

PNWSGNA Board Meeting Minutes

January 12, 2008

Southlake Clinic

Members present: Heather Blyth-Foss, Bill Smiley, Helen Woods, Allison McClane, Sheryl Tack, Darlene Buckley, Louise Kato, Katie Raybuck, Donna Seaberg, Shanna Mosher, and Marianne Houlne.

Meeting called to order at 0958.

Secretary's Report (Darlene):

The December 2007 meeting minutes were reviewed – seconded and approved. The October 2007 meeting minutes were also reviewed – seconded and approved.

President's Report (Heather):

Heather distributed the 2008 PNWSGNA board meeting calendar to all members.

Spring GI Potpourri

Heather received an e-mail notification from Cathi Dodson regarding the Potpourri. The conference is scheduled for Saturday, March 8, 2008. PNWSGNA will post a save-the-date reminder on our website.

Planning Committee for Fall Conference 2008 (Bellevue, WA)

Volunteers for the planning committee are Heather, Darlene, Donna, and Louise. One of the topics the committee will focus on is improving ways to contact MDs.

SGNA Conference (Salt Lake City) Regional Night

Discussion on this topic was tabled for a later board meeting.

Leadership Conference

The leadership conference is scheduled for October 2008, usually the week after the PNWSGNA Fall Conference. Director at Large, Rick, has expressed interest in attending. Louise was suggested as a second member to attend. Marianne also expressed an interest to attend.

Future Conference Sites

Heather stressed the need for initiating advanced planning for future conferences, starting with the 2010 conference. Members suggested that the planning committee stay in the area after the Fall Conference to look for future sites. A suggestion was also made to return to the same conference site in Coeur d'Alene for the 2010 Fall Conference since it received overall good reviews by attendees at the 2007 conference. Members seconded and approved to book this hotel for the 2010 Fall Conference – Donna volunteered to contact the hotel.

Outstanding Regional Society

Heather reminded the board members that the application for this honor must be submitted by January 31, 2008. Members questioned whether PNWSGNA met the criteria for outstanding society. Does PNWSGNA have to increase its membership in order to apply? Members concluded that we did not have enough information or time to submit the application this year, but would consider applying in 2009.

Treasurer's Report (Shanna):

Shanna is working on the PNWSGNA financial report, which is due February 14, 2008. She also reviewed with members the financial report from the 2007 Fall Conference.

PNWSGNA accounts as of 12/31/07:

Education/ Scholarship	\$7,377.73
Checking	\$16,274.34
Savings	\$12,584.45
CD	\$13,300.65

Shanna will continue for two more years as Treasurer.

President-elect Report (Donna):

Donna wants more networking at conferences. She feels that PNWSGNA needs better ways to identify board members for better visibility at conferences. Should we have a tech table at conferences? Should we have a membership table? Can we cancel the board meeting at lunch during the GI Potpourri so that board members have a better opportunity to network with conference attendees? Although board members agreed that better visibility would be beneficial, no definite plans were finalized.

Past-president Report (Debbie):

Not present

Director at Large Report (Rick):

Not present

Committee Reports

Membership (Allison):

January SGNA membership renewals will be arriving soon. Heather has the list of the names of members who have written that they are interested in volunteering with PNWSGNA. She gave this list to Allison who will e-mail the appropriate names to Rick for him to contact to help with the Oregon conference.

Scholarship (Katie):

Katie will e-mail the roster list to all board members and will bring a hard copy to the next board meeting. She will be mailing out postcard reminders for the two scholarships – advance information regarding the Fall Conference will also be included on this postcard.

Website (Bill):

Members need to e-mail Bill regarding upcoming conferences. Heather would like to put Crohn's and Colitis Foundation information on website. The SGNA website should be used as a template for the type of information included on the PNWSGNA website – no advertising; educational events acceptable. Members are again reminded to *please, please* review the website periodically and notify Bill of any changes that need to be made. A suggestion was made to produce a hardcopy of the newsletter or a pamphlet directory to be mailed to all members annually. This pamphlet could include photos.

Education (Marianne):

Tech test

Marianne will contact SGNA to gather more information about this test. Helen volunteered to help Marianne. The board seconded and approved for Marianne and/or Debbie to be reimbursed by PNWSGNA to take the tech test.

Marianne continues to work on board member job descriptions and policies and procedures (she is in contact with SGNA leadership) – she needs input from members to complete these tasks.

Vendor Coordinator (Louise):

Donna will continue to mentor Louise in her new role as Vendor Coordinator. Rick will assist Louise with proposals for vendors.

Vendor Sponsor (Sheryl):

Sheryl is starting to apply for grants for vendors and is actively seeking application forms for these grants. Members assisted Sheryl in answering questions on one application form.

New Business

Colon cancer awareness month is March and GI Nurses and Associates Day is **March 26, 2008**. Members are encouraged to think of ideas to promote these events - to be discussed at the next meeting.

Heather wants help recruiting new board members. She proposed that each board member bring one new member to the next board meeting.

The next board meeting is scheduled for February 9, 2008.

The Fall Conference is scheduled for October 18, 2008.

Meeting adjourned at 1136.

Respectfully submitted,

Darlene Buckley RN CGRN

PNWSGNA Secretary