

## WISPAN BOD MEETING MINUTES

Friday January 28, 2011

1600-1850

Quality Inn-Mendota Room

Members Present: Sue Matheys, Cyndi Siebel-Mohler, Carroll Peeper, Sharon O'Hara, Marlene Nahavandi, Anne Marie Van Duzor, Bonnie Holzheimer, Stephanie Kassulke, Paula O'Neal, Mimi Spence, Jill Katz, Cindi Haddeman, and Pattie Miller. Guests: Amy Beth Kurth and Bonnie Blatner.

### **Secretary's Report: Read by Cyndi Siebel-Mohler for Pattie Miller**

The meeting was called to order by Sue Matheys at 1600. Minutes from the September 17, 2010 board meeting were read. Motion to approve the minutes by Sharon O'Hara and seconded by Marlene Nahavandi and approved by all.

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

- Paula handed out a current financial statement. Concern was voiced re: lack of money-making event for the fall seminar. The fall seminar generated about \$500. Suggestion by Stephanie Kassulke to look into changing site of fall seminar to The Wisconsin Dells or the Lake Geneva area. She felt this would market to other neighboring states. Stephanie Kassulke and Cindi Haddeman agreed to work together to investigate sites for the fall 2012 seminar site.

- Paula O'Neal is working on following up on investigating liability insurance.

- Paula O'Neal moved some of the WISPAN money to a CD where she was able to get a higher interest rate for the organization.

- Paula O'Neal did some investigation and suggests that forms can be completed to complete bonding. She is preparing to do this online. In preparing to do this, it was noted that WISPAN was incorporated in Feb 2009. Bylaws were last reviewed Feb 2009. We need to do a more recent review.

- Paula O'Neal noted that we need to address Bylaw Article 11.2 What to do if WISPAN disbands? Where does the money go (article 6.2). 501 C3 notes the Funds must be sent to a qualifying organization (such as ASPAN). Stephanie Kassulke moves to accept bylaw changes and Anne Marie second the motion.

### **President's Report: Sue Matheys**

- Sue Matheys read a thank you note from Martha Clark re: her visit to the Wisconsin Component in the fall.

- New CAPA certifications from fall 2010 exam where Michelle Rice and Kristine Cherney. It was reported WISPAN has 290 members, 6 dual certified RN's, 41 CAPA, and 74 CPAN.

- Sue Matheys announced the National Conference will be April 3-7<sup>th</sup> in Seattle. Sue is looking for volunteers that are willing to serve as session moderator at the conference. If you are interested, contact Jane Ehrhardt, conference coordinator by Feb 18. Also, it was noted that this year's theme at the conference for Component Night is "follow the yellow brick road". Sharon O'Hara volunteered to coordinate WISPAN's table. WISPAN will donate one lanyard and one pair of earrings to the silent auction at Nationals. Also,

WISPAN will again give a \$500 donation to ASPAN Foundation. Official representative credentialing form submitted. Sue Matheys and Stephanie Kassulke are primary representatives and Carroll Peeper and Marlene Nahavandi are serving as alternates.

**President Elect Report: Stephanie Kassulke**

•Stephanie discussed that she will be doing an interactive survey at the conference on Jan 29, 2011 with conference attendees to get feedback on how WISPAN is doing in meeting its strategic goal. The WISPAN strategic goal that will be discussed is “The society is committed to the promotion of perianesthesia nursing as a specialty and enhancing the professional growth of its members. She may put a questionnaire in Awakening for more feedback.

**Immediate Past President: Cyndi Siebel-Mohler**

•Cyndi reported the spring seminar will be on Saturday May 14, 2011 at Fort Healthcare in Fort Atkinson. More details to follow.

•The board discussed options for the fall seminar. This seminar will provide educational opportunity to prepare for certification exam. A suggestion was made to ask Kim Litwick to speak at the seminar. Marlene will ask Kim if she is interested. Cindi Haddeman will check on a site in Eau Claire to host the seminar. Epic site in Madison was discussed as an alternate site.

•Cyndi Siebel-Mohler announced there is an open position for President Elect and encouraged Board members to consider others to get involved on the board.

**Government Affairs: Marlene Nahavandi**

•Marlene noted that WNA did not have any more meetings since her last report noted in the last Awakenings. See Awakenings for the meeting details.

•Marlene noted that WNA will be sponsoring a retreat called Promoting the Value of Nursing Quality Measures Meaningful to Patient Outcomes. It will be held on Feb 17, 2011 at Epic in Verona. For more information, go to [https://www.wisconsinnurses.com/reg\\_wncsummit.asp](https://www.wisconsinnurses.com/reg_wncsummit.asp)

**Membership: Bonnie Holzheimer**

•Current membership to WISPAN is 290.

•A \$10 discount will be offered at the winter seminar to those who are signing up as new ASPAN/WISPAN members.

•Bonnie sent out letters to non-members that attended the Door County conference.

•Bonnie noted it is a challenge to keep accurate emails of members and will encourage them to double check their email at the conference.

•In efforts to save postage, when Bonnie sends the welcome letter to new members, she will add to the letter, that they can get their WISPAN pin at the next seminar that they attend.

**Standard Operations: Jill Katz**

•Jill reviewed the WISPAN Strategic Goals. One point states, WISPAN will provide biannual ASPAN educational opportunity to prepare for certification exam. Sharon

O'Hara proposed we take out "ASPAN" in this goal. This was seconded by Cyndi Siebel-Mohler.

- Timelines were updated on the goals.
- It was noted one of the goals states we will "investigate feasibility of rewarding years of membership". Members are encouraged to email any suggestions on this to Sue Matheys.

**Education: Cindi Haddeman-no report**

**Scholarship: Mimi Spence**

- 4 recipients were awarded scholarships to Nationals. They include Carroll Peeper, Sharon O'Hara, Marlene Nahavandi, and Mimi Spence.

**Historian: Sharon O'Hara**

- Sharon put mention in the last Awakenings that we were looking for original members of WISPAN. No response to date.

**Research: Pattie Miller for Anne Marie Van Duzor**

- The research update was submitted and published in the newsletter.
- As of this date, Anne Marie has not received any requests or inquiries regarding the research grant. Please let her know if there is any interest for this grant.

**Web Master: Carroll Peeper-no report**

**Awakening Editor: Stephanie Kassulke**

- Adjustments were made to make the Awakenings more reader friendly.
- Stephanie will choose one edition of the newsletter and have it printed in color for the Newsletter Contest at Nationals.

**Old Business**

- Storage of records and scanning of documents has been suggested at CDI. Pattie Miller will try to contact Kim Kraft to investigate how other components are going about this. Also, she will check with a copy center as to the cost of scanning documents.

- Jill updated the organizational chart and will get it to Carroll to update the website.

- Discussion was held around revising Policy 4 to include ASPAN/ABPANC officials into our reimbursement policy. Cyndi Siebel-Mohler made a motion, seconded by Jill Katz.

**New Business**

- This year there will be an International Conference in Toronto, Canada. This conference will be in October. Ireland, England, Canada, and US will participate in this conference. Marlene made a motion to do a one time Scholarship for the International Conference in October, in Canada. This will consist of two \$1000 scholarships. This motion was seconded by Stephanie Kassulke. The deadline for applying for this scholarship will be June 1<sup>st</sup>.

- Marlene noted some members have inquired about a seminar discount for retirees. It was agreed that retired ASPAN members will have the same fee as students.
- Cyndi reported for Mary Raspanti that WISPAN will not submit for the Shining Star Award this year, because it did not meet all of the requirements. Mary will look into what we need to do as a group to qualify for this award.

Motion to adjourn the meeting by Sue Matheys and seconded by Pattie Miller. The meeting was adjourned at 1850.

Minutes respectfully submitted by Pattie Miller, RN, CAPA, WISPAN Secretary