

NPANA Board of Directors Meeting Minutes
 September 25, 2009
 Doubletree Edgewater Hotel Conference Room
 Missoula, Montana

Present September 25, 2009: Cheryl Gettelfinger, *President*; Patrice Moffett, *Vice President*; James Lehn, *Immediate Past-president*; Virginia Longo, *Treasurer*; Rebecca Ettien, *Secretary*; Holly Hunt, *Education Coordinator*; Nancy O'Malley, *Director, ASPAN Region I*; Maria Bell, *Vice-president elect*, from 1330 – 1703.

0840: Meeting called to order by Cheryl Gettelfinger. Minutes of BOD meeting March 21, 2009 Teleconference, were reviewed and approved as written.

Board of Directors Reports

Secretary (Rebecca Ettien)

- NPANA membership is 650. A decrease of 50 members since last reported at the March 21, 2009 BOD meeting.
- ASPAN is no longer including “memberships that have expired” on the web site for downloading. Nancy O'Malley will contact ASPAN and inquire whether it can be made available as a report.

Treasurer (Virginia Longo)

September 26, 2009		March 21, 2009	
Checking	31,331.22	Checking	28,075.44
Savings	5,680.80	Savings	5,674.98
CD A	8,295.39	CD A	8,453.97
CD D	11,606.35	CD D	11,386.01
Total	56,916.76	Total	53,590.40

- These balances do not reflect expenses incurred for this board meeting or the fall conference.
- Mileage will be paid at a rate of \$.50 per mile for board members.
- Taxes were properly prepared and submitted by the NPANA treasurer.
- NPANA's portable printer is in need of repair and was still under warranty so was returned to the place of purchase for either repair or replacement.
- How to handle conference registrants that cancel without proper notice was discussed. This year's brochure did not state the date or penalty for late withdrawals. NPANA's finance rules state: Full refunds will be issued for cancellations postmarked up 14 days prior to the conference; a \$20.00 administrative fee will be charged for cancellations postmarked less than 14 days prior to the conference; no refunds will be issued for cancellations postmarked less than 24 hours prior to the conference; refund processing is not available at seminars.

Education Coordinator (Holly Hunt)

- A brochure template has been created to facilitate getting the brochure out in a timely manner and with accurate information.
- The idea of every board member having access to download monthly reports from ASPAN was discussed. Nancy O'Malley clarified that for security and privacy reasons only the secretary and president from each component was given access to the reports by ASPAN.
- Nancy O'Malley informed the board that is customary to give complementary registration to component conferences to conference speakers and organization officers, i.e. the president of ABPANC.

Vice President (Patrice Moffett)

- \$500.00 in scholarship paid out. Two requests denied secondary to not meeting requirements.
- It was announced Sheri Bowell, RN, CAPA, from the South Sound District, is to be the Chairwoman for the 2011 ASPAN National Conference in Seattle Washington.

Immediate Past-president (James Lehn)

- The verification of the web site domain will take place.
- Webmaster, Ashley Bowell, advised us that there should be a way to develop a platform for online voting in the future.
- The ABPANC information on the NPANA website is out of date. The past-president is responsible for informing the webmaster to keep the web site current.

President (Cheryl Gettelfinger)

- A quorum of the NPANA membership was received with 22% of members returning their ballots for 2010 secretary and vice-president board of director positions.
- Requested a motion be made to destroy the ballots received for the board of directors' positions. Motion made by Holly Hunt and seconded by James Lehn, motioned passed unanimously.
- Patrice Moffett has been working to find a company to provide liability insurance and bonding for NPANA. She contacted Kevin Dill from ASPAN to find out who ASPAN uses.
- Clarification as to who is eligible for the Ruth Foster award was discussed. A consensus was made among the Board that the drawing would include those members from the entire current NPANA membership roster who have has five or more years of continuous membership in NPANA/ASPAN.

New Business

- Treasurer, Virginia Longo, reminded the Board that the money Spokane received over a year ago to start a Spokane District should be returned secondary to that the members there were never able to organize enough to form a district. The original contact person, Linda Ziegler, will be notified by Ms. Moffett or her delegate to return the money.
- A potential host for the NPANA fall conference in 2010 was discussed. A tentative location of Boise, Idaho was decided and vice-president elect, Maria Bell will contact her connections in Boise for potential sponsors and location.
- Component members are reminded that anyone can host an ASPAN sponsored seminar in order to bring education offerings to your location. Inquire with ASPAN to see what is available.
- A beginning review of NPANA's Strategic Plan was facilitated by Nancy O'Malley. She made several recommendations that the Plan should be revised to be more up to date, reflect our best practice and that the goals in the Plan should be specific and measurable. It was decided that each board member review the Plan and bring suggestions to the next teleconference board meeting to facilitate the Plan being achieved.
- President-elect, Patrice Moffett, reiterated her goal for NPANA to achieve the Gold Leaf component award from ASPAN.
- Nancy O'Malley strongly recommends that someone from the NPANA membership volunteer to be the component liaison on the ASPAN Government Affairs Committee. For more information log on to: kff.org/healthreform/sidebyside.cfn
- The BOD conducted a line item review of the budget for 2010. The budget was reviewed and revised. The board will review and discuss the budget at a future teleconference meeting. Approval will then be made and submitted for the budget beginning January 1, 2010.
- Cheryl Gettelfinger passed on her president binder to president-elect, Patrice Moffett. Patrice Moffett met with vice-president elect, Maria Bell to hand off her binder and review any necessary information needed by Ms. Bell to begin her vice-presidency.

1703: Meeting adjourned by Cheryl Gettelfinger.

Respectfully submitted,
Rebecca Ettien
NPANA Secretary