

PNWSGNA Board Meeting Minutes
August 26, 2007
Southlake Clinic

Members present: Heather Blyth-Foss, Sheryl Tack, Jeanne Ronk, Donna Seaberg, Darlene Buckley, Shanna Mosher, Debbie Tombs, and Bill Smiley

Meeting called to order at 1005.

Secretary Report

Minutes were reviewed from the June 2007 meeting - minor changes were approved.

President Report Fall Conference

Volunteers are needed to assist on the day of the conference. The volunteer list is:

Day-of- conference registrations – Debbie, Shanna

Registration desk – Sheryl, Jeanne, Darlene

Membership table – Allison, Helen

Moderators – Allison for Sue Fagan, Rick for Arthur Henderson, Darlene for Dr. Levin, Jeanne for Dr. Brentnall, Donna for Dr. Kestell, and Debbie for Dr. Schembre

The board approved to pay the travel expenses for Rick, our Director-at-Large from Oregon, to attend the conference.

Board members were reminded that they must attend 50% of the board meetings for the year in order to receive a 50% reimbursement for their hotel rooms at the conference. They must submit the receipts to Shanna for reimbursement.

Special invited guests Liz and Pam: PNWSGNA will pay for their travel, one night of hotel, expenses, and conference fee, up to a \$500 limit for each. They will need to submit receipts to Shanna after the conference.

The Board approved that past-presidents will not be charged for the conference registration fee.

The registration fee for attendees was discussed – a motion was made to set the fee at \$25 for our 25th anniversary. The motion was seconded and approved by the Board. The registration fees were set as follows: members \$25; non-members \$100; techs \$50; day-of registrants \$150 (members as well as non-members). Shanna thinks the low fee to celebrate PNWSGNA's 25th anniversary would be a great way to give back to our members. Decisions were made to limit the

number of registrants to 220 and that only cash or checks would be accepted for payment on conference day. The Board discussed where the registrants would eat lunch and what the setup of the meeting rooms would be. Catering and the syllabus will be planned for 250 attendees (30 person buffer).

Moderators will greet assigned speakers. Darlene will send the speakers contact information, to include phone numbers, e-mail addresses, and map. Will a speaker ready room be available or necessary?

Debbie suggested that one laptop be used for PowerPoint presentations to have connections ready – Debbie will provide. Darlene will notify speakers to bring their own disks or flash drives. Speakers should also e-mail backup PowerPoint presentations to Darlene.

PNWSGNA will provide lunch to the vendors – Donna will provide the number needed. The menu choices for the boxed lunches were discussed. It was also decided that no food would be provided at the first break and fruit or vegetables would be served at the second break. The need for plenty of coffee was emphasized!

Boutonnieres were chosen as identifiers for board members and past-presidents. These will need to be ordered from a florist/ store in Coeur d'Alene.

Debbie volunteered to create a PowerPoint slideshow to be shown at the beginning of the conference and at breaks. Board members need to send any pictures they have from past conferences, board meetings, etc. to Debbie for this project.

The Board decided to give out the certificate of completion after the attendee hands in the conference evaluation form. The registration form will state that the certificates of completion will be distributed at the end of the day.

Fifty hotel rooms are reserved at the Best Western Coeur d'Alene Inn at \$89 per room.

Leadership Conference

Donna and Katie will attend the leadership conference in Chicago October 26 – 27, 2007.

Treasurer Report

Darlene informed Shanna that a check needs to be sent to SGNA for the conference application fee; Darlene will provide Shanna with the address.

PNWSGNA Accounts as of 8/26/07:

CD	\$13,045.89
Checking	\$27,685.36

PNWSGNA Accounts as of 8/26/07 (continued):

Education Savings	\$6,842.71
Savings	\$12,531.83

Tech Test Certificate

The Board seconded and approved the motion that PNWSGNA would reimburse associate members 100% of the fee to take the test. The Board also discussed that SGNA may reduce membership fees for techs and the need for PNWSGNA to provide scholarships for tech membership.

President-Elect and Vendor Coordinator Report

20 vendors are signed up for the conference. Donna still needs to determine the total number of tables required and a deadline for vendor signup. The methods and timing of vendor raffle prizes were discussed. As a courtesy to speakers, it was suggested that they should finish giving out prizes by a deadline – 1400?

PNWSGNA prize give-aways were suggested. Envelopes will be placed randomly under chairs in the main meeting rooms. Prizes to be PNWSGNA t-shirts, conference fee certificates, and various store gift certificates (Costco, Starbucks, Nordstrom, etc.) for \$25 each. A total of 25 prizes are to be given out.

Past-President Debbie:

Debbie is working with Rick on the Oregon conference site for 2009. Hotels are being checked out - one is the Hilton, which is too expensive.

Elections

Director at Large – the Board agrees that more emphasis is needed on developing these positions and to give these members appropriate responsibilities.

Darlene will keep her position as Secretary for 2 more years.

Membership Chair Report

Sheryl handed out a sample invitation to be sent to PNWSGNA past-presidents and the Board members gave suggestions for changes. A list of all the past-presidents was also handed out – Sheryl is trying to find addresses and phone numbers for all past-presidents to contact them about attending the conference.

Bags for the conference have been chosen and will cost around \$10 each. Sheryl will order 220 with PNWSGNA in block printing and 25th anniversary in script. Bags will be black with silver

lettering. Vases have been ordered for Liz and Pam. They are glass and inscribed with PNWSGNA 25th anniversary. Liz and Pam will be presented with the vases during a special presentation after lunch. The cost for the vases is around \$80. Pam and Liz will also receive bouquets of flowers during their recognition presentation.

Scholarship Chair Report

Reminder postcards for the conference were mailed out. A suggestion was made to send postcards to the vendors also. Katie will bring a Board roster update to the next meeting.

Website Coordinator Report

Bill has added a feature on the website where members can enter their information if they are not receiving mailings from PNWSGNA and that feature is working well. Bill informed the Board that a PNWSGNA ad is on the back of the Parks newsletter. A registration brochure sample, a syllabus cover sample, and a certificate of completion sample were distributed and commented on by the Board. The deadline for conference registration was decided to be 2 weeks prior to the conference – 10/5/07. No refunds will be given after 1 week prior to the conference– 10/12/07. A legislative link is now on the website. Kathy is working on colon cancer awareness information.

Past-President Jeanne:

Jeanne expressed the need for a letter of intent for the 2008 conference.

The board decided to order reusable water bottles to be placed in the conference bags – blue with silver print. Jeanne will order these at \$2.29 each for 250. The bottles will have PNWSGNA 25th anniversary printed on them.

Train the Trainer Course

PNWSGNA does not advertise this course because registration is through SGNA. The number of attendees is limited to 25 for this course.

Heather reminded the Board that we must work on the SWAT Analysis that we started earlier in the year.

The Board decided to continue meetings at Southlake Clinic in 2008.

Meeting adjourned at 1241.

Respectfully submitted,

Darlene Buckley RN BSN CGRN

PNWSGNA Secretary