

PNWSGNA Board Meeting Minutes

September 22, 2007

Southlake Clinic

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

Meeting called to order at 1012.

Secretary Report

Darlene reported that the minutes from the August meeting are not complete secondary to her conference application duties. These minutes will be tabled until the October meeting. Copies of the 2006 minutes will be e-mailed to Bill for the website.

President Report

Heather handed out the volunteer list for the Fall Conference – members reviewed their assignments. Katie will be in charge of the prize give-a-ways at the conference. Prizes will include PNWSGNA t-shirts as well as certificates for conference registration fees and various gift cards for \$25 each. One special prize of a \$50 gift card will also be included. Suggestions were made that the registration fees come out of the scholarship fund. Marianne is to be in charge of flowers for the board members and past-presidents and will bring a backup laptop computer. She would also like to set up an ABCGNA table. Darlene will gather bio information on all the speakers and will e-mail the information to the moderators to use for their introductions. Darlene will also write the thank you letters for the speakers. These letters will be included with the \$300 honorarium in the envelope to be given to each speaker by the moderator on the day of the conference. Allison will hand out the certificates after the conference and collect the evaluations. Please remember to send any pictures to Debbie for the photo display.

Heather told the board that she has talked to Rick, our director-at-large from Oregon and that he will be arriving Friday night, October 19th.

Treasurer Report

Shanna is beginning to receive conference registrations. She informed the board of the nametag choices for the conference – adhesive, string around neck, or clip-on styles. The board decided to purchase the clip-on style. Shanna asked what she should write on the nametags for the past presidents. The board decided to simply print “past –president” on all of them. No tags will be made for vendors since they prefer wearing their own. Shanna relayed that Liz was appreciative

of the special invitation she received. Shanna will print sign-up sheets for registration at the conference. She may keep nametags in sheets – participants would then put their own nametag in the holder themselves. Shanna will also keep the conference committee members up-to-date with the final headcount of registrants for the conference.

Shanna informed the board that she had received a letter from the IRS. They are changing the regulations for non-profit organizations and we may need to file yearly forms. She will keep the board updated on these requirements.

PNWSGNA Accounts as of 9/22/07:

| | |
|-------------------|-------------|
| CD | \$13,045.89 |
| Checking | \$26,699.56 |
| Education Savings | \$6,842.71 |
| Savings | \$12,531.83 |

Vendor Coordinator

Donna and Louise gave Darlene the vendor list she needed for the syllabus. Donna and Louise will be in charge of providing coffee for the vendors. Olympus America is a platinum sponsor.

Membership

Allison reports that there are 350 SGNA members in our region. She mailed out all the invitations to our past-presidents to attend the conference; she also mailed out the special invitations to Pam Washington and Liz Moehrke.

Website

Bill is mailing out registration forms to those who have requested them from our website. Certificates of Completion are finished, except they still need the committee member signatures. Bill gave the syllabus to Darlene. Bill continues to edit the website – he removed the Train the Trainer course from the website since registrants must sign up through SGNA. The new legislative pages are up to date – Bill will write a disclaimer concerning these pages.

Scholarship

Katie informed the board that 5 members applied for the Fall Conference registration scholarships and she has approved all of them. All recipients of the scholarships are required to help at the conference, so we need to sign them up for volunteer tasks. Katie would like a scholarship table at the conference for a display.

Vendor Sponsor

Sheryl ordered 250 water bottles – blue with silver lettering. She also ordered 250 black bags with silver lettering. Two etched vases were ordered for Liz and Pam. The bottles and bags are to be shipped directly to the Best Western Coeur d’Alene Inn to arrive two days before the conference.

2008 Fall Conference

Reps and speakers are already interested in participating.

Meeting was adjourned at 1109.

Respectfully submitted,

Darlene Buckley RN BSN CGRN

PNWSGNA Secretary