

AACN-GCC Board Meeting Minutes

Date: 4/27/2009

Time: 5:00-7:10 PM

Place: Mercy Hospital Anderson 7502 State Rd Medical Office Building II Room B

Attendance: Jason Schenck, Denise Youngman, Cheryl Engelbert, Candace Furio, Stefanie Hiltz, Pam Bolton, Agnes Hudak, Michael Donathan, Bob Kelly.

Item	Discussion	Action	Responsible Party
<p>Old Minutes</p>	<p>Approve minutes for March 16, 2009</p>	<p>Minutes distributed via email 4/24/09, please review prior to meeting for voting approval</p>	<p>Board Members</p>
<p>Old Business</p>	<ol style="list-style-type: none"> 1) C – Vent computer scheduling program now in progress with May 12th workshop. Update on pre-registration for May event. Discuss plan for setting aside funds for payment of 5 year commitment through 8/21/2013 for \$2,800.60/yr = \$14,003 total. Motion to set aside \$2800/year. Use money in CD to cover cost of Cvent. Approved. 2) New Web site up and running now. Update on areas still under construction and what Web master needs from Board members to assist in completion of their areas. Forms and newsletter on website. Treasurer report and Charter on website for Board members only. 3) Reminder that all members must follow Chapter Charter Agreement, please review criteria related to contracts. 4) Checks must be signed by 2 signers of the board, currently the Treasurer and President. 5) If any member incurs expenses or plans to incur expenses in excess of \$500.00, then board approval must be received and will be reflected in the minutes. 6) The scholarship process is revised and updated and the new process would require the scholarship chair to send the scholarship applicant's name and scholarship dollar amount via email to the chapter president to approve via reply email. The scholarship payment would then be provided to the applicant once the form is received by the chapter treasurer. Again, two check signer signatures would be required on the payment to the applicant as noted. 		<p>Michael Donathan Shelia Palmer</p>

	<p>7) Board meeting minutes are signed and dated by the secretary and president as soon as they are completed. Those meeting minutes with original signatures are to be scanned and saved as .pdf files, and then those .pdf files shared with the chapter membership. It is a requirement that all chapter records be saved for 3 years.</p>		
<p>Board Position Reports</p>	<p>President: Agnes Hudak to review Goals toward Strategic Plan and discuss areas of focus.</p> <p>Goal #1 Advance Professional Growth & development, clinical practice & quality patient care through.</p> <p>Goal # 2 Continue to increase awareness of the Chapter through participation in community and media related activities.</p> <p>Goal # 3 Increase recruitment and retention of local chapter membership and involvement with a diverse group of critical care and student nurses. Agnes to call inactive members to re-recruit.</p> <p>Goal # 4 Strengthen and expand chapter viability and collaborative relationships</p> <p>Goal # 5 Maintain chapter in a fiscally responsible manner and increase financial donation at the regional and national level</p> <p>Goal # 6 Celebrate and preserve the history of the chapter – Agnes to bring old President/Secretary binders to review at transition meeting. Plan history gathering meeting.</p> <p>At Transition Meeting – develop succession process and Board Buddy.</p> <p>Workshop: Michael Donathan with 2009 Trends overview – 92 out of 95 evaluations returned. 3 showed Board interest, 6 showed Workshop interest, 16 interested in CCRN review, 7 in PCCN reviews, and 3 in CMC reviews. Next Trends 4/16/10. Review Guidelines for board members to attend workshops for free. Reminder 2 absences from board meetings then board member must pay for workshop. Committee to lead Paypal discussion to pay for Cvent.</p> <p>Only President and Workshop Chair can sign contracts up to \$3000.</p> <p>Treasurer: Candace Furio – Financials reviewed</p> <p>Scholarship: Calling for Nominations for Nurse of the year award – go to membership to nominate. Establish criteria.</p> <p>Research: Dianne Mahaffey – Last years scholarship recipient Karen Mutsch presented her research results at Trends.</p> <p>Membership: Angie Nienaber / Sue Huber - Currently 212 – 10 new members since last meeting. Lost 20 members on non renewal.</p> <p>Okay to purchase new flyers, magnets.</p>		<p>Board members</p>

	<p>Nominations: Sheila Palmer reported the following nominees were elected for office beginning June 2009 to June 2010:</p> <p>Treasurer elect: Mary Sue Krummen RN, BSN, CCRN Secretary: Denise Youngman RN, BSN Secretary elect: Lori Catalano RN, BSN, JD Workshop chair elect: Bob Kelly RN President-Elect: Jason Schenck RN, BSN</p> <p>National Initiatives: Stefanie Hiltz agreed to work on the newsletter -- needs ideas e-mailed for spring newsletter ASAP. Please help Stefanie to get newsletter back on calendar schedule. Spring submission due by May 15th and Spring newsletter goal to have posted by May 30th. Then continue on schedule: Summer submission due July 1st Posted July 15th Fall submission due Oct 1st newsletter posted Oct 15th Winter submission due Jan 1st newsletter posted Jan 15th Spring submission due April 1st newsletter posted April 15th.</p> <p>Community Projects: Kim McErlane Aspirin was collected for the Pike Street Homeless Clinic. Report on how received. Collected 40 bottles.</p> <p>2009 Board Meeting calendar 500pm-700pm 6/16/09 - Transition Meeting Mercy Hospital Anderson Medical Office Building II Conference Room B - Agnes Hudak</p>	FYI	
<p>Meeting Schedule</p>			

Respectfully Submitted,
AACN-GCC, Secretary Approved by Board

Agnes Hudak

President

Jason Schenck

President-Elect

Mary Sue Krummen

Treasurer

Denise Youngman

Secretary