

PNWSGNA Board Meeting Minutes

February 17, 2007

Valley Internal Medicine

Members present: Heather Blyth Foss, Bill Smiley, Shanna Mosher, Helen Woods, Darlene Buckley, Allison McClane, Katie Raybuck, Donna Seaberg, Marianne Houlne, Jeanne Ronk, Sheryl Tack

Meeting was called to order at 0906.

Secretary Darlene:

Reviewed minutes of January 2007 meeting – approved and seconded with minor corrections. Decision made to e-mail meeting minutes to board members for review prior to next scheduled meeting. Darlene will re-type the minutes that Allison took from the January meeting.

President Heather:

Directors at Large

Discussed the fact that PNWSGNA should have four Directors at Large and currently have none. Tim, Director at Large from Alaska, is no longer employed in GI and thus is no longer eligible to hold the position. The Board discussed the need to recruit for these positions – SGNA policies regarding Directors at Large need to be reviewed and a job description is required. Shanna suggested that the Directors at Large should plan half-day conferences with guidance and monetary support from PNWSGNA – this would encourage participation by members and emphasize education. Heather will contact people who have expressed interest in becoming Directors at Large or wanted to assist with educational opportunities. Marianne would like to work on a mentoring project to develop interest. The question arose as to whether Oregon should have its own regional.

Strategic Planning Survey

Heather handed out 2-page surveys to all board members with questions such as “What do you want PNWSGNA to become in the future?”. These surveys should be completed by all board members and returned at the March 2007 board meeting.

Colon Cancer Awareness Month

March is Colon Cancer Awareness month and Heather suggested that all members think of activities to do at their own facilities. Heather had requested free brochures from the American Cancer Society (800-ACS-2345 or www.cancer.org) and ASGE and she will be handing these out at her hospital as well as having a display with a cake. The board approved and seconded that PNWSGNA would contribute \$100 to each board member's facility to promote colon cancer awareness. The board also approved and seconded donating \$250 to the American Cancer Society to compensate that organization for the free brochures and approved and seconded donating \$250 to the Celiac Disease Awareness Walk on 5/19/2007.

Potpourri

Jeanne will set up a membership table and display at the Potpourri. She will have membership forms and fliers on the Fall Conference. Marianne will also set up a CBGNA booth.

Business Cards

The board decided that all those members who wanted business cards should have them in the quantity that they deem necessary. Bill expressed the need to have additional Vendor Coordinator and Membership Chair cards to hand out. Shanna has researched website business card vendors and found a site which sells 250 cards for \$6.00. She is willing to design and order the cards – each board member needs to e-mail Shanna with specific information. It was decided that the cards should have the PNWSGNA logo, PNWSGNA spelled out, PNWSGNA web site address, and the individual board member's choice of name with credentials, PNWSGNA title, e-mail address, and phone number. Marianne showed a sample of an SGNA business card.

Regional Night

Heather handed out information on Regional Night at the National Conference to all board members. Members who are attending the conference will discuss with Heather at a future time the coordination of the event.

House of Delegates Resolutions

Heather distributed the resolutions for the 2007 House of Delegates for review. Heather asked that all board members help mail out the resolutions along with a reminder flyer to the Fall Conference to all members.

Train the Trainer Course

Heather provided board members with information about this course sponsored by Olympus. Board members expressed interest in presenting this course for our region. Jeanne and Helen volunteered to co-chair this event and locate an appropriate venue.

Fall Conference Planning Committee for 2007

Darlene was added to this committee.

Leadership Conference

Donna and Katie would like to attend.

Treasurer Shanna:

Details of the PNWSGNA accounts were given as of February 16, 2007.

CD	\$12,637.23
Checking	\$26,793.64
Education Savings	\$8,071.15
Savings	\$12,459.28

Marianne:

Marianne suggested that a scholarship be available for the techs to take their test in order to show that PNWSGNA values and supports techs. She is willing to take the test so that she can promote it. The board approved and seconded a motion to reimburse 100% of the cost of the tech certificate exam upon evidence that the test was passed. Katie will write up the guidelines for this reimbursement.

Requests that the titles of board members be clarified – committee chairs vs. directors, with the difference being that directors are voting members and membership is supposed to vote for directors. It is clear that PNWSGNA policies need to be updated.

President-Elect and Vendor Coordinator Donna:

Donna is still looking for a new Vendor Coordinator – Ginger will be helping at the Fall Conference. She is communicating with a few MD's to be speakers at the Fall Conference and the board is to decide how many speakers vs. vendor presentations to have at the conference. A need was expressed for GI specific credits. Donna already has commitments from vendors for the Fall Conference and Wilson-Cook will sponsor the Friday night speaker. This year is the 25th anniversary of PNWSGNA – ideas were presented on how to celebrate. Suggestions included locating and inviting past presidents to the conference, or inviting the SGNA president to the conference.

Past-President Jeanne:

Jeanne attended a conference presented by Steris about C-diff. She thought the information was very valuable and suggests that Steris present a session at the Fall Conference.

Jeanne:

Jeanne is checking sites for the 2008 Fall Conference. Some possibilities are the Bellevue Embassy Suites, the Tacoma Glass Museum, and the Marriott at SeaTac.

Scholarship Chair Katie:

Katie has received two applications for the Betty Schulenberger scholarship. She sent reminder postcards to all PNWSGNA members and also sent fifty letters to GI facilities regarding the availability of scholarships. Katie suggested a speaker, Joan Braun, to talk about difficult patients at the Fall Conference if the MD who co-authored a book with Joan would also speak. Katie also volunteered that she and Debbie could do an ERCP presentation at the conference if we were short on speakers.

Vendor Sponsor Sheryl:

Received money from Pegasus for the Fall Conference.

Membership Chair Allison:

Allison has requested the PNWSGNA membership list from SGNA. She and Jeanne sent out letters to GI facilities to promote membership.

Website Coordinator Bill:

Bill requested that board members e-mail him with any information corrections so that he could update the website and requested meeting minutes. Discussed the possible need for an administrative assistant or fee-for-service assistant to help with various projects – tabled for now. Bill will keep track of how many hours he spends working on the website.

Helen:

Helen requested that more information be available for techs at conferences. She will help present this information.

Next board meeting Saturday, March 10th at Virginia Mason (GI Potpourri).

Meeting adjourned at 1116.

Respectfully submitted,

Darlene Buckley RN CGRN
PNWSGNA Secretary