

## WISPAN BOD MEETING MINUTES

Friday Oct 7, 2011

1730-2050

Eau Claire, WI

Members Present: Sue Matheys, Bonnie Holzheimer, Carroll Peeper, Paula O'Neal, Sharon O'Hara, Stephanie Kassulke, Mimi Spence, Marlene Nahavandi, Mary Raspanti, Cindi Haddemann

Guests: Katie Roozen, Helen Kolpitcke, Deirdre Cronin (from ABPANC)

### **Secretary's Report: Given by Stephanie Kassulke for Pattie Miller**

-The meeting was called to order at 1730. There was a discussion on the best way to store historical information for the component. All to consider and submit suggestions to Steph.

### **Treasurer's Report: Paula O'Neal**

Paula reports we're doing well. Waiting to hear how we do with this seminar. Report handed out at meeting (was sent electronically to all before meeting). We are ahead on income – winter and spring seminars did well!

Education fees (Sharon O Hara) – Concern re: expenditures, how to increase marketing for our outstanding seminars, especially the Dells seminar next fall. Discussion on how to increase involvement in the WISPAN organization. Do we start to send flyers to other departments, ie IR, GI lab, etc? Should we have a “marketing person” for WISPAN? How to increase readership of Awakening, Breathline now that everything is electronic. Final proposal is to have a member work as a marketing director, could also act as a resource person for committees who are working on seminars. Mary Raspanti (with Marlene N as backup) will take on this role. Proposed to retire the title of Education Chair and change position to Marketing Chair. We will develop new guidelines and budget necessary for this position.

Talked about options for spring seminar. Nobody has expressed interest as of yet. Will bring it up during president's address at seminar and advertise in the Awakening. All encouraged to network with coworkers to try to find a site and persons willing to coordinate a seminar.

At CDI, Steph went to the budget and finance session. ASPAN is encouraging bonding and insurance for the components. Paula has applied for exemption for sales tax but hasn't heard from state yet.

### **President's Report: Stephanie Kalsulke**

Steph has received Gold Leaf packet from ASPAN and has done a preliminary evaluation of how we would fair for application. At CDI, Steph and Bonnie attended a session addressed the process of gold leaf application. Steph has sought clarification from ASPAN and Martha Clark as far as the requirements and WISPAN looks good for meeting most of the requirements for application. Steph submitted that we complete the application process for Gold Leaf award.

At CDI, there was a session called “Go to Meeting” which offers an electronic-based option for board meetings (similar to skype). WISPAN could schedule one of these in June, which could serve as the official handoff for board positions. Steph has encouraged board members to think about this and she will ask all for their opinions in the near future.

**President Elect Report: Cindi Haddemann**

Seminar update – current registration is in the 80’s – will get final tally tomorrow.

**Immediate Past President: Sue Matheys**

Open board positions –

- treasurer (Paula is thinking about running again, but would like to see someone new in that position.)
- government affairs
- president elect
- webmaster (Carroll is willing to continue, but thinks we would benefit from a new person with new ideas.) Sharon and Marlene have been working with Carroll upgrading the website and that has been beneficial.

**Government Affairs: Marlene Nahavandi**

Marlene has emailed her report to all.

Nursing Matters is going green and will soon be electronic.

**Membership: Bonnie Holzheimer**

323 members! An increase from last year! 29% of members are certified.

If members don’t renew, Steph and Bonnie will send out personal reminder letters offering the information for renewal. (Pattie – see Bonnie for copy of letter)

Info received for Shining Star application from Deirdre (from ABPANC).

We will pursue the application process and find out what the component needs to meet the requirements.

Feedback given to Deirdre regarding the APBANC website and the new method of how things are entered for recertification on the site. She encouraged folks to call the office with any questions. They do track calls coming into the office and fix any frequently occurring problems.

**Standard Operations: Jill Katz**

Suggested changes for policies were reviewed prior to the meeting and approved by all.

Steph proposed that the meal stipend for CDI be reduced to \$50/day. All in favor.

Jill will send out final policies with changes for all.

**Education: No report**

**Scholarship: Mimi Spence**

People have not been applying for scholarships. We will broadcast at the seminar and it is posted on the website and in the Awakening.

**Historian: Sharon O'Hara**

Next year is WISPAN's 30<sup>th</sup> anniversary. Sharon found the names of a few people who have been members since the beginning. Trying to find out if we have access to person's original join date. Bonnie will talk to National office to see if we can get this information. We will plan to have balloons and a birthday cake at the winter seminar to celebrate.

**Research: no report**

**Web Master: no report**

**Awakening Editor: Stephanie Kassulke**

Should we continue the writer's contest? Voted to continue.

Dells update:

At CDI, there was a talk about evidence-based practice. Kim Noble would be willing to speak at our conference. Bonnie will email her to find out what our cost would be.

Brainstorming took place for ideas for speakers.

Steph also talked about some sort of collaboration between us and AORN. Waiting to hear from AORN board to see if they are interested. Mary suggested that maybe this collaboration would be a good idea for the half day seminar.

Steph also talked about her ideas for a gathering for the Friday evening before the start of the Dells seminar.

The Kalahari will provide a link for hotel reservations for conference attendees.

Winter conference update from Marlene. Scheduled for February 4, 2012.

Adjourned at 2050.

Minutes respectfully submitted by Sue Matheys RN, CPAN for Pattie Miller, RN, CAPA, WISPAN Secretary.