

NPANA Board of Directors Meeting Minutes

April 27, 2011

Teleconference

Present: Maria Bell, *President*; Judy Evans, *Vice President*; Virginia Longo, *Treasurer*; Rebecca Ettien, *Secretary*; Absent: Patrice Moffett, *Past President*; Holly Hunt, *Education Coordinator*.

2000 Mountain Time: Meeting called to order by Maria Bell.

Ms. Bell made a motion to accept the March 12, 2011, Teleconference Board of Directors Meeting Minutes as written. Ms. Ettien seconded. Motion passed without opposition.

Board of Directors Reports

Treasurer (Virginia "Ginny" Longo)

- ASPAN recommends files containing documents pertaining to NPANA taxes, letters of incorporation, bonding, and any other file deemed important for the functionality of NPANA be kept in a fire proof container. Ms. Ettien made a motion that Ms. Longo be allowed to research the feasibility of such a container and purchase for said use of protecting vital NPANA documents. Ms. Evans seconded. Motion passed.
- Ms. Longo continues to research appropriate bonding insurance for the NPANA Board of Directors. It was made clear from ASPAN that if Component Districts are not willing or able to obtain their own bonding or tax I.D. information that all monies and budgets be held by the NPANA Component's Treasurer in the NPANA bank. Currently, Bank of America.
- Each District would have its own category line on the NPANA itemized budget.

President (Maria Bell)

- A letter will be sent by Ms. Bell to each District's leadership instructing them to obtain bonding insurance and Tax ID information as soon as possible. If unable to do so, funds help by that that district must be relinquished to the NPANA Component treasury. Disbursement of monies to the Districts will be made upon request by the district to cover appropriate expenses in the conducting of business by said district.
- Any records kept by the Education Coordinator containing member financial information needs to be kept in a locked location.
- Melissa Schmidt has joined the NPANA Fall Conference planning committee.

Vice President (Judy Evans)

- Deadline for Spring/Summer *Off the Cuff* Newsletter is June 10, 2011.

New Business

- Ms. Longo recommended in order to compliance with proper tax preparation and to reduce paperwork, the Newsletter Editor's stipend be reduced from \$200.00 per issue to \$199.00 per issue. Ms. Bell made a motion to decrease the Newsletter Editor's stipend by \$1.00 per issue. Ms. Ettien seconded the motion. Motion passed. Ms. Ettien will make a change to the NPANA finance rule pertaining to this issue and e-mail the revised Finance Rules to Board of Directors.
- Ms. Ettien requested the Secretary Computer be updated to Windows 7 operating system in order to increase the speed and efficiency of the NPANA Secretary's computer. Ms. Bell made a motion in favor, Ms. Longo seconded. Motion passed.

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New Business continued.

- An inquiry was made by Ms. Bell as to whether, like last year, one or more Student Nurses be invited to attend the NPANA Fall Conference. Ms. Bell made a motion in favor, Ms. Longo seconded. Motion passed.

2104 Mountain Time: Meeting adjourned by Maria Bell

Respectfully submitted,

Rebecca Ettien
NPANA Secretary