

# AHEC West Nursing Caucus

April 25, 2017

5:00 PM

Gehauf's Restaurant, LaVale, MD

## Minutes

### Call to Order and Welcome:

Angela Spataro called the meeting to order at 5:10 pm. The group was asked to review the minutes from the January 24, 2017 meeting. After review, the minutes were motioned and approved as written.

### Members Present:

Angela Spataro  
Lynne Kane

Joy Taylor  
Michelle Harvey

Kathy Condor  
Jeannie Seifarth

### Reports:

#### **Treasurer Report**

Final determinations on the Caucus' current account status post conference had not been confirmed due to tuition from the conference was collected by ACM. Several expenses related to the conference were still pending as of April 25, 2017 by the Nursing Caucus.

#### **MNA Updates**

Jeannie Seifarth reported that the MNA District #1 will be hosting a Spirit Night on May 23, 2017. The event will be at Mezzo's from 5pm to 10pm. All are welcome to attend and attendees do not have to be nurses. Vendors will be set up and many door prizes will be going off throughout the event.

### Old Business:

#### **Conference Update and Success**

- **Mileage Reimbursement**
  - Joy Taylor discussed the question of covering the mileage reimbursement for the speakers. In a previous meeting, the group voted to not cover the mileage, only the hotel room. Joy mentioned that she has already received one invoice for mileage, prompting to discuss with the group today. The group discussed that there may have been miscommunication with the speakers and agreed that the speakers may have believed that mileage would be covered by the Nursing Caucus. The group voted and agreed to cover mileage for the speakers as well.
- **Thank you Letters**
  - Thank you letters will be sent out to Western Maryland Health System and also Nancy Adams. Joy will be sending Angela Spataro a thank you letter template to be used for the vendors.
- **Remaining Details**
  - Speaker, Charlotte M. Wood, PhD, MBA, RN, requested her evaluations be sent to her.
  - Conference Monetary Donations- Some donations are pending, will confirm once received.
    - University of Maryland- \$500
    - Urology Associates- \$500
    - Frostburg State University- \$200
    - Maryland Nurses Association, District #1- \$200
    - Pharmicare- \$150
    - Scarpelli Funeral Home- \$150
    - Chessie Federal Credit Union- \$50

### New Business:

#### **Nurse of the Year Award**

- **Awardee(s)**

- It was voted that this year we will not choose an RN of the Year awardee. It was voted and agreed that the Nursing Conference Planning Committee will be recognized.

**National Nurses Week: May 6-12, 2017**

- **Proclamation**

- Set for May 4, 2017 at 5:00pm at the County Commissioner's Meeting.
- Bea Himmelwright-Lamm will be the nursing representative and speaker. Jeannie voiced that a few of the Maryland Nurses Association, District #1 members will be attending the Proclamation as well.

**Future Ideas for Caucus**

- **Spend Down of Account**

- Caucus account will need to be closed by September 1, 2017.
  - The group voted and agreed that any remaining account balance will go towards an ACM scholarship.

**Adjournment:**

**Next Meeting:**

**Tuesday, June 20, 2017, AHEC Annual Awards Dinner at Rocky Gap Casino Resort. Networking and Social Hour at 5:00pm with Dinner and Awards at 6:00pm in the Allegheny Room.**

Respectfully Submitted by Michelle Harvey, Secretary