for attendees to fill out.

Jan Ridder nominations/Recruiter of the Year. No applications for the Jan Ridder award. Kim Kraft is the recruiter of the year. The winner of the award receives ASPAN/ILSPAN membership dues and a handsome certificate. Kim graciously donated her award as part of the Spring Conference drawings. An announcement will be made in the *PeriScope*.

Newsletter information. The next newsletter is about ready to go with the approval of the coupon for Spring Conference. The newsletter will be distributed the first of February. Marigrace will send out an e-blast the end of February as a reminder of the Spring Conference.

Nomination report. Jane announced the slate of candidates for the March election, Linda Beagley for vice president/president-elect, Boni Hart for secretary, Alexis Nicpon for re-election as district director I. District director III is open but at this point no one is running. Jane contacted several people who expressed interest in getting more involved with ILSPAN. Two responded that they could not fulfill the requirements at this time. Discussion pursued if Boni should remain as district director and attempt to find someone else to run for secretary. Sylvia and Jane felt it would not be helpful for Boni to change. Sylvia proposed to move ahead with nominations and continue to look for a district director III. Those nominated will send updated bios and pictures to Kim and Marigrace to post on the website.

Budget for outgoing officers' gifts. Keith is the outgoing board member. In the past ILSPAN has made a donation to Hail, Honor and Salute. Sylvia opened the floor for other ideas. Linda suggested making a donation toward Hail, Honor and Salute in Keith's name since it is a tribute to an outgoing board member. Board in agreement.

Evaluate / Update Strategic Plan. See attachment ILSPAN Strategic Plan 01-08-11. Keith proposes to drop INA membership. He feels the information gained from the INA is minimal and receives more information from the ASPAN Government Affairs representative. Sylvia thanked Keith for his feedback and is in agreement to eliminate INA membership. Roll call completed with agreement to not renew INA membership. Under Goal B, board decided to continue writing on special patient populations in the perianesthesia arena. Kim volunteered to write on the opioid tolerant patient (winter newsletter) and Linda on language barriers (spring newsletter). Question came up to whether to put the policy manual on the website with a protected password as we redesign the website.

Gold Leaf award Application Completion. Sylvia thanked everyone for reviewing the application and making suggestions prior to the meeting. She is estimating ILSPAN could score 150 points on the application. A couple of areas were clarified in regards to CAPA/CPAN numbers in the component.

ASPAN sponsored conference request. Sylvia asked if the board would like to make a donation toward National Conference fees. In the past the money purchased pens with our logo. Wanda reported that \$800 had been budgeted toward donations with \$500 going to the Foundation and \$100 toward L. Beagley's mission trip with \$200 remaining. Linda made a motion to donate the remaining \$200 from the budget to ASPAN Conference fees. Roll call completed with agreement of donation.

Humanitarian Mission Scholarship. Proposed policy of scholarship, application and points were emailed to board prior to meeting and requested to review. Suggestions were to remove "supercedes" or put N/A by it, verbiage changed to be in third person, remove medical and change to humanitarian. Question on how much for the scholarship, past meeting it was discussed at \$250. Question on what the return is for ILSPAN. Answer: an article in *PeriScope*.

A suggestion was made to include a presentation at an ILSPAN conference. Board would not limit how the recipient would present, suggestions of live or video presentation or poster. Linda will write up the changes to the policy and send to the board in the next few days. With the suggestions made to the policy, the board voted on its approval. Roll call completed with agreement of the new scholarship.

New District Pros and Cons. Sylvia conducted a round table of the board to express thoughts on developing a 4th district, co-director for District I or have a conference planning chair. Each member had the chance to voice an opinion. Concerns expressed about starting a 4th district with the problems of getting a member to volunteer for District III. At the end, the board was split in which direction to move forward. Sylvia proposed for the March meeting to tighten up the responsibilities of the conference planning chair, change the name to Director of Education and look at policies. Question if this new position would be an elected or appointed to the board. Sylvia would like to complete this proposal prior to completing her term.

Last minute comments. Linda clarified the new scholarship amount. ILSPAN budget would be for \$500, number of scholarships to be determined on number of applicants. Group agreed. Jane thanked Sylvia for getting the virtual meeting off the ground. Many thanks to Sylvia expressed.

ADJOURNMENT

Sylvia Baker, President adjourned the meeting at 1301.

Next BOD Meeting: Friday March 11, 2010 at 4:30 pm in Chicago, IL.

Respectfully submitted by Linda Beagley MS, RN, CPAN
Secretary, Illinois Society of Perianesthesia Nurses