

## AACN-GCC Workshop Meeting Minutes

<b>Date: January 5, 2010</b>		<b>Workshop Meeting Minutes</b>		<b>Time: 5:00pm – 7:00pm</b>	
<b>Place: The Christ Hospital 7<sup>th</sup> Floor Meeting Room</b>					
<b>Attendance: Michael Donathan, Robert Kelly, Agnes Hudak, Jason Schenck, Sheila Palmer, Julia Garrison, Lori Catalano, Pam Adams, Laura Waddle</b>					
Item	Agenda & Discussion	Action	Responsible Party		
<b>Review Minutes</b>	<p>Approve Minutes for last meeting. Minutes not available for approval. No Meeting Minutes for December meeting secondary to Christmas Dinner.</p> <p>Discussion to post minutes online. Current Minutes available on website for March, April and June 2009. Need remainder of minutes.</p> <p>Agnes requested to have the names of the members of workshop committee updated on the website.</p> <p>Please send corrections to secretary-elect prior to minutes being presented for approval at LJWaddle@gmail.com</p>	<p>Motion made to approve Minutes By: _____</p> <p>Seconded by: _____</p> <p>Michael will look at remainder of meeting minutes to have them posted online.</p> <p>Sheila updated website with current members of workshop meeting.</p>	<p>Michael will email November meeting minutes by Friday 1/8/10 for approval.</p> <p>Michael Donathan</p> <p>Sheila Palmer</p>		
<b>Old Business</b>	<ol style="list-style-type: none"> <li>1. CVENT/First Data Update/Membership             <ol style="list-style-type: none"> <li>a. 34 People registered for current workshop-SIM MAN</li> <li>b. Drawing for NTI scholarship-did not have good response</li> <li>c. Sent 491 invites to Sim Man, only 70 opened, 36 No, 34 yes.</li> </ol> </li> </ol>				

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<b>STANDING AGENDA ITEMS</b>	<p><b>1. <u>Treasure's Report</u></b> – Michael asked for update from treasurer. Per Agnes, report was shared at last board meeting. Treasurer has new computer, therefore should be able to provide any report needed.</p> <p><b>2. <u>Trend's Budget</u></b>---</p> <p>a. Speakers: Barb Bancroft ---\$2, 500 + expenses --contract has been sent to National for approval. Marian Altman---per Julia went online, for 1 session \$500.00, requested online, will be 1 ½ hours, they make airline reservation and we are responsible for hotel.</p> <p>b. Receptions \$23.95 per person. \$3000. Minimum. Will talk to them about meals at least two weeks before event.</p> <p>c. Binders \$0.</p> <p>d. 0\$ printing-going green. Discussion regarding giving a CD, sending a large zipped email, and/or post on website. Discussion about which option would be best. Most economical would be to have available prior to date on website for all to print if they want. Can add this memo and link to CVENT announcement. However, Pam stated that she will need to check with National regarding the bibliography, may need to have that piece printed.</p> <p>e. Tote bags --- have enough purple/white bags, blue/black bags and lunch bags. 1<sup>st</sup> 90 people to register get a free gift; will need to mark at registration table (excluding workshop and board members).</p> <p>f. Nametags---can get on CVENT.</p> <p>g. CEU application --\$30.00.</p>	<p>Will need to review update from treasurer</p> <p>Waiting for response from National and from Speaker.</p> <p>Bring Menu for discussion.</p> <p>Check with National regarding bibliography requirements.</p> <p>Put Going Green reminder on CVENT invitation.</p>	<p>Michael Donathan</p> <p>Jason Schenck to bring to March/April Meeting.</p> <p>Pam Adams</p> <p>Sheila Palmer</p>
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STANDING AGENDA ITEMS	<p><b>3. <u>Review of Workshop Flow Sheet</u>---</b></p> <ul style="list-style-type: none"> <li>a. Feb 10<sup>th</sup>- all set, need to have information for CEU's to Pam by Jan 10<sup>th</sup>. CVENT invite to go out tomorrow, 1/6/10. Per Pam Adams, not allowed to put any info regarding CEU's on invite until approved.</li> <li>b. March 9<sup>th</sup> event—need topic, possible topics discussed include balloon pump and cardiogenic shock, pediatric cardiac anomalies, LVADS-Dr. Buckley, neurological. Possible Venue—Vincenzo's Chester road, \$18.00 per person. Agnes brought menu to review, 3 pasta choices. Mercy Anderson may be the vendor, however they wanted to just pay us \$900.00 and not have to worry about paying the restaurant. Per our bylaws, we cannot directly pay for venue as costs may be more and then vendor would not pay for entire event.</li> <li>c. May 26<sup>th</sup> event- Pulmonary HTN, McCormick and Scmidts-venue basic meal, seating for 50. Need confirmation from Dr. Engle.</li> </ul>	<p>Apply for CEU's by Jan 10.</p> <p>Need to finalize topic, speaker and vendor for April.</p> <p>Need to finalize speaker for May.</p>	<p>Agnes Hudak to have speaker sign paperwork, Pam Adams to email information to Agnes this evening.</p> <p>Agnes Hudak to coordinate.</p> <p>Julia Garrison to coordinate.</p>
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New Business	<p><b>5. <u>PCCN/CRRN</u></b>- Location has changed to Volt Center. Reviewing contract now, Robin to waive fees, TUH employees to attend for free. Dates: PCCN-5/26 and 6/1. CRRN-5/26, 6/1 and 6/9. Last year---cost of food was \$200.00---got snacks at Sams. Discussion of possible food options, parking options, should it be added to current fee or waived. Can add option on CVENT for attendees to add lunch for a small fee. Cost for last year was PCCN-members \$150.00, nonmembers \$175.00- early bird, \$200.00 and \$225.00 later. CCRN-\$185.00 members, \$210.00 nonmembers—early bird and \$235.00 and \$260.00 later. Discussion on how we can make it more affordable. Last year had 48 paying people. May not have as many if TUH employees are not paying, but overhead is down as well since Robin is waiving her fee. Possible to have UC pay for own lunches. Discussion to continue at next meeting after we get more information.</p> <p><b>6. <u>Message added to CVENT</u></b>- Sheila proposed adding message to CVENT regarding opportunity for other hospitals/vendors to sponsor future events and to add a future events tab. Also as an option on CVENT, can have the option to add membership.</p>	<p>Gather more information regarding cost of food, food options and cost of parking.</p>	<p>Sheila Palmer to check with TUH regarding parking options.</p> <p>Jason and Sheila will work on prices for lunch options, Pot Belly, Bagel Brothers, Bridgetown meats, Etc.</p> <p>Jason will check on parking at VA.</p> <p>Shiela will send out Test Launch of CVENT invite to workshop members. Please provide feedback.</p>
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*Respectfully Submitted,*

AACN-GCC Secretary

Approved by Board 02/02/2010

*M. E. [Signature]* *Executive Chair*  
President

*Robert Kelly* President-Elect  
*Chair*

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Secretary