

PNWSGNA Board Meeting Minutes
December 1, 2007
Southlake Clinic Renton, WA

Members present: Marianne Houlne, Heather Blyth-Foss, Darlene Buckley, Helen Woods, Debbie Tombs, Donna Seaberg, and Rick.

Called to order: 1006.

Secretary Darlene:

October meeting minutes were deferred. August minutes to be posted on the website.

President Heather:

Train the Trainer Course: Should this course be offered every year by PNWSGNA?

Regional re-chartering is completed and the liability insurance for the executive board members has been renewed. The 2008 Bellevue certification test site was submitted and approved.

Members discussed the possibility of purchasing a laptop computer for PNWSGNA to be used for meeting minutes and Fall Conference paperwork. No decision made.

Heather would like input from all members of what worked for our regional in 2007.

Treasurer Shanna (not present):

Financial report for 2007 to be completed.

President-elect Donna:

Donna presented the final vendor summary from the Fall Conference: 27 vendors participated in the conference. Some vendors gave negative feedback about the vendor prize-drawing at the conference. Board members brain-stormed ideas to correct this problem: shorten the lunch period, allow vendors to make their presentations during the lunch period, lengthen the morning break, start the conference earlier, and have vendors sponsor the lunch. Donna also recommends that PNWSGNA keep the vendor table charges at \$400.00. Thank you notes were e-mailed to vendors.

Leadership Conference: Donna and Katie attended the conference in Chicago and learned valuable information, including changes to the House of Delegates meetings at the national conference and certification information. The breakout sessions were particularly useful. The board will need to pick members to attend the conference in 2008.

Past-president Debbie:

The slideshow Debbie prepared for the Fall Conference was great. She will send some of these photos to SGNA for the national conference and will also write up some information with the photos to be posted on the PNWSGNA website.

Debbie expressed the need for an advance conference planning committee. This committee would plan the speaker topics early in the year and send out letters to gather information from potential speakers. She also suggested creating a database for speakers and topics. Rick volunteered to help with vendor proposals.

Website:

All members were reminded to review the site to update the information. Ron Turner can present an esophageal motility education conference at no charge, but PNWSGNA will need to apply for the CEU's.

Marianne:

Marianne is working on updating policies and procedures. She needs assistance with writing new job descriptions and expectations for board members and committees.

Marianne informed members that a strategic planning forum is run by SGNA. She suggested that PNWSGNA sponsor this forum for the weekend after the national conference in Salt Lake City.

Fall Conference 2008

Speakers and topics suggested: Dr. Gluck from Virginia Mason, Propofol with a nurse panel, and RN perspectives on topics.

Members expressed the need for identifiers for board members at conferences so that members can easily pick out board members for questions and information.

Scholarship Chair Katie:

Working on board member roster lists.

Director at Large Rick:

Rick handed out 2 proposals from conference sites for the 2009 Fall Conference in Eugene, Oregon: Hilton and Valley River Inn. More options may become available after the summer of 2008 when Eugene will be hosting the Olympic trials. Rick was informed by the board members that smaller hotels usually work better for the conference, a minimum of 50 rooms should be blocked, the maximum room rate should be about \$135.00, the gratuity should be about 18%, the catering bill should be about \$10,000.00, and the total amount for the facility should be \$10,000.00 to \$18,000.00.

A suggestion was made that PNWSGNA apply for the Outstanding Regional for 2008.

Certification Review Course

Should PNWSGNA sponsor a review course in the spring or early summer of 2008? A good course is the Doris Barrie/ SGNA course. Debbie and Donna will work on this project.

Technical Specialist Test

The board meeting minutes will be reviewed to check for our PNWSGNA's decision to pay for this course/test to be completed by qualified members and to pay for membership costs for these members. Board members discussed the need for mentors for this test.

Could PNWSGNA present this as a group course and have a hard copy of the test?

Debbie will e-mail SGNA to determine if this is possible. A suggestion was made to set up 10 scholarships for membership and then have these scholarship winners take the test. Should Marianne and Debbie preview this course? This topic will be discussed further at the January 12, 2008 board meeting.

Meeting adjourned at 1220.

Respectfully submitted,

Darlene Buckley RN CGRN
PNWSGNA Secretary