

NPANA Board of Directors Meeting Minutes

January 23, 2010

Phone Teleconference

Present: Patrice Moffett, *President*; Maria Bell, *Vice President*; Virginia Longo, *Treasurer*; Rebecca Ettien, *Secretary*; Cheryl Gettelfinger, *Immediate past-President*; Absent: Holly Hunt, *Education Coordinator*.

1202 Mountain Time: Meeting called to order by Patrice Moffett.

Ms. Moffett asked for approval of the minutes from the November 21, 2009 teleconference Board of Directors meeting. There was no discussion. Minutes were approved.

**Board of Directors Report**

Vice President (Maria Bell)

- Contact with Boise, ID, NPANA member Leslie Thomason and other Boise area members indicated that Boise would not be able to host the 2010 Fall NPANA conference. Further discussion re: Idaho's turn to host the conference revealed that Virginia Longo had researched hotel and conference availability in Coeur d'Alene, Idaho. She found a very suitable facility and other members at her place of employment were very interested in hosting the fall conference in Coeur d'Alene. Tentative dates would be October 2 and 3, 2010 at the Hampton Inn. Maria Bell made a motion to go forward with having the fall conference in Coeur d'Alene, Idaho and Cheryl Gettelfinger seconded. Motion passed. Ms. Longo will obtain the location and contract for the conference.

Treasurer (Virginia Longo)

November 21, 2009		January 23, 2010	
Checking	32,537.96	Checking	32,581.14
Savings	5,682.70	Savings	5,684.85
CD A	8,295.39	CD A	8,453.97
CD D	11,606.35	CD D	11,606.35
Total	58,122.40	Total	58,326.31

- Bank of America's policy on check cashing is that they must be cashed within six (6) months of being issued. Therefore the outstanding checks described in the November 2009 minutes will be credited by Ms. Longo back to NPANA's bank account.
- Ms. Longo received a quote of \$2000.00 from the accountant she contacted to perform the necessary audit of NPANA's finances. This will be a compilation audit. The accountant also recommended that because tax rules for non-profits have changed and become more involved that we also have an accountant prepare our 2009 tax report. Her fee for this is \$300.00. A motion was made by Ms. Bell to have the above accountant proceed with the preparation of the audit and the 2009 tax report. Ms. Gettelfinger seconded the motion. Motion passed.

Past-president (Cheryl Gettelfinger)

- Updated BOD pictures for the website will be sent to Webmaster, Ashlee Bowell.
- Pictures from the fall conference will be sent to Newsletter editor, Judy Evans.
- Candidates for upcoming BOD positions of vice president and of treasurer need to be assessed and anyone interested be encouraged to submit the "Willingness to Serve" form found on the NPANA website to Ms. Gettelfinger.

Secretary (Rebecca Ettien)

- There are currently 658 members. Four more than reported at the November teleconference.

President (Patrice Moffett)

- An application to ASPAN for the component Gold Leaf award will be submitted at the end of this month. The application is essentially a practice for re-applying in January 2011 for the 2011 Gold Leaf award. Our strengths and weaknesses will be identified so that NPANA can strive this year to meet the criteria required to receive the prestigious award.
  - District Director, Nancy O'Malley made some recommendations for events to meet the award criteria, including: NPANA sponsored blood drives, food drives, or any other charitable event sponsored by nurses representing NPANA.
  - A donation in NPANA's name to a nursing school with a text book or ASPAN membership or representing NPANA at a nursing career fair is suitable.
  - The NPANA's strategic plan needs to be updated to a more current format.
  - Representing published papers and research projects by NPANA members.
  - The website needs to be kept current to encourage NPANA members to access the site regularly.
- National Conference Business
  - The theme for Sunday's component night is "Laissez les bon temps rouler!" – "Let the good times roll!" In celebration of New Orleans' most famous tradition – Mardi Gras. Ms. Longo will supply boas and obtain the \$100.00 dollar bill for the raffle. Ms. Ettien will bring the NPANA table cloth, supply beads for decoration and adornment of BOD members and the frame for the \$100.00 dollar bill. Ms. Gettelfinger will bring NPANA labeled hand sanitizer for giveaway. Candy to give away will be purchased after arrival at the conference.
  - After some discussion that BOD members are bringing items to be used at the conference a motion was made by Ms. Moffett that NPANA pay for airline luggage fees. Ms. Longo seconded the motion. Motion passed.
  - The donation to the ASPAN silent auction will be jewelry that Ms. Bell will obtain.
  - A tentative date and time for NPANA members to gather together will be Tuesday, April 20, 2010 for lunch. Location and exact time to be posted at National conference.
  - As a contribution to the ASPAN Development Fund, NPANA will pay board members fee for the ASPAN Development Luncheon, Wednesday, April 21, 2010.
  - In the event that Ms. Moffett or Ms. Bell cannot attend Sunday's Representative Assembly, Ms. Longo and Ms. Gettelfinger will be the alternates.

New Business

- NPANA will proceed with the purchasing of a new computer with appropriate software as approved in the budget for 2010.
- Let it be known to the entire NPANA membership that a vote to amend the NPANA by-laws will be held at fall conference 2010.
  - By-law 5.4.5.6 that currently reads: the treasurer "Obtains a professional audit/examination of the financial records at least every two (2) years or as directed by the Board of Directors" will be amended to read: "Obtains a professional compilation of the financial records at least every two (2) years or as directed by the Board of Directors.
  - New by-law 5.4.5.8 will be added to read: "Submits necessary tax records in a timely manner to an Accountant approved by the Board of Directors for the preparing and submission of NPANA's annual tax report to the IRS by May 15."

- To assist the “Off the Cuff” editor, Judy Evans, in publishing a quality newsletter, the Board of Directors approved a reimbursement for half the cost of installing Windows Office 2007 on the personal computer that Ms. Evans recently purchased.

Next teleconference Board of Directors Meeting to be announced at a later date.

1322 Mountain Time: Meeting adjourned by Patrice Moffett.

Respectfully submitted,  
Rebecca Ettien BSN, CAPA  
NPANA Secretary