

# **PNWSGNA Board Meeting Minutes**

**February 9, 2008**

**Southlake Clinic**

**Members present:** Heather Blyth-Foss, Donna Seaberg, Darlene Buckley, Sheryl Tack, Bill Smiley, and Marianne Houlne.

**Meeting called to order at 1006.**

**Secretary's Report (Darlene):**

The January 12, 2008 meeting minutes were reviewed and approved.

**President's Report (Heather):**

**GI Potpourri**

Members discussed whether or not a board meeting should be conducted at lunchtime the day of the GI Potpourri. Members seconded and approved to not hold a meeting that day. Katie will e-mail the executive board members with the scholarship candidates' application information in order for all to vote and determine winners. A PNWSGNA table will be set up and will include save-the-date flyers for the Fall Conference, membership information (Allison to organize), and certification exam information (Marianne to organize). Board members will be expected to network with attendees the day of the conference. No decision was reached on how to identify board members at conferences. Members need to recruit future board members and emphasize the benefits of serving on the board – the question was raised as to whether board members should receive additional benefits, to encourage new members to join the board.

**Future Conference Sites**

Rick continues to work on the 2009 Fall Conference. The board needs to ascertain if he has a conference planning book and send one to him if necessary. Donna is to e-mail Debbie and the board to organize a site inspection and follow up with Rick. What about a planning committee for this conference? Donna will be one of the members. Further discussion of the 2009 Fall Conference is tabled until Rick is present at a future board meeting.

## **Colon Cancer Awareness Month (March)**

Kathy Foote is working on a project – a powerpoint presentation on a CD and a flyer. Heather would like larger projects to be sponsored by PNWSGNA; these projects might include a billboard, radio spot, or television spot. Heather will contact Kathy regarding a specific project for March.

Darlene made the following suggestion for a Colon Cancer Awareness month donation from PNWSGNA: “Hope on the Slopes” will be a March fundraiser for the American Cancer Society. The board members seconded and approved a donation of \$100.00 be given to this fundraiser and be earmarked for colon cancer awareness. Darlene will notify Shanna of this donation so that she may mail a check.

## **Leadership Conference**

Board members seconded and approved Marianne and Rick to attend the leadership conference in October.

## **Treasurer’s Report (Shanna):**

Shanna not present.

## **President-Elect’s Report (Donna):**

Donna already has a contract for the 2010 Fall Conference to be held in Coeur d’Alene, Idaho. This contract needs to be reviewed by the board.

## **Past-President’s Report (Debbie):**

Debbie not present.

## **Director at Large (Rick):**

Rick not present.

## **Committee Reports:**

### **Membership (Allison):**

Allison not present.

### **Vendor Sponsor (Sheryl):**

Sheryl suggested that PNWSGNA add a line on the save-the-date cards to recruit new board members.

### **Website Coordinator (Bill):**

Bill suggested that PNWSGNA sponsor a scope-cleaning event to help recruit techs as board members.

Bill discussed his ideas for a PNWSGNA quick reference guide that would include: contact information for PNWSGNA, SGNA, and ABCGN; tear-out membership form; dates to remember; conference dates (e.g. GI Potpourri and Fall Conference); links and websites; and cut-out business card with PNWSGNA logo and website information. He showed board members a sample of the guide and requested them to e-mail him with suggestions or corrections before he sends the guide for printing. All members were impressed with the guide and know it will be useful for all PNWSGNA members. Bill also continues working on updating the website.

### **Vendor Coordinator (Louise):**

Louise not present.

### **Education (Marianne):**

Marianne presented her ideas for recruiting new board members: make announcements at conferences and hand out flyers asking for names and comments.

Marianne completed the Tech Certification Program. The program consists of 8 modules: anatomy and physiology, equipment, risk management, safety, infection control, roles and responsibilities, patient care, and emergency preparedness. She stated that it took her approximately 4 hours to complete the exam. She recommends the program, stating that it is an intuitive program. The learner can take notes during the program, it was a great learning experience, it is failure-free, and is also a good preview for the RN certification exam. The program also links to an SGNA online practice exam. Marianne recommends that PNWSGNA write a letter to employers to recommend employers give techs a raise when they pass the exam.

### **Meeting adjourned at 1135.**

Respectfully submitted,

Darlene Buckley RN CGRN

PNWSGNA Secretary