

## DAPANA Planning Meeting Minutes

June 4, 2022

Attendance: 6 Board members

Our planning meeting was hosted at Tina Harvey's home. The meeting started at approximately 2:00 and ended around 4 PM. Board members Tina Harvey, Jana Anderson, Helen Morrow, Rose Durning, Nicole Hudson and Lora Struble were in attendance.

Roles within the board were defined and reviewed with each member. The expectations of each role are as follows:

- DAPANA Treasurer (Jana): Oversee annual operating budget and update financial reports.
- DAPANA Secretary (Lora): Secure room for annual meetings. Record and send meeting minutes to members and OPANA to post on the website.
- DAPANA Program Education Committee Chair (Nicole): Obtain CE approvals from Angie Huff and email/post save the dates for upcoming meetings.
- Past President Role (Helen): Help with the conferences, recruit/mentor new members. Go to person for questions.
- Liaison (Rose): Time keeper

## Upcoming Meeting Dates

- November 15<sup>th</sup>- Joint meeting with the AORN 6PM
- February 4<sup>th</sup> 2023
- May – DTBD –possibly the 13<sup>th</sup> or 20<sup>th</sup> at Carillon Park if available. Theme “Dayton Proud”. Brainstormed on possible speakers and activities since we will be hosting.

Meeting adjourned at 1600