



AORN Chapter: eChapter

Title: Board of Directors 2023-2024

Date: February 12, 2024

**Meeting Time: 5:30PM Pacific: 6:30PM Mountain
7:30PM Central: 8:30PM Eastern**




FEBRUARY Meeting Minutes

**Meeting Facilitator: President: P. Owens
Officers and Board Members: K. Chambers,
W. Perera, K. Knapp, R. Vortman, M. Perry,
A. Torrance, M. Samost**





Regrets: P. Smalley

Guests: Jamieson Hatch


Estimated Time	Topic	Lead/ Responsible	Discussion Content	D//R
5:30 PM PST	Call to Order/Roll Call	President / Secretary P Owens K Chambers	N/A	N/A
1 min.	Accept Minutes	President / Secretary	Approval By Motion: 1 st : W Perera 2 nd : M Perry 100 % approved with no changes	N/A
50 min.	COMMITTEE REPORTS	M. Samost  eChapter January 2024.pdf P. Owens	Treasurer Report: See attachment Nimble Update: Periop Corner Chapter Portal: Need to add information for eChapter 1 License to the President of the chapter, so only person that can edit Anyone can create an event 2 Reports:	N/A P Owens will talk to KerriLynn at Expo about information in Nimble eChapter Members need to sign-up for Nimble to get the

			<p>a. Chapter Roster: 3,031 Primary eChapter members- increase by 34% since Jan 2023</p> <p>b. Chapter Officers: P Owens will start re-adding data so will have the base started for the transfer over to incoming eChapter President, W Perera</p>	data to flow over accurately
		J. Hatch A. Torrance K. Knapp	<p>Nominating Committee: Do not have official numbers yet. List stands as it is, we have enough people to meet the agenda needs.</p> <p>Welcome to J Hatch as the incoming secretary!</p>	J Hatch to send the official report as soon as she gets ahold of T Goodman.
		M. Perry	<p>Communication / Social Media Committee (CSMC): Thanks to the Education Committee for giving CSMC the info to post Promoting: -Journal club -Combo event at Expo Followers: -511 LinkedIn -654 FB</p> <p>Request for Expo: Would like to have everyone who is attending Expo (current and new members) for 2024-2025 BOD video- M Perry can record individuals at Expo</p> <p>Thank you to J Hatch who volunteered to moderate the Journal Club! Thank you to M Samost for moderating the Social Hour!</p> <p>For Nimble, plan to post your own individual committee information- Designate the</p>	Please engage in the posts in Social Media (FB, LinkedIn)

			committee chairs to post for now	
		K. Chambers	<p>Education/Research & EBP Committee:</p> <ul style="list-style-type: none"> -19 CE's for Enduring Library in past month -2024 CE Presentation calendar looking good -Looking for moderators for monthly eChapter CE Events (primary or back-up). -Still looking for a successor for C.G. Mayes to be the committee chair -Changing meeting time/day of week to 1st Tuesdays of month at 6pm -3 applicants for the Grant this year! 	<p>-Please consider signing-up to be a moderator for monthly CE Events Link: Moderator Sign Up</p> <p>- Email Gert at cmayes@rrmc.org if interested in being the Committee Chair</p>
		P Owens/ M Samost report out	<p>Member Engagement Committee:</p> <ul style="list-style-type: none"> -Did not have a meeting last month as P Smalley's husband was in a car accident- Sent her flowers and well wishes. -P Smalley is getting pins and ribbons/stickers made and ready to go for Expo to go on the badge. -P Owens was not able to get ahold of them to see what was decided upon. -W Perera and P Smalley each have half of the pins from last year- could P Smalley send to W Perera to bring to Expo? -J Hatch suggested that she can get some stickers made (200 for \$29.99 in 2 week turnaround). <p>Motion: Support up to \$250 worth of stickers Approval By Motion: 1st: W Perera 2nd: M Samost Approved: 100%</p>	<p>-M Samost to f/u with P Smalley to ask for an update on these items and to have the pins shipped to W Perera to bring to Expo if is not coming</p> <p>-M Samost will let J Hatch know when she hears back from P Smalley</p> <p>-M Perry to send cloud image file to J Hatch to check out cost and turnaround time for stickers</p>

		<p>-Need to print a list of individual committees for members to sign up at Expo: Name, email, and phone number</p> <p>-Janice may not be coming to Expo- was supposed to help with Raffle and Karen may need a roommate (?)</p> <p>-Karen has several items for silent auction.</p> <p>-Raffle tickets for eChapter social event? Not this year as had issues with them last year.</p> <p>-How will people pay for the silent auction items? eChapter has a Zelle account- M Samost and J Hatch to meet and discuss options</p>	<p>K Knapp to print sign-up sheets for Expo</p> <p>K Knapp to print the papers for the auction sign-ups.</p> <p>W Perera to set up meeting</p>
	<p>P Owens for S. Guerra</p>	<p>History Committee: No report out</p>	<p>N/A</p>
	<p>W. Perera</p> <p> WAYS & MEANS REPORT OUT 1-2024.</p> <p> eChapter Estimate - 01-16-2024 3.pdf</p>	<p>Ways and Means Committee</p> <ul style="list-style-type: none"> • Events • Board Approval for 2 events <p> BillingInvoice781310007064 (1).pdf</p> <p> eChapter- BEO Agreement - 01-17-21</p> <p>-W Perea to circle back to meeting room people about the strategic meeting # of people</p> <p>-Motion: Support budget of \$690 for strategic lunch meeting</p> <p>Approval By Motion: 1st: W Perera 2nd: M Samost Approved: 100%</p> <p>-Motion: Support budget of \$7,211. 81 in case we go</p>	

			<p>over (Will get back if not used) for combo event Approval By Motion: 1st: M Samost 2nd: K Knapp Approved: 100%</p> <p>Budget for Combo Meeting at Expo includes 1 drink ticket per person. Water and soda are unlimited and will not cost a ticket. Savings \$1,000.00 more than last year since combining the meetings</p> <p>W Perera made a Google survey and QR code that dumps into a spreadsheet. Asking BOD members to tested code and look at questions in survey.</p>	Let W Perera know if changes to the questions are needed.
		R. Vortman	All Things AORN: No report	
		B. Teixeira Summary from P Owens	<p>Webmaster Committee: -Working on last 6 months to get a committee together and have T Goodman step-down in March. -Patti, Bruno, and Lisa from Portugal are meeting tomorrow 2/13 -Need someone in the US who can help assist Bruno and Lisa -Not sure if the goal of turning it over in March as Bruno not going to be able to spend the time that we needed. -Possibility of paying a stipend (of an AORN membership or going to Expo) for someone to step up? -Need to first have a crucial conversation with Bruno about the 2-year commitment and stipend-</p>	W Perera and P Owens to respond to Bruno's email

20 min.	Old Business	<p>A. Torrance</p>  <p>2024 Delegate Responsibilities.pdf</p> <p>P. Owens / W. Perera</p>	<p>Delegate Update: We have 11 delegates that have responded to the application (aside from the BOD). Funded delegates. \$300 per delegate up to 20 members</p> <p>-Link on the eChapter website for delegates to sign-up- need to have</p>	<p>A Torrance to confirm total number of funded delegates and then will send out email communication to get more delegates</p> <p>-BOD members if going to Expo and are a delegate, please sign-up online.</p>
15 min.	New Business	<p>P. Owens</p> <p>P. Owens / W. Perera</p> <p>P. Owens / P. Smalley/ R. Vortman</p> <p>W. Perera</p> <p>P Owens</p>	<p>-Gift for M Hough- Not supported by BOD since she is paid for her services</p> <p>-Discontinue Survey Monkey- Comes up as autorenewal every Feb -Approval: BOD ok to not renew as we don't use enough - M Samost signed eChapter up for free account. -Ask Jen to unsubscribe and get a refund (saves \$595/year)</p> <p>-Newly published article by P Smalley and R Vortman in AJN on how they got the law passed in IL for surgical smoke evacuation Provide link via CSMC?</p> <p>-Non-Profit Status: Google platform makes it very clear for Nonprofit status that they have greatly reduced costs for using their services. Same for Zoom. Need to fill out 503c to file for nonprofit status. W Perera will look to change to everything to Google in the future.</p> <p>Business meeting at Expo</p>	<p>P Owens to f/u with C.G. Mayes</p> <p>R Vortman to send link to article to M Perry and to post on Nimble and Social Media</p> <p>W Perera to review 503c paperwork and what is needed to qualify for this status.</p> <p>Send committee EOY report to P Owens ASAP</p>

		P Owens/ W Perera	<p>Open Board Meetings- have idea to have eChapter members participate in open BOD meetings for 30 min and then have 30 min closed session. Committee chairs to do an individual readout at the open session and then have closed meeting to vote. And have 10-15 minutes for open Q&A. Rotating public report outs from the committees.</p> <p>Agenda to go out to the membership the week before the meeting so they can have input into it?</p>	Discuss at Strategic Meeting about these ideas and vote on it then.
	Adjourn	See ya in Nashville!	Thank YOU!!	