

NPANA Board of Directors Meeting Minutes  
October 1, 2010  
Hampton Inn Boardroom  
Coeur d'Alene, Idaho

Present October 1, 2010: Patrice Moffett, *President*; Maria Bell, *Vice President*; Cheryl Gettelfinger, *Past-president*; Virginia Longo, *Treasurer*; Rebecca Ettien, *Secretary*; Holly Hunt, *Education Coordinator*.

0824: Meeting called to order by Patrice Moffett.

**Approval of Minutes from BOD Teleconference September 28, 2010**

- Maria Bell motioned to accept the minutes as written. Cheryl Gettelfinger seconded the motion. Motion passed.

**Board of Directors Reports**

Treasurer (Virginia Longo)

- Accounting compilation completely reconciled with all bank statements.

October 1, 2009		September 10, 2010	
Checking	49,300.13	Checking	36,707.21
Savings	5,688.64	Savings	5,688.16
CD A	8,616.49	CD A	8,616.49
CD D	11,706.18	CD D	11,706.18
Total	75,311.44	Total	62,718.04

- Ms. Longo has made preliminary contact with the Marsh Company re: bonding insurance for the NPANA BOD.
- One registrant for the fall conference that must receive treatment for a very serious medical condition the Friday before the conference has requested a refund of her fee minus \$20.00 administrative fee as she will not be attending the conference. After taking into account the extenuating circumstances the Board approved a full refund to the registrant.

Secretary (Rebecca Ettien)

- NPANA membership is 566. A decrease of 8 members since reported at the September 10, 2010 BOD meeting.
- The Board has noted a favorable response to using MailChimp to send mass informational e-mails to the NPANA membership.

Education Coordinator (Holly Hunt)

- Reported cost of election to be over \$500.00.
- The Greater Portland District is sponsoring an upcoming conference.

Past President (Cheryl Gettelfinger)

- Requested she be able to destroy the election ballots after the officers are sworn in. Ms. Longo motioned that Ms. Gettelfinger destroy the election ballots upon her return to Portland. Ms. Bell seconded the motion. Motion passed.

Vice President (Maria Bell)

- One educational scholarship was approved by the scholarship committee for the upcoming fall conference. The recipient was Nancy Bergman of Portland, Oregon.

President (Patrice Moffett)

- Component Development Institute was very productive. Future goals for NPANA include continuation of meeting requirements for ASPAN Gold Leaf Award and updating NPANA's strategic plan.

### **Old Business**

- After discussing the location of fall conference including the possibility of Alaska and Washington changing positions in the order or finding a Washington location that will not present a great conflict with National conference being held in Seattle in 2011, the following motion was made: Ms. Bell motioned the location of fall conference be held in Vancouver, Washington. Ms. Gettelfinger seconded. Motion passed. Dates to be determined later.

### **New Business**

- The draft of the Policy and Procedure for future election of officers was read by Ms. Ettien. Revisions were made to the policy to be known as "*Election of NPANA Officers.*" Ms. Bell motioned to pass the policy with revisions. Ms. Gettelfinger seconded. Motion passed. Policy to be initiated pending a positive outcome of membership vote at the general meeting re: bylaw changes.
- NPANA is the host component for ASPAN National Conference to be held in Seattle, Washington, April 3-7, 2011. The responsibilities for the host component include component night theme and activities, and designing and marketing the conference pin. The theme for National Conference will play on Seattle's nickname The Emerald City with emphasis on "The Wizard of Oz." Ms. Moffett presented a design for the conference pin and this was unanimously approved by the Board.
- Fall Conference 2010: Two drawings for conference tuition reimbursement will be held for conference attendees, one on Saturday and one on Sunday; a drawing for an ASPAN and NPANA membership reimbursement certificate will be held for all nonmembers present at the time of the drawing. There are currently ninety seven (97) registered attendees three (3) of whom are students from North Idaho College School of Nursing.
- A line item review and revision of the 2011 NPANA Budget was performed and approved.
- NPANA Finance Rules were reviewed and revised as needed.
- NPANA Policies and Procedures were reviewed and revised as needed.
- NPANA Bylaws were reviewed.

1630: Meeting adjourned by Patrice Moffett.

Respectfully submitted,  
Rebecca Ettien  
NPANA Secretary