

# **PNWSGNA Board Meeting Minutes**

## **June 9, 2007**

### **Southlake Clinic**

**Members present:** Katie Raybuck, Donna Seaberg, Debbie Tombs, Helen Woods, Bill Smiley, Jeanne Ronk, Kathy Foote, Dianne Spanski, Allison McClane, Heather Blyth-Foss

**Meeting called to order at 0905.**

#### **President Heather:**

Heather welcomed Kathy Foote, a GI RN from Swedish Medical Center, to the meeting and introduced her to the board members. Kathy was active as a board member in New Jersey and is eager to bring new ideas to PNWSGNA.

Bill is helping to edit the April meeting minutes; approval for the minutes will be tabled until the next board meeting in August. Bill will post past minutes on the website when he receives them from Darlene.

#### **National SGNA Conference**

Heather conveyed the House of Delegates resolution results – an overwhelming “no” to capnography. The Regional Night table and display designed by Jeanne and Sheryl were well received by conference participants. Darlene’s raffle gift baskets representing each of the 5 states in the PNWSGNA were great and the dental floss and chocolates with the PNWSGNA logo were extremely popular – good choices! Photos from the event need to be posted on the website – please send to Bill.

#### **Directors at Large**

Rick from Oregon is very eager to get involved with PNWSGNA – board members need to give him direction. Suggestions were given to pay his costs to attend the board meeting in August or September and to also pay for him to attend the Fall Conference in Coeur d’Alene. Rick has already started planning the 2009 Fall Conference to be held in Oregon. He will need a conference planning book as well as a board member to meet with him and scout out a couple of potential conference sites - Debbie volunteered to do this. The board continues to express the need for 2-3 Directors at Large, possibly in the Spokane area or Montana.

#### **Train the Trainer Course**

This course is scheduled for November 3, 2007 at Valley Medical Center in MAC – A & B. Jeanne will contact Olympus regarding lunch for 25 people and will determine if Olympus is providing the lunch or if PNWSGNA will pay for it.

#### **Tech Certification Course**

Need to clarify who should attend course. Postcards should be sent to major hospitals with details of the course. Questions arose as to whether gluteraldehyde will be replaced with paracetic acid as used by Steris.

**Treasurer Report:**

Shanna unable to attend meeting – a reminder was given to send Shanna a reimbursement form along with receipts for any recent board purchases. The treasurer position will be open this fall and candidate recommendations are requested. Members are encouraged to give ideas to Shanna or Debbie.

**President-Elect/ Vendor Coordinator Donna:**

Donna has talked to a nurse in Spokane named Trots who will help look for speakers for the Fall Conference because Dr. Feld cannot attend. Donna is receiving checks from the vendors for the Fall Conference and states we should have plenty of vendors.

**Past-President Debbie:**

Debbie states that the board of PNWSGNA needs to check into applying to be an Outstanding Region for 2008. The criteria are as follows:

1. Active involvement in legislation. Kathy is very interested in this endeavor and is especially passionate about issues affecting nursing (nursing shortage) and increasing funding for IBD. A legislation link is needed on the PNWSGNA website.
2. Membership of 500 or more. Suggestions were given to accomplish such as scholarship giveaways or giving a membership discount to those who refer a new member.
3. Member on or actively involved with the Board of Nursing. Debbie knows that Cathy Dodson is actively involved and has a list of others involved which she will bring to the next meeting.

**Education Committee**

A reminder was given to turn in “Strategic Planning” forms to Marianne. Bill knows of a potential speaker on this subject – cost is \$3,000.00 or more.

**Membership Chair Allison:**

Allison needs more information as to whether we should invite *all* MDs and *all* past PNWSGNA presidents to the Fall Conference. She also requests help locating these old members because many past presidents are no longer involved with PNWSGNA. She handed out a list of “lost members” to board members – please e-mail or send any information you might have on these people to Allison as soon as possible. The conference registration fees will be waived for Pam and Liz (founding members of PNWSGNA) and we will honor them at the conference. Special invitations, different from the other past presidents, shall also be considered. Allison and Sheryl will look into vases to be inscribed and filled with flowers for Pam and Liz – they will bring information to next meeting.

**Scholarship Chair Katie:**

The Betty Schulenberger scholarship recipients have 30 days to send a letter to PNWSGNA in order to receive funds for the National Conference. Katie will e-mail winners to remind them. Katie states that it is a slow time of year in respect to scholarships – no recent applications. She will plan for a postcard to be sent out in the fall reminding members to apply for scholarships. A new board member roster is needed. Katie gathered information and will update and make a hardcopy of the list.

**Website Coordinator Bill:**

Bill is working on the design for the Fall Conference registration form. The cost for design and printing for 500 copies would be about \$1,000.00. Debbie proposed setting aside \$1,500.00 for the brochure plus the mailing charges – Donna seconded and the proposal was approved by the board. Bill is checking into a company called printingforless.com which provides low cost printing for pamphlets and brochures. Bill requests the list of speakers and other pertinent information for the rough draft. He also reminds all board members to send him bios for the website. Speaker lists from past meetings and conferences and hospital lists shall be posted on the website for future reference.

**Future Conference Planning Committee:**

The 2008 Fall Conference is confirmed for October 17 – October 18, 2008 at the Embassy Suites in Bellevue, Washington. Locations for the following conferences will be as follows:

- 2009** Eugene, Oregon
- 2010** Spokane, eastern Washington
- 2011** Seattle, Washington area
- 2012** Southwestern Washington (Vancouver area) at Hilton

**New Business**

Kathy is interested in forming a focus group to promote community awareness and education in regards to colon cancer - she handed out a letter and information which reveals that not enough screening colonoscopies are being performed. She is requesting support from the PNWSGNA board – Katie and Debbie volunteered to assist her in this process so that we can help make a positive difference in the prevention of colon cancer. Any ideas are requested and Kathy will gather information from the CDC and Washington State to determine various ways to proceed.

A Fall Conference committee meeting will be held immediately following this board meeting.

**Meeting was adjourned.**

Respectfully submitted,

Darlene Buckley RN CGRN  
PNWSGNA Secretary

Thank you to Allison for taking notes at this meeting!