

**OPANA BOARD MEETING MINUTES-FALL 2012
OCTOBER 12, 2012
COUNTRY INN AND SUITES
COLUMBUS, OHIO
MEETING CALLED TO ORDER AT: 8:10 P.M.**

ATTENDEES: **Jeanne Guess**-President/NOPANA, **Rose Durning**-Vice President/President Elect/DAPANA, **Nancy McGushin**-Immediate Past President/Nominating/COPANA, **Iris Marcentile**-Secretary/COPANA, **Sharon Gallagher**-Treasurer/Membership/CAPANA, **Sally Morgan**-Govt. Affairs/District Rep/COPANA, **Alabelle Zghoul**-Awards/COPANA, **Sue Ryan**-District Rep/GCPANA, **Debby Niehaus**-Webmaster/CAPANA, **Sharon Hay**-District Rep/CAPANA, **Teri Siroki**-District Rep/NEOPANA, **Jane Booth**-Scholarship/CAPAN, **Carol Zacharias**-District Rep/NOPANA, **Debbie Wolff**-Historial/ NEOPANA, Guest: **Debbie Wilson**/NOPANA, **Jean Kaminski**/NEOPANA, **Nancy Hite-Miller**/COPANA.

ABSENT: **Gayle Jordan**-Assembly Rep/District Rep/DAPANA, **Renee' Garbark**-News Editor/DAPANA, **Pat Dempsey**-Standard Operations/GCPANA, **Nancy Post**-Fund Raising/District Rep/WYPANA, **Sue Guertin**-Convention Chair/COPANA.

Secretary's Report/Meeting Minutes: Minutes from the August 18, 2012 board meeting reviewed with the following corrections: Under President-#3 added last name Hanisch. Motion to approve the minutes by: **Deb Niehaus, 2nd by Iris Marcentile.** Motion carried.

Slate of Officers for 2012-2013

Jeanne Guess-President
Rose Durning-Vice President/ President Elect
Sharon Gallagher-Treasurer
Iris Marcentile-Secretary
Nancy McGushin-Past President/Nominations
Gayle Jordan-Assembly Rep

President (Jeanne Guess):

- **Conference agenda/introduction of board members**-Jeanne asked board members to socialize and invite others to board meetings. Jeanne will introduce the board members at the conference so other nurses will know who the board members are if they have any question on the organization and how they can belong to ASPAN and components. Jeanne wants the board members to plant the seed of idea????(was not sure about sentence-did not finish in my notes)
- **Strategic Planning**-Expired January 2012. Policy and procedures for 2010-2013 needs reviewed. Need to review Bylaws by January. Jeanne discussed having a small committee of few people to work on the strategic planning, what we want to provide, what problems we need to tackle or change. It was discussed that a committee of 3 people should be sufficient and suggested that the committee look at other states to see how their strategic planning is handled. The strategic planning need to be a little more focused. **Rose Durning** made a motion to nominate a small group to form this committee, **Nancy McGushin 2nd the motion.**

After voting the committee will be comprised of Sally Morgan, Teri Siroki, Deb Niehaus and Rose will chair the committee. Motion carried to accept these people to the committee. The committee will get together sometime before the January board meeting and start looking at the strategic plan and will discuss it at the board meeting in January.

- **Succession Planning**-Discussed the need for developing an education committee. After a short discussion it was decided not to create a separate committee. Also discussed mentoring, the need for it and how we can improve on getting more nurses involved (especially the younger nurses) ASPAN and OPANA. Would like to have 1 or 2 people on nominating committee to help recruit nurses. If interested speak with Nancy McGushin.
- **Budget Planning**-A long discussion was brought up by Jeanne concerning the budget and how it ties into CDI and if the districts are filing taxes or are filing under OPANA and it was decided that districts should file own taxes. It was discussed that districts that do not file they will lose the tax exemption. It was suggested that president send a letter to each treasurer informing them to file taxes. Sally Morgan suggested bringing each district treasurer to acknowledge and understand what their job is and review their job description. **Rose Durning** made a motion to have Debbie Wilson to prepare a list of steps for the treasurer for filing tax forms and 990EZ or the appropriate forms. **2nd Nancy McGushin**. The motion made was for Debbie Wilson to prepare lists of steps for the treasurer for filing appropriate tax forms (990EZ and N). Will send district reps emails about filing the tax forms. Time frame for getting this completed is by January 15, 2013 and send to Jeanne. **(How messed up is this statement)???** **Deb Wolff** moves that district treasurer responds to president by January 15, 2013. IRS process in place and books should have been audited within past 2 years. Need to know what district is doing this and what district is not doing this. Needs to put this action into place. Deb also suggested sending copy of financial policy out to district per OPANA policy and procedures according to #30-208. **2nd by Jane Booth**. Voted up on by board and motion carried.
- **Social Network Committee**-Need to look at how we are doing things and to reach out to new professionals. Talked about mentoring program and how do we communicate best. Any recommendations: look at group face book or Linked In. This would fall under telecommunications and should be put on agenda for strategic planning. **Nancy McGushin** made a motion to put on strategic planning committee, **2nd by Iris Marcentile**. Motion carried.

Affiliate Membership-Jeanne received from Diane Swintek the definition of an Affiliate members "Affiliate members shall be any healthcare professionals, not currently working in perianesthesia but who have an interest in perianesthesia patient care. Affiliate members shall receive all publications and notices but shall not vote be eligible to hold office, or serve on committees, /SWTs/. Affiliate members are not required to join a component."

Vice President/President Elect (Rose Durning):

CDI September 2012:

- Mentoring board replacements
- Willingness to serve-by October 31 for National Convention-need to apply every year
- Scholarship/National conference-encouraged people to apply for this scholarship

Past President/Nominating (Nancy McGushin): There are 3 positions on the board up for re-election for 2013. They are Vice-President (Rose will be accepting the president position), Rose nominated Sally Morgan for Vice President. Secretary-Iris has agreed to stay on for nomination, and Assembly rep-Rose nominated Teri Siroki. Nancy will make an announcement at the conference on October 13 that these positions are up for nominations and see if any one else is interested or would like to be nominated. If any one is interested in being nominated please let Nancy know. Also Nancy talked about the Willingness to Serve form-Nancy volunteered to chair and will be sending out forms.

Treasurer/Membership (Sharon Gallagher): Ending balance is \$15,951.23. CEU is \$63.00 instead of \$65.00/ Question whether we wanted to pay bill for bonding-after a short discussion **Nancy McGushin** made a motion to pay the bonding bill of \$456.00 **2nd by Deb Niehaus**. Motion voted upon, motion carried. Sharon also commented that 40 people registered for the fall seminar on October 13, 2012.

Motion to accept Treasurer Report made by **Deb Niehaus**, 2nd by **Rose Durning**. Motion carried

Membership Total: 769

CAPANA: 116
COPANA: 85
DAPANA: 79

GCPANA: 362
NEOPANA: 66
NOPANA: 52

WYPANA: 9

ASPAN REP (Gayle Jordan): (Absent)-Nothing to report.

Standard Operations (Pat Dempsey): (Absent)-Nothing to report.

Strategic Plan (Terri Shine): (Absent)-See President report above.

Fund Raising (Nancy Post): (Absent)-Email sent to Iris-We will have the Rada knife sale this fall from now until November 16th...with the delivery date of December 5th. Sue Ryan will distribute the RADA books for me to each District Rep at the board meeting.

Scholarship (Jane Booth): 10 Scholarships were awarded for the spring conference totaling \$725.00.

Convention (Sue Straits Guertin): Absent-Jeanne made note that are looking at 2 dates for the fall conference next year-2013. Inquired whether we should go again with October or have the conference in September. After a slight discussion it was agreed that the fall conference will be held again in October on the 12th 2013.

Historical (Debbie Wolff): Nothing to report at this time

Awards (Alabelle Zghoul): There was one person nominated for outstanding achievement and that person will be named at the conference on October 13, 2012.

- Gold Leaf-Jeanne received info on Gold Leaf and passed it on to Alabelle-Districts will be getting information about the Gold Leaf.

- Shining Star-Nothing was mentioned about Shining Star at this meeting

Webmaster (Debby Niehaus): People are starting to send things into the web and usually can get information on the site within 24-48 hours. We can archive newsletter. Would still like to have pictures of Districts new officers, any district meetings or seminar with dates and times. Discussed about putting a calendar on the web site and Deb said that could be done-this would in able her to add meetings, conferences, etc. so people would see it when they opened the site up.

Publications/Snooze News (Renee' Garbark): **Absent-**Nothing to report. Jeanne brought up that publications/Snooze News belongs to a specialty group and should be reimbursed with all the time that goes into putting out this publication. **Teri Siroki** made a motion to reimburse the new editor and it was 2nd by **Sue Ryan**. Motion carried after voting. It was decided at that time the webmaster should also be reimbursed also. Board agreed. Editor and webmaster will be reimbursed for the work on these specialty areas.

Government Affairs (Sally Morgan):

SB 83-Schedule II prescriptive authority bill stipulated that APNs that are prescribing schedule IIs must complete additional continuing education by August of 2013.

HB 303-Nurse Practice Act-Board of Nursing wants to permit LPNs to utilize central lines to initiate or maintain an IV infusion containing an antibiotic additive, elements wording in the current law prohibiting an LPN changing tubing on an arterial or central venous line, and adds or activate an infusion pump on pediatric patients. This bill does not include increased educational requirements or criteria.

HB 284-Physician assistant scope of practice gives PAs the same abilities to prescribe drugs as APNs.

HB 62- Work place violence-hopefully the bill will be moved_____? (could not read) this fall.

HB 259-Alternative Health Therapies. This bill would allow complementing or alternative health care practitioners to provide certain health therapies without violating professional licensure laws.

District Reports:

CAPANA-Sharon Hay: There is really no new information to pass on. We have had two really great CEU meetings to start off this fall. Our kick-off meeting was held in September where we had a great presentation on Restorative Proctocolectomy. Our October meeting was held this week in conjunction with the OR nurses and the topic was menopause and hormones. A committee has been formed and we have had our first meeting to plan for our Spring workshop for the 2012-2013 year, to be held in March, 2013 at Bethesda North Hospital in Cincinnati. Barb Berling is our new president and she is doing a great job and she has some great speakers lined up for us this year. CAPANA looks forward to another great year of education, community service, and fellowship among our members. We are looking at ways of increasing our membership.

COPANA-Sally Morgan: COPANA sponsored a program on September 29, 2012 entitled "Failure to Rescue-Impending Signs of Doom" presented by Debbie Francis, MS, RN, BC. A business

meeting followed the program. A board meeting will be scheduled in November/December corresponding with the delivery of the RADA products. The programs and meetings for 2013 will be planned at that time. Our treasurer, Denis Boley, has resigned her position due to family obligations. A new treasurer will be appointed to fill her term. COPANA is collaborating with the Central Ohio Chapter of AORN to sponsor an educational program on January 12, 2012. The program, "Perioperative Patient Safety: A Collaborative Endeavor", includes the topics: collaboration and teamwork, pain modalities, nausea/vomiting control and thermoregulation, SCIP measures, perioperative nursing and risk management, and the healthy nurse. We provide 6.5 contact hours.

DAPANA-Gayle Jordan: Absent-No report

GCPANA-Sue Ryan: September meeting-GCPANA fall fun brunch was held on Saturday morning 9/15/2012. Speaker was Mary Kasavich (long time GCPANA board member). Topic: Colon Cancer: An overview and care of the patient with a High Output Ileostomy. 2 CEUs were given. ASPAN members were free and non-members were charged \$15.00. 2 free ASPAN memberships were given by picking names from members attending local meetings over the past year. Cathy Prince won the JOPAN photo contest and donated her free membership as one of the 2 awarded. By laws were approved. Our next meeting will be held on November 27, 2012 @ Euclid Hospital. Anticoagulation Update will be the topic. We have cancelled our fundraiser "Shop and Learn"-bus trip to Grove City Outlet mall due to lack of interest and difficulty acquiring CEUs for the bus ride. Difficult for speakers and previously had AV difficulties with the bus. GCPANA is planning a half day conference on March 9, 2013 8am-12pm at South Point Hospital. Planning to have 3 speakers. Community service project: members will be making fleece blankets to donate to a men's homeless shelter after the March conference. Either make a blanket or donate the material.

NEOPANA-Teri Siroki: **Slate of Officers:**

President-Debbie Wolff
Vice President/President Elect-Teri Siroki
Secretary-Marilyn Lowe
Treasurer-Fran Wilson
District Rep-Teri Siroki

We have had 2 meetings. Our October meeting was held at Summa with a presentation on IV Tylenol. We have 7 meetings planned for this year. We will be holding our annual reverse raffle on October 29, 2012. Plans are underway for the Spring Seminar which will be held May 18 at Timken Mercy Medical Center. Additional information will follow at a later date. We had 2 new members at our meeting from out lying hospitals. We have our own taxpayer ID and our current treasurer has filed taxes for the past 2 years. \$250.00 donation to be given to Ashland Battered Women's Shelter in December.

NOPANA-Carol Zacharias: We meet four times a year on Saturday mornings at 10am. This date is usually the first Saturday of the month. Our next meeting will be November 3, 2012 at 10 a.m. at the Danberry Real Estate Company offices on Briarfield in Maumee. Our speaker is Barb Tassell MSN, RN. The topic will be: Nursing Law and the Social Network. We will have Barb speak at 10 a.m. with a business meeting to follow. Breakfast will be served. RSVP to Deb Wilson MSN RN 419-291-5533.

WYPANA-Nancy Post: (Absent)-Sent via email to Iris-WYPANA have 10 members. We plan to donate to a local family in need for Christmas.

Old Business: Jane Booth brought up the subject on T-shirts worn to national convention and that two people paid for their shirts but the other shirts had not been paid for yet. Nancy McGushin told the board that it was decided, voted upon by the board and passed at the August 18, 2012 board meeting that Jane would be reimbursed by OPANA for the T-Shirts not paid for yet. This was advertently left out of the August 18, 2012 minutes. It was again decided that Jane would be reimbursed for these t-shirts by OPANA.

New Business: No new business was brought up at this board meeting.

Next Board Meeting: Winter-Saturday January 26, 2013 10:45 a.m., at Brio's Polaris

Meeting Adjournment:

Motion to adjourn: Deb Niehaus, 2nd Jane Booth. Time 10:50 p.m.

Respectfully submitted,
Iris Marcentile, BSN, RN, CPAN
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November 5, 2012