

AHEC West

Nursing Caucus

April 26, 2016

5:30 PM

Gehauf's Restaurant, LaVale, MD

Minutes

Call to Order and Welcome:

Bea Himmelwright-Lamm called the meeting to order at 5:30pm. She asked everyone to review the minutes from the April 28, 2015 meeting. After review, they were approved. Angela Spataro did question the balance to the Treasurer report. The bank statements are reading as a balance of \$451.21. The \$117.00 revenue from the raffle that was conducted at the MNA dinner was not added to the account. Joy will be looking into this to find out where the discrepancy is coming from. Angela Spataro stated that the check that was written was cleared.

Members Present:

Angela Spataro

Joy Taylor

Bea Himmelwright-Lamm

Carole Kenney

Michelle Harvey

Kathy Condor

Reports:

Continuing Education

Kathy Condor spoke of two upcoming Continuing Educations coming up. May 13th presentation on Ethics with Mike Mathias presenting. October 28th will be Spiritual Madness presentation with Dr. George Forcet

Board of Directors

Jeannie Seifarth had a prior engagement and was not able to be in attendance.

Treasurer Report

As stated previously in the Welcome Section, Angela Spataro questioned the balance to the Treasurer Report. The bank statements are reading as a balance of \$451.21. The \$117.00 revenue from the raffle that was conducted at the MNA dinner last April, was not added to the account. Joy will be looking into this to find out where the discrepancy is coming from. Angela Spataro stated that the check that was written was cleared.

MNA Updates

Jeannie Seifarth had a prior engagement and was not able to be in attendance. Michelle Harvey stated that the MNA members met on February 17th; however, there has not been a set date for the MNA Dinner. The members are still working on the details.

Old Business:

PTF Signatures and List Serv Update

There were no PTF's to sign at tonight's meeting. The listserv was circulated for updates. It was discussed about looking into updating the list. There are many names on the list and the group is unaware if the contact information is correct. Joy mentioned the possibility of a few of us taking a list of the contacts and calling, checking to make sure the information was accurate and also to see if they would be interested in coming to a meeting. The amount of members coming the nurse caucus meetings has not been as high as the group would like.

New Business and Other Announcements:

Conference Planning Discussion with ACM

- Agenda/Topics and Speakers
 - Clinical Updates: HPV
 - UMPC: Taking Care of Patients on Planes (New Service) with Terri Merrium
 - Zika Virus and Other Emerging Diseases with Lynn Kane
 - Trauma with Elizabeth Wooster
 - Sepsis with Joann Long
 - Legal Updates, Delegating Nurses with Combined Presentation on Social Media and Nursing with Nayna and Pat
 - Audra Houser- Misc Topic of her choosing
 - Nurse Burnout
 - Allergies (Food)
 - Stepping Up, related to Physicians and Us as Nurses
- Registration Fee
 - Members would like to keep the fee low to entice more nurses to attend. The group wanted to keep the price around \$35, if possible. The group also wanted to offer at least 6 CEU's for the conference as well.
- Pre Conference Dinner
 - Offering a breakfast and a lunch for the conference was discussed. After the last conference, it was mentioned that breakfast offered a lot of sweets. Boxed lunches were discussed to help with reducing the costs. Nothing was set for the meals as of yet.
- Participant Book with Ads
 - Bea requested that the booklet have no more than 2 slides per pages and to try to limit the presentation to 30 slides.
- Brochure/Save the Date/Special Invitation
 - The date of the conference was not set. The group thought that a Spring 2017 Conference would be best due to a Fall Conference would be pushing it for advertising. The group agreed that an April date may work better, on a Friday. Kathy will be looking into scheduling a set date around Friday, April 21.
- Fundraising Projects
 - Not discussed

Nurse of the Year Award Update

Carole Kenney had brought her submission with her at tonight's meeting. This was given to Joy Taylor. Joy will be scanning all the submissions and sending them via email to Lynn Kane, Angela Spataro and Marlene Ross. Joy stated that prior to the meeting, she had received two nomination submissions and three emails stating intent to send a nomination.

Nursing Scholarship Award

It was advised and acknowledged by the committee to skip this year for a scholarship recipient due to lack of funds at this time.

Nursing Caucus Annual Plan and ByLaw Review

Due to time constraints, review of the Annual Plan and ByLaws were not reviewed.

National Nurses Week Proclamation

Proclamation set for May 5, 2016. It was asked that anyone wanting to attend to be present by 4:45pm at the County Commissioner Meeting.

Adjournment:

Bea adjourned the meeting at 8:30pm.

Next Meeting:

July 26, 2016, 5:30pm at Gehauf's Restaurant

Respectfully Submitted,
Michelle Harvey, Secretary