

OPANA Board Meeting Agenda

Brio's Restaurant

Columbus, Ohio

January 26, 2013

Call to order: 11:10 a.m.

Attendance: **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, **Debby Niehaus**-Webmaster/CAPANA, **Teri Siroki**-District Rep/NEOPANA, **Jane Booth**-Scholarship/CAPAN, **Carol Zacharias**-District Rep/NOPANA, **Gayle Jordan**-Assembly Rep/District Rep/DAPANA, **Renee' Garbark**-News Editor/DAPANA, **Sue Guertin**-Convention Chair/COPANA.

Absent: **Debbie Wolff**-Historical/NEOPANA, **Sue Ryan**-District Rep/GCPANA, **Sharon Gallagher**-Treasurer/membership/CAPANA, **Sharon Hay**-District Rep/CAPANA, **Pat Dempsey**-Standard Operations/GCPANA, **Nancy Post**-Fund Raising/District Rep/WYPANA.

Reports:

Secretary's Report/Meeting Minutes

-Minutes from the October 12, 2012 Board meeting reviewed with the following

corrections: Minutes were approved with the following corrections: President-Conference agenda/introduction of board members, deleted **Jeanne wants the board members to plant the seed of idea**. Under Affiliate Membership **comma** placed after vote. Vice President/President Elect: changed Willingness to serve to **Willingness to participate (WTP)**. Under Past President/Nominating: changed last sentence from the Willingness to serve form to a **Willingness to participate form for OPANA**. Changed Nancy Volunteered to chair and will be sending out forms to **Nancy volunteered to create a new form for review at the next meeting**.

Under Standard Operations-**No report-had a group discussion on strategic planning.**

Debby Niehaus brought up the need to review Policy and Procedures and Bylaws this year. Nancy McGushin volunteered to contact Pat and coordinate revisions as Pat is still in Fl. Debby Niehaus, Rose Durning and Sue Ryan agreed to assist with revisions.

Under Scholarship:-corrected \$725.00 to **\$735.00**.

Under Government Affairs: HB 62-added to **senate**.

Minutes from the October 13, 2012 membership meeting reviewed with the following corrections: Under New Business: added ASPAN Willingness to **participate**, deleted **will**,

and added **ASPAN** website. Changed being on a committee gives you input and how things are ran to: being on a committee gives you input and **helps you learn** how things are **run**.

Changed date of spring conference from May 16 to May **18**.

Under Vice President/President Elect: placed a **comma** after committees. Changed ran to **run** in two different areas.

-Motion to approve the minutes by: Debby Niehaus, 2nd by Nancy McGushin.

Slate of Officers for 2013 - 2015

Jeanne Guess – **President (until May 2013)-Rose will take over at that time**
Rose Durning – **Vice President/President Elect**
Sharon Gallagher – **Treasurer**
Iris Marcentile – **Secretary**
Gayle Jordan – **ASPAN Rep**

Past President/Nominating (Nancy McGushin): Sally Morgan declined nomination for Vice President/President elect. Terri Siroki has agreed to place name on nomination ballot for Vice President/ President elect. Iris Marcentile has agreed to remain on ballot for Secretary. Sue Ryan is thinking and will notify Nancy about ASPAN Rep position, Deb Wolff voiced the possibility of also running for ASPAN Rep.

Treasurer (Sharon Gallagher): Absent-sent report via email to members: Treasurer's report and all other reports are different from what we are accustomed. One difference I see is that treasurer's report does not give beginning and ending checking balances: also, reports are generated by quarters that won't coincide with our meetings. I don't think that will be such an inconvenience though. I can hand write them in. Look over the reports and let me have your feedback. I will try to tweak reports based on what you say. The other problem is that they cannot be emailed or saved onto the OPANA flash drive. The only way to do this is to scan documents into my computer and I do not have a scanner. I would be willing to buy one if OPANA would pay for ½. I don't know what scanners cost, though. Thoughts? Our present Checking account is \$18, 677. 38. Have a good meeting. I will mail mileage checks to you all.

Nancy McGushin made a motion to purchase scanner d/t Sharon not being able to scan quicken reports, then pass scanner on to next treasurer. Debbie Niehaus found a scanner on line made by Brothers for \$149.99. OPANA will pay up to \$150.00. The scanner would be for OPANA use only and would be property of OPANA. Debbie Niehaus 2nd the motion. Motion carried.

-Motion to accept the report by: Nancy McGushin, 2nd by Jane Booth.

Membership (Sharon Gallagher): Total Members: 778

CAPANA: 116

GCPANA: 379

WYPANA: 6

COPANA: 82

NEOPANA: 67

DAPANA: 78

NOPANA: 50

New Business

President (Jeanne Guess):

- 1. Fall Conference Evaluations-**Jeanne commented that everyone loved and enjoyed the fall conference. Attendance numbers were up from last year. Concerns was voiced by Terri Siroki about not being able to find anyone to replenish the drinks and that the food was not set up on time for lunch. Sue Guertin convention chairperson said she would talk to the person in charge of setting up. Everyone thought it was better having the drinks inside the conference room instead of having to go out in hall.

2. Tax ID Clarification-DAPANA questioned if they could use the same tax ID OPANA's or file under OPANA non-profit status-Sharon treasurer not at meeting but with communication with Jeanne stated "she did not think so." It is a definite no, we cannot use the same ID as OPANA. Debbie Wilson sent out instructions on how to obtain the tax ID number and to file each year. Accountant questioned about any district being tax exempt and the answer was "no one is tax exempt". Books need to be audited and needs to be in treasurer report and Secretaries report. Every district needs to file a tax form every year-whether it be non-profit or profit.

3. National Conference April 2113, Chicago-There was a discussion about how expensive the upcoming National conference was with hotel, transportation, pricing, etc. Jeanne will put something on the agenda for convention to talk about the high pricing for hotels, parking, and cities for future conventions. 2014 convention is in Las Vegas which is not cheap any longer like it used to be, and then 2015 will be in San Antonio which is not cheap. Jeanne did mention that she looked into the Mega Bus-the price from Toledo to convention in Chicago. The price was very reasonable and Jeanne was going to pass this information on to the members.

Jean handed out the OPANA Willingness-To-Participate Form so members of board could share with other people who would be interested in running for an office on the board and the requirements for running for a seat on the board. Board members were also given the ASPAN State of the Society Report-2nd quarterly report October 13, 2012. Jeanne also made reference to and handed out the ASPAN Component Newsletter Contest Evaluation Form and what different areas are evaluated to win the award for our Newsletter.

Unfinished business:

1. Committee reports

Strategic Planning: Committee consists of Rose Durning, Sally Morgan, Teri Siroki and Nancy McGushin. Committee suggested providing education offering with AORN and OPANA. Rose suggested the committee look at each goal.

It was noted that OPANA sent 3 people to CDI and Nancy McGushin suggested sending one more with the board paying for 3 people.

Discussion on how to get more people interested in participating on the board and getting more people to join ASPAN and joining the district components. It was suggested that new members of the board receive a "New Board Member Packet". Strategic work team should develop recommendations to work on and bring to next board meeting

Succession Planning: OPANA members will participate in community based Events to promote wellness; and in the process, educate the community about the Perianesthesia nursing specialty with health fairs etc, and meets the goal between the years of 2013-2015. **Gayle Jordan** made a motion to accept this proposal, 2nd by **Nancy McGushin** to vote to. Teri Siroki would be responsible to change the goal. A motion was made to keep the format the same was made by Debby Niehaus, 2nd by Rose Durning.

Budget Planning: Addressed the need for accurate records and the tax ID numbers for each district.

Social Network Committee: (Facebook, linkedin) prompted discussion and need to investigate further. Board members were to look at different ASPAN sites and bring information to Debby Niehaus by April. It was tabled to start a site on Facebook or Linked In for OPANA information.

2. Ohio Anniversary clarification-Table for present time.

Vice President/President Elect (Rose Durning): Rose informed board members that there is a lack of communication and uncertainty between board members, and that if things do not change in next couple of months she does not feel that she can take on the role of President. She stated “she is one who wants continuity and timetables when things are going to be done in a timely manner.” If she does not see improvement in next couple of months she may have to rethink her position and decline the office of President. Rose also informed board that we need to bring new people in since we are getting older and the need for fresh young blood. Commented that we are not receptive on making people feel welcome and we need team work to keep things going. Rose suggested the possibly of mentoring, the process of leadership and telecommunication.

ASPAN Rep (Gayle Jordan): The 2013-2014 ASPAN Candidate profiles are on-line. Please review and submit a feedback form. Jeanne and I will use the input at the Representative Assembly meeting. Deadline is February 28.

Component night: Theme is sports. It was decided at the board meeting that everyone will wear your own favorite sport’s team jersey, t-shirt, or hat/helmet. The table will be decorated with banners, figurines of all Ohio teams and will center around the colors red, white, and black to accommodate most of the Ohio pro sports teams’ colors. Gayle Jordan will provide. We will use a “tail gate” basket for our raffle. It was decided that Gayle Jordan will order 2-175/box of buckeye candies at \$89.95 per box. Will also monitor Sam’s Club as they have periodically had buckeyes for sale. Debby Niehaus and Jeanne Guess both have raffle tickets they will bring.

Standard Operations (Pat Dempsey): Absent- Nancy reviewed the changes to the Bylaws and Policy/Procedure at the board meeting. Here are the Board’s request approvals:

1. Policy #20-160 “Telecommunication Committee”-Please send the requested changes to the board for review. The board found it confusing to review verbally. Nancy said she should have printed copies for the board to review. Since this is a policy, the board can vote on it at the next meeting or electronically.
2. Bylaws Article IV/Section 4.2-Approved to change one year to two.
3. Bylaws Article VII/Section 7.3-Approved with amendments as follows:
 - A. Notice of the annual or any special membership meetings will be delivered electronically to each member 14 days before the date of the membership meeting at the direction of the President, Secretary

or officer calling the meeting. The notice will specify the purpose, place, day, and hour of the meeting.

B. An additional means of communication to members is the OPANA Website.

4. Bylaws Article VII/Section 7.5-Approved with amendments as follows:

C. A vote by written correspondence is acceptable for important issues
Such as contested:

- 1) election of officers
- 2) amendments
- 3) revisions of the bylaws.

5. Bylaws Article VIII/Section 8.1 Approved to add-P.Telecommunications committee to maintain the OPANA website.

Nancy made motion to accept these changes, 2nd by Carol Zacharias. Motion carried. Will vote on these changes at next meeting.

You are approved by Board vote to make these changes and forward the Bylaws changes to the membership for review so they can vote on them at the spring meeting.

Fund Raising (Nancy Post): Absent-No activity reported. Gayle Jordan will inquire about cash and carry.

Scholarship (Jane Booth): Spring Conference-10 scholarship given for \$735.00
Fall Conference-10 scholarship given for \$745.00
Total given-20 total scholarships. Total spent: \$1480.00

Convention (Sue Straits Guertin): Fall conference will be once again at the Seigel Center at Mount Carmel East on October 12, 2013. A block of rooms has been reserved at the Country Inn and Suites. Board meeting will not be held in meeting room d/t another conflict. Board meeting will be held October 11, 2013 in breakfast room at 8:00p.m.

Historical: (Debbie Wolff): Absent- No activity reported.

Awards (Alabelle Zghoul): Jane Booth will be submitted for ASPAN's Outstanding Achievement award.

Gold Leaf-Alabelle reminded members to complete the worksheet monthly and submit to Alabelle or Teri Shine for 2014 submission. Concern was there was no worksheet passed out or worksheet not available. Alabelle is to send this out.

Shining Star-Need names of district members who are certification coaches. Remind everybody to recruit for the OPANA Recruiter of the year for the spring seminar award. OPANA and district components will participate in community based project.

Webmaster (Debby Niehaus): Calendar will be the main website page. Debby said we could look at other states to see what their website looks like and what we could do differently to add to the OPANA website. Let her know what we like about other states website by April. At present we are paying \$300.00 a year for technical support and site at

present, we could change website but would need to be done in late May or late June if we choose to change. She would like the ideas sent to her by end of April to present at the board meeting.

Publications/SnoozeNews (Renee' Garbark): Renee suggested that we have 2 editors for the SnoozeNews publication or having a guest editor. Thought maybe one from upper and lower part of state would be beneficial. The suggestion was made to help Renee' when she is unable to work on the newsletter or just needs help with different articles from other districts. Also in order to have more points for the award, we need to have members of OPANA submit articles to Snooze News. Please encourage members you work with along these lines.

Government Affairs (Sally Morgan): **HB 62**-the Assault against Healthcare Workers Bill, passed in the Ohio House of Representatives in June 2011 and was unanimously passed in the Senate in November 2012. This bill increases the penalty for assault against nurses and other healthcare professionals to a fifth degree felony when the offender has previously been convicted of an assault against healthcare workers. This bill also authorizes a \$5,000 fine for assault against healthcare workers and authorizes hospitals to post warning signs indicating that abuse or assault of hospital staff will not be tolerated and could result in a felony conviction. **HB 303**-LPNs must complete a course of study for IV therapy approval. **HB 282**- Allows nurse practitioners, clinical nurse specialists, and physician assistants to determine and pronounce death when the patient is not being sustained by artificial life support and death occurs in a nursing home, residential care facility, county home or hospice. RNs can determine and pronounce death when death occurs in a hospice care program. **HB 259**-Did not pass in the senate. This bill would allow unlicensed health care practitioners to engage in alternative and complementary health practices without being in violation of health care professional licensure laws. It will probably be reintroduced in 2013.

District Reports:

CAPANA – Sharon Hay (Absent): Debby Niehaus made update that there will be a workshop on March 16th at Bethesda Hospital for ½ day with 4 contact hours provided.

COPANA – Sally Morgan: COPANA collaborated with the Central Ohio AORN to present our annual conference entitled “Perioperative Patient Safety: A Collaborative Endeavor”. One hundred thirty three people attended and 7 contact hours were provided, including one hour of nursing law. COPANA obtained a tax ID number and plan for taxes this year. We continue to support the MidOhio Food Bank as our community service project. Our next meeting is planned for March 16 at the Java Central Coffee Shop in Westerville, Ohio. Our speaker will be Katie Hannahs from Fairfield Medical Center and our topic will be Sepsis.

DAPANA-Gayle Jordan: Dr. Usman Khan presented an outstanding lecture on” Cerebral Interventional Radiology: New Options for Stroke Patients” for DAPANA’s November meeting. Breakfast was served and was free to ASPAN members. Two contact hours were awarded.

NEOPANA – Teri Siroki: NEOPANA has had 4 meetings so far this year. Our last meeting was on “Planning for Terrorism” Disaster.” We made a donation of \$250 to a local women’s

shelter in November. We are planning the Spring Seminar. Our next planning meeting is in February. The seminar will be at Timken Mercy in Canton on Saturday May 18, 2013. As soon as more details are available, I will share those. Reverse raffle was successful.

NOPANA – Carol Zacharias: Our February meeting will kick off PANAW week. The meeting is Saturday February 2, at 10:00am. The meeting is held at the Danberry Real Estate Company on Briarfield in Maumee. The speaker will be: Karen Brenner, RN: study coordinator, Trauma Services. This year's topic is Malignant Hyperthermia. 1 contact hour will be provided along with breakfast and gifts. This meeting will be the first of four for the year; all held at 10:00am on Saturday. Meetings take place at Danberry Real Estate Company or Promedica Toledo hospital. RSVP by January 31, 2013 to Deb Wilson 419-291-5533 or email Jeanne Guess at jcguess@bex.net.

GCPANA – Sue Ryan: November general meeting: Speaker Shelley Mason presented "Decreasing Non-Therapeutic INR's in the Hospital Setting" 0.58 CEUs were offered, with 39 in attendance. Dinner was provided. The dinner and meeting was free for members. Peanut butter and jelly was collected and donated to the Euclid Food Bank. Jill Sharwark accepted the President-Elect position. Treasury balance is \$16,000.00. Winter Forecast: March 9 @ South Pointe Hospital 8am-12noon. Planning to have approximately 3 speakers. ASPAN Certification class: March 2 @ University Hospitals Case Medical Center. Continuing with 5 dinner/meetings per year.

WYPANA – Nancy Post (Absent): No activity reported.

Next Board Meeting: Friday May 17, 2013 @ 8:00p.m. Place of meeting will be announced at later date once final arrangements are made for spring conference and hotel arrangements.

Meeting Adjournment:

Motion to adjourn: Debby Niehaus, 2nd Iris Marcentile. Time 3:03 p.m..

Respectfully submitted,
Iris Marcentile, BSN, RN, CPAN
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