Position: President

PLANS COMPLETED THIS QUARTER:

- Compiled and posted evaluations from Fall Board Meeting
- Finalized Fall Board Meeting Primer with input from Board
- Facilitated Board (X 1) and Executive Committee (X 2, 1 scheduled, 1 ad hoc) conference calls
- Submitted 4th and final President’s Letter for the *Journal of Pediatric Surgical Nursing*
- Wrote article for APSA “On Call” newsletter
- Strategic Plan
  - Held initial conference call with President-Elect and DAL
  - Discussed separately with DAL
  - Submitted strategic plan “plan” to President-Elect, Immediate Past-President, and DAL and identified date for conference call
- Worked with Sherwood, IS Chair, Executive Committee and previous APSNA web administrator to transition web support from Sherwood to web administrator
  - Agreement signed
  - Conference call with web administrator, IS Chair, and President-Elect
  - Identification of initial priorities and draft of timeline
- Worked with Sherwood, IS Chair, and other Board members on Voting/Elections
  - Wrote notes to all candidates during election process
  - Personally contacted all candidates once results known
- Met with NAPNAP Executive Director and other Executive Committee members re: APSNA/NAPNAP partnership after input from full Board re: proposal
  - Subsequent conference call with NAPNAP Executive Director RE: dual membership vs. subscription
- Continued intermittent “Office Hours” for board and full membership
- Worked with Secretary on final review of policies reviewed and discussed at Fall Board Meeting
- Worked with IS Chair, Program Chair and President-Elect on evaluation of possibility of utilizing an app for conference
  - Discussed with Development Chair
  - Participated in tutorials X2
- Encouraged authorship in the *Journal of Pediatric Surgical Nursing* amongst intra-hospital and external colleagues
- Attended Nursing Organizations Alliance Fall Summit with President-Elect
- Continued “Weekend Update” for communication summary to entire Board
- Submitted paperwork for, and continued to work on, Presidential Address
- Supported Program Chair on schedule needs and provided idea for speaker
- Participated in Investment Committee Conference call to review current status of market and investments
- Continued review of Investment Committee Guidelines with Treasurer, Committee Chair, and financial advisor
- Finished reading _The Art of Membership_ and sent to Membership Chair
- Reviewed and signed Letter of Engagement for pro bono attorney identified by President-Elect
- Worked with Publications Chair on formal development of JPSN and sent to Executive Committee for initial review:
  - Editor in Chief
    - Job description
    - Contract
    - Evaluation
  - Job descriptions & evaluation for Editorial Board
- Began reading _Consultants_ book
- Read _Joy, Inc._ (book provided at NOA)
- Conference call with DAL regarding challenges and priorities
- Conference call with Immediate Past President RE: DAL job description
- Letter of recommendation for scholarship application for Legislative SIG Chair to attend NIWI
- Supported Membership Chair’s group membership initiative in collaboration with web administrator
- Reviewed draft 2015 budget and submitted anticipated budget items for President (X 4 months) and Immediate Past President X 8 months) positions
- Began review and update of President’s job description
- Sent holiday cards to APSNA volunteers and contracted agents
- Wrote President’s Welcome Message for conference brochure

**PLANS FOR NEXT QUARTER:**
- Fulfill items in job description and timeline
- Continue to work on presidential address
- Continue “Weekend Update” for communication summary to full Board
- Continue office hours for membership and full Board
- Write 3rd column for APSA “On Call” newsletter
- Arrange for cushion for Presidential Hegar box
- Work with Treasurer and Board on budget for 2015
  - Continue evaluation of possibility of financial support for Board members in 2015 budget
- Work with Membership Chair and web administrator to evaluate membership trends
  - Work to increase collaboration with AORN (DAL also interested)
- Support Program Chair however needed
- Support IS Chair in app development and implementation for conference
• Continue to work with Board on documents for JPSN, Editor-in-Chief, Editorial Board and development of financial compensation plan for Editor in Chief
• Continue to work with DAL, Past-President and President-Elect on plan for strategic plan
• Finish Consultants book
• Write “thank you” letters to the managers/supervisors/surgeons of board members
• Work with President-Elect and current Publications Chair on new job description for Publications Chair
• Finish review and submit updated President’s job description to President-Elect
• Contact APSA Executive Director Re: attendance at APSA Board of Governors meeting with President-Elect and prepare presentation
• Follow up with Dr. Klein, APSA President, re: APSPNA/APSA collaboration
• Begin implementation of Board’s decision re: NAPNAP partnership
• Work on communication re: recommendations for Board restructuring to membership (President’s Message in March issue of JPSN is on this topic)
• Work with Program Chair, Development Chair, Treasurer and President-Elect (?) others) on plans for financial support for conference/allocation of funds

I NEED HELP WITH:

Continued brainstorming for the APSNA Strategic Plan. Please let me know where you think APSNA should be focusing its resources (human and financial) over the next several years.

COMMENTS/CONCERNS:

I hope all of you enjoyed a wonderful holiday season with your family. I wish you health, happiness and joy in the New Year. The next few months (the last four of my term as President) will be busy as we prepare for Conference. I am here for you- please let me know how I can support you, and all of your efforts on behalf of APSNA and the pediatric surgical nurses and patients we serve.

Respectfully submitted,

Chris McKenna

Position: Immediate Past President

PLANS COMPLETED THIS QUARTER:
• Attended all Executive Committee conference calls
• Attended all Board of Directors conference calls
• Participated in Investment Committee conference call
• Assumed the role of Legislative SIG Chair
• Applied for scholarship/grant for NIWI
• Reviewed Nursing Community website at least twice weekly and as needed when in receipt of correspondance
• Participated in discussion related to SIG proposal for funding
• Reviewed all financial statements
• Attended conference calls related to NAPNAP outsourcing

PLANS FOR NEXT QUARTER:
• Attend all Executive Committee conference calls
• Attend all Board of Director conference calls
• Attend NIWI
• Review all financial statements
• Participate in vendor revenue discussion
• Attend strategic planning conference call
• Work with President, President Elect and Board to develop roll out for strategic plan review/revision
• Attend all strategic planning related conference calls
• Develop home page for Legislative SIG
• Develop an advocacy plan for APSNA in conjunction with the strategic plan
• Revise Job Description
• Work with President Elect and President to review job descriptions
• Work with Executive Committee and Publications Chair to develop policies/guidelines for JPSN Editorial Board
• Continue to work with Executive Committee and BOD on NAPNAP plans for outsourcing and membership options

I NEED HELP WITH:
• Development of Legislative SIG home page

COMMENTS/CONCERNS:
• None at this time

Respectfully submitted,

Neil Ead

Immediate Past President

Position: President Elect

PLANS COMPLETED THIS QUARTER:
• Reviewed previous year's budgets and expenditures. Submitted budget requests to Treasurer anticipated for the coming January - December Fiscal Year. Completed.
• Reviewed quarterly financial summary reports, financial records, contracts and letters disseminated by the Treasurer and Executive Board. Ongoing.
• Participated on BOD on-line discussions. Ongoing.
• Mentoring of Program Chair.
  o Email communication, answered all questions on-line and offline as needed.
  o Attended Site Visit, November 22, 2014, Ft. Lauderdale.
  o December 10, 2014, 11a-2p
  o Assisted with 2015 conference budget.
  o Developed APSNA specific username and password for conference vendors: Vistaprint, PC Nametag, and Best Value Copying – for future Program Chairs/Treasurer to have ability to be paid by APSNA CC.
  o Web app discussions and teleconference discussions.
  o Participated in Registration process teleconference call.
• Collated topics for the Presidential address, one full year away. Ongoing.
• Reviewed all quarterly reports and individual board goals. Ongoing.
• Collaborated with President, Immediate Past President and Director at Large in the discussions related to timeline of the Strategic Plan as the strategic plan was due to be revised this year. Attended and collaborated in telephone call -- 10/15/2014. Next scheduled call for January 30, 2015. Ongoing.
• Reviewed “Leadership Funds Policy,” per Treasurer’s request at Fall BOD Meeting and submitted proposal to Executive Committee. Presented at November 4, 2014, teleconference. Provided final to Secretary. Completed.
• Attended Executive Committee and BOD teleconferences as scheduled. Ongoing.
• Discuss with Executive Committee roll out plan for communication of board reorganization to the membership. Collaborate with ad hoc restructuring committee regarding communication to membership. Ongoing.
• Contacted all past presidents to develop legacy page on website. Obtained pictures of all past presidents except one (1). Started to develop legacy portion of website. Ongoing.
• Solicited and contacted attorneys regarding pro bono work for association. Sent articles of incorporation to attorney, received response that we are an unincorporated entity and presented at the November 4, 2014, teleconference. Reviewed letter of engagement and discussed with attorney, and provided to Executive Committee. Provided signed contract to attorney and to Secretary for posting on Board Forum. Completed.
• Reviewed from Publication Chair the following: JPSN Editor-in-Chief (EIC) contract with EIC/APSNA, JPSN Editor-in-Chief (EIC) job description and evaluation, and sent contract to attorney, and suggestions on the later to EC. Ongoing.
• Attended Nursing Organizations Alliance (NOA) to develop organizational leadership abilities. Collaborated with President regarding NOA submission for News You Can Use. Completed.
• Bylaws (Ongoing):
  o Made Bylaws revisions discussed at Fall Board Meeting/Teleconference Call on November 6, 2014
  o Await recommendations regarding JPSN verbiage, if any, to the bylaws.
  o Await recommendations from DAL regarding possible name change to this position, and make recommended changes to bylaws, as needed.
Collaborated with Margie and Barbara regarding verbiage for EC definition.
Collaborated with Tish regarding verbiage for SIGs.
Sent bylaws to attorney for review.
Will need to submit final revisions to board prior to posting on website for member review.

- Called all newly elected BOD to welcome and congratulate them, called members who do not win the election and offered future support and continued involvement in the organization. Completed.
- Set up three-way call with incoming board member and current board member to start onboarding process.
  - Development, December 10, 2014, 0930
  - Treasurer, December 11, 2014, 1330
  - Publication Chair, January 6, 2015, 1930
  - Information Systems Chair, January 15, 2015, 1600
- Sent announcement letters (congratulating and reviewing commitment) to all incoming board members’ organizations, supervisors and collaborating physicians. Awaiting Information Systems Chair information. Completed.
- Reviewed evaluations from Fall BOD Meeting and will incorporate feedback into planning for next year’s meeting. Completed.
- Researched possible Fall BOD Meeting facilities, and presented at November 4, 2014, teleconference. Awaiting response from Treasurer after budget submitted and reviewed:
  - Contacted Bob Maleski regarding 4-bedroom condos and conference room availability at Sweetwater Club Villas
  - Contacted Bob Maleski regarding other possible rentals in Kissimmee, FL
  - Contacted hotels.com regarding 13-board member rentals in Chicago and Ft. Lauderdale areas for comparison pricing
  - Contacted Liz Freyn, Sherwood, regarding possible leads regarding rentals in the Chicago area.
  - Provide budget to Treasurer.
- Researched possible web-based meeting options that include screen and web cam sharing for board meetings 2015-2016. Provided budget to Treasurer.
- Collated information for orientation handbook per recommendations of incoming 2014-2015 board members.
- Discuss with Publications Chair and President timeline for first President’s Letter for Journal of Pediatric Surgery and submit by March 15.
- Ordered business cards for Incoming President Elect and Development Chair. Discussed with Treasurer and Secretary putting this in Secretary Job Description, as it was not there. Completed.
- Reviewed organizational chart provided by President. Completed.
- Contact all BODs with copies of existing Job descriptions (from APSNA website) for review/revision (revisions must be submitted to President Elect
by February 1). Received one: Publications Chair. Completed.
• Mentoring poster presenter from Puerto Rico. Ongoing
• Contacted Sherwood Program Planner regarding possible restaurant choices for board dinner. Ongoing.
• Provided support for possible new WOCN SIG Chair, upon request. And was involved and provided support for new appointed Legislative SIG. Completed.
• Wrote letter of recommendation for scholarship application for Legislative SIG Chair to attend NIWI. Completed.
• Continue to read leadership books in series.

PLANS FOR NEXT QUARTER:
• Continue ongoing plans from last quarter.
• Be actively available to all board members for anything they need in fulfillment of their job duties. Plan to contact all board members to see if they need anything from me as President Elect. Listened and collated suggestions for 2015-2016 board governance implementation.
• Continue mentorship of Program Chair.
• Review quarterly financial summary reports, financial records, contracts and letters disseminated by the Treasurer and Executive Board.
• Participate on BOD on-line discussions.
• Review all quarterly reports and individual board goals.
• Assist the President with any BOD or committee challenges.
• Complete required paperwork for conference closing remarks and submit to Program Chair.
• Prepare and submit quarterly report to BOD Network Forum by April 1st.
• Continue to read leadership books in series.
• Determine date of the Fall BOD Meeting Conference, reserve condos, and work with Treasurer to send condo deposit.
• Review position descriptions and submit necessary changes to Immediate Past President, President- and Secretary by February 15. Include updates to DAL, Publications Chair positions (new EIC construct), Secretary (business cards), Development Chair (vendor/prospectus review).
• Review final job description revisions with Immediate Past President for historical perspective, as needed.
• Collaborate with Secretary, IS Chair to post updated Job Descriptions on the organization.
• Schedule a do web-based orientation prior to annual meeting with incoming 2015-2016 board.
• Anticipate transitioning silent participation in current/ongoing communiqués related to my presidency with current president.

I NEED HELP WITH:
• Ideas for post-conference agenda items, and recommendations of how this board meeting should be framed.
• Review of orientation manual/handbook being developed.

COMMENTS/CONCERNS:
• Welcome ideas for new board member orientation.
• Welcome ideas to build trust among board members and decrease silos, and improved electronic communication.

Respectfully submitted,

Raquel Pasarón

Position: Director at Large

PLANS COMPLETED THIS QUARTER:
• Participated in the Strategic Planning meeting in October with Chris and Raquel
• Researched Strategic Plans from similar organizations
• Reviewed procedures for developing a Strategic Plan
• Reviewed Organizational Policies, discussed revisions at Fall BOD meeting
• Reviewed Nursing Community Legislative information sent by regular emails
• Reviewed all Legislative information sent by Nursing Community
• Reviewed and approved Trauma SIG proposal for funding for Distracted Driving awareness day event
• Submitted to APSNA Executive BOD Trauma SIG proposal for funding for Distracted driving awareness day event.
• Participated in Conference call with APSNA President
• Drafted a revised description and definitions of APSNA SIGs for website
• Assigned a new Legislative SIG chair
• Reviewed APSNA organizational Strategic Plan
• Discussed APSNA Mentorship program with Membership Chair and President Elect
• Developed a new name for Director at Large position to be more reflective of the duties and responsibilities of the position. New name not approved by Executive BOD
• Submitted updated ATV position statement from Trauma SIG to Margie and Gerry for posting on APSNA webpage.

PLANS FOR NEXT QUARTER:
• Work with SIG chairs to develop goals for each SIG
• Set up SIG Chair Conference call if needed
• Continue to review and develop SIG Purpose statements
• Continue regular communication with SIG chairs
• Collaborate with President, President-Elect, & Immediate Past President to review and revise the APSNA Strategic Plan
• Communicate with SIG chairs regarding preconference meeting date and time
• Participate in January BOD Conference call
• Review and revise DAL Job description and submit to President Elect
• Continue to discuss APSNA Mentorship with Membership Chair and President Elect
• Assist Nurse Planner group with any educational needs for 2015 Conference

I NEED HELP WITH:
• Nothing needed at this time

COMMENTS/CORCERNS:
• None

Respectfully submitted,

Tish DeYoung
APSNA BOD
Director at Large

Position: Secretary

PLANS COMPLETED THIS QUARTER:
• Attended BOD Teleconference Meeting on November 6th and provided minutes for meeting
• Removed appendix from the General Business Meeting Minutes from 2014 and updated minutes on website
• Compiled and posted BOD 2014 3rd Quarterly Reports to website under Quarterly Reports in Board forum and in About Us section for General membership (archived Word/PDF version of 3rd Quarterly Reports to memory stick)
• Sent NYCU to General Membership that Quarterly Reports are available for review
• Sent reminder and template to BOD that 2014 4th Quarterly Reports due by Jan 1 (exception Treasurer report due 15th)
• Began updating policies discussed at Fall BOD and to be placed on appropriate section of website (ongoing)
• Began working on posting appropriate budget to forum

PLANS FOR NEXT QUARTER:
• Ongoing Secretarial Support as needed by the Board (Meeting Minutes, Agendas, etc.)
• Compile and post BOD 2014 4th Quarterly Reports to website (archived Word/PDF version of 4th Quarterly Reports to memory stick)
• Send reminder and template to BOD that 2015 1st Quarterly Reports due by April 1st (exception Treasurer report due 15\textsuperscript{th})
• Update policies discussed at Fall BOD and place on appropriate section of website
• Attend BOD Teleconference Meeting on January 8th and provide minutes for meeting.
• Plan to begin working on updating Organizational Chart for BOD
• Plan to begin organizing teleconference calls for APSNA
• Plan to update Job Description and work with President Elect to compile Job Descriptions of the BOD
• Plan to update board forum with proposed 2015 budget

I NEED HELP WITH:

• Nothing at this time.

COMMENTS/CONCERNS:

• Thank you to all for providing documents when requested

Respectfully submitted,

Laurie Sands

\textbf{Position: Membership Chair}

PLANS COMPLETED THIS QUARTER:
• We were able to negotiate a conference vendor booth exchange with NAPNAP
• The executive committee approved a bundled membership discount which includes purchasing ten memberships and receiving the eleventh at no cost; this is starting to be operationalized via the website.
• The APSNA brochure has been updated
• Funds have been secured for the membership chair to attend the NAPNAP conference and work the APSNA vendor booth at NAPNAP.
PLANS FOR NEXT QUARTER:

- Continue to work out the logistics in offering a discount to groups interested in APSNA memberships (bundled memberships); this is close to be fully operationalized.
- Intentionally reach out to directors of nursing of pediatric surgical units to raise their awareness of the APSNA organization and to offer the bundled membership discount to them—once it is operationalized.
- Staff the APSNA vendor booth at NAPANP in Las Vegas March 10-13
- Membership drive will run March 9-30
- Work on putting a YouTube video on the APSNA website of short interviews of APSNA members talking about the benefits of membership.

Respectfully submitted,

Jenifer Reitsma

Position: Leadership Chair

PLANS COMPLETED THIS QUARTER:
- BOD candidates elected and welcomed
- BOD announced to the membership

PLANS FOR NEXT QUARTER:
- Begin working on Founder’s Award Nominations and review committee
- Recruit items for silent auction
- Work on Founder’s Award Banquet with Kathy
- Obtain approval for Champion award nominee by BOD
- Notify the Champion Award nominee
- Continuing to work on quote for Awards plaques

I NEED HELP WITH:
- Silent auction items
- Potential nominations for Founder’s award

COMMENTS/CONCERNS:
- Please let me know if there is something I have missed in my role/responsibilities. It is also one of my biggest concerns.

Respectfully submitted,

Kimberly Cogley

Position: Publication Chair

PLANS COMPLETED THIS QUARTER:
Publication of the fourth issue of the *Journal of Pediatric Surgical Nursing*
Completed Reviewer Guidelines and posted to JPSN website
Completed program setup for offering CE’s to reviewers
Sent out NYCU to inform membership of Reviewer CE offering
Drafted job descriptions and evaluation tools for Editor-in-Chief and Editorial board for APSNA BOD.

PLANS FOR NEXT QUARTER:

Publish the 5th edition of *Journal of Pediatric Surgical Nursing* with Lippincott.
Continue to find reviewers and authors for JPSN

I NEED HELP WITH: Locating authors and manuscript reviewers.

COMMENTS/CONCERNS:

Always in need of authors and reviewers!!!

Respectfully submitted,

Kimberly Mciltrot

**Position: Information Systems Chair**

PLANS COMPLETED THIS QUARTER:

- Collaborate with Leadership Chair and Web Admin adding new incoming board members to silent BOD email
- Communication: Continue to work with all BOD regarding approval of all submissions prior to posting on the website
- Collaborate with Program Chair for ongoing conference information and postings
- Continue to reach out to members and nonmembers to Advertise with APSNA
- Collaborate with Publications Chair announcing the Winter Journal Pediatric Surgical Nursing
- Continue to work closely with Web Admin for postings on the website
- Continue to reach out to members to familiarize them with the new website
- Obtained funding for the Conference App, agreement to proceed with the App for conference
- Collaborate with President and Development Chair regarding signing of the App for our Annual Scientific 2015 Conference
- Implementation of a new Web admin to manage the Web Site

PLANS FOR NEXT QUARTER:

- Continue to collaborate with Program chair for the Annual Scientific meeting 2015
• Collaborate with President ongoing plans for the Conference App
• Collaborate with Nominations Chair for any postings or announcement of awards
• Collaborate with Incoming IS Chair to begin mentoring process

I NEED HELP WITH:
• Nothing at this time

COMMENTS/CONCERNS:
• None

Respectfully submitted,

Margaret Birdsong

Position: Development Chair

PLANS COMPLETED THIS QUARTER:

• Participated in BOD on-line discussions and conference calls. Ongoing
• Developed online payment form for vendor support payments via web with Gerry. Completed
• Redistribute request for vendor letter to membership via “News you can use” In progress Gerry has this
• Work with Chris Vigliore from Sherwood group to finalize/publicize the Exhibitor Prospectus- Completed
• Developed Exhibitor page for Web site/ placed Exhibitor prospectus online- Completed
• Solicited vendor (via telephone, email) Ongoing.

Confirmed vendor support as of 12/29/2014:
  - Gold supporters
    AMT (Committed $12,000- to receive payment early Jan. 2015 -will sponsor Welcome reception, conference bags and cocktail hour prior to Founders Banquet* same as last year)
    KC ( now Haylard Health) (Committed $10,000 to receive payment in early 1/2015 and will sponsor silent auction/membership mixer)
    Boston Scientific – verbally committed to Gold Sponsorship $10,000 awaiting feedback from Liz F and working with Kathy on how we can highlight their sponsorship)
    -Silver Sponsor
    Acell- will sponsor Coneference APP thanks to Margie! $5,000
  - Standard Sponsors
    Ossur – received $1,000
    Wolters Kluwer- received $1,000
    NapNap- booth exchange
Total vendor sponsorship (committed) $39,000  ***** This could be a record year!!!!

The following vendors have also been contacted:
1. Smith Nephew- Steve Hess- (Thanks Raquel) I provided information but have not heard back yet
2. Childhood Gynecological Cancer Assoc- looking for discounted or pro bono table – I will consider
3. Milestone Marketing Group- they inquired on our web site, provided information have not heard back
4. Convatec Lisa Kahn( Thanks Kim) I provided information but have not heard back yet
5. Crown Legal nurse Consultant they inquired on our web site, provided information have not heard back
6. Walden University Kelly Bicy they inquired on our web site, provided information have not heard back
7. Dermascience- have said yes but have not received contract or payment
8. UOAA- we were not approved for their budget this, want us to try again next year. I may consider offering them a pro bono table, I will consider
9. Calmoseptine- I provided information but have not heard back yet, I am confident they will have a sample table again this year
10. Thrive RX I provided information but have not heard back yet—they are very interested
11. Grand canyon university I provided information but have not heard back yet
12. SSP - have said yes but have not received contract or payment
13. Alliance Labs I provided information but have not heard back yet
14. Granulotion I provided information but have not heard back yet
15. Molnlycke I provided information but have not heard back yet
16. Cadence Pharm I provided information but have not heard back yet
17. ColoPlast I provided information but have not heard back yet
18. American College of Surgeon I provided information but have not heard back yet--- they usually come but do not sign up until very late
19. Respitek I provided information but have not heard back yet
20. Aspen I provided information but have not heard back yet- very interested in coming
21. Hollister John Hickey I provided information but have not heard back yet
22. Shire verbally committed to coming and negotiated $3,500 for the space they need but have not gotten payment or contract (23. Medline I provided information but have not heard back yet
24. IV House I provided information but have not heard back yet
25. Sizewise I provided information but have not heard back yet
26. MEDCO I provided information but have not heard back yet seemed interested
27. Cyberonics I provided information but have not heard back yet
28. Diverionary Therapy I provided information but have not heard back yet
29. Sundance Solution I provided information but have not heard back yet
30. Shumsky Splints I provided information but have not heard back yet
31. Edgpark Homecare I provided information but have not heard back yet
32. Nestle I provided information but have not heard back yet
33. Stay Connected I provided information but have not heard back yet
34. Laborie I provided information but have not heard back yet
35. Pull through network I provided information but have not heard back yet
36. Benik Belt I provided information but have not heard back yet

PLANS FOR NEXT QUARTER:

• Collaborate with Program Chair and IS chair about Research Walk registration online
• Finish t shirt design in time for online registration for research walk
• Make follow up calls to vendors.
• Solicit prizes for vendor raffle
• Communicate with program chair/ Chris Vigliore regarding exhibit times. Room layout and number of tables needed.
• Provide advertisements for scrolling slides to program chair.
• Work with Sherwood group representative on vendor packets, welcome packets for vendors and vendor recognition page for conference syllabus
• Order all gifts for the conference.
• Order conference bags

I NEED HELP WITH:

Nothing

COMMENTS/CONCERNS:

None

Respectfully submitted,
Natalie Walker

Position: Education Chair

PLANS COMPLETED THIS QUARTER:
• Worked with trauma SIG on new a new teaching sheet on liver/spleen injuries, Teaching sheet sent to education committee. Awaiting review from the committee (ongoing)
• After discussion with the nurse provider unit, the decision was made to wait until after spring conference to review all of the teaching sheets currently available on the website and determine if changes are necessary.
• Began reviewing the bioforms and educational design forms for the upcoming conference (ongoing)

PLANS FOR NEXT QUARTER:
• Finalize the bioforms and EDF for the upcoming conference.
• Determine the number of contact hours offered including trauma and pharmacology.
• Complete the application to the AAPA for CME credit
• After review of the new trauma SIG teaching sheet, secure translation in Spanish and French.
• Work with Dan Miech to finalize the express evaluation website for the upcoming conference.
• Work with Kathy to answer any conference related educational questions.

I NEED HELP WITH:
• I am awaiting to hear if anyone from the education committee is interested in reviewing the new teaching sheet, if no one is interested in reviewing I may need help from the board to review it.
• If anyone is interested in any data from the organization obtained in the conference evaluation let me know so I can include it. Last year I decreased the length of the conference and I am going to continue working to decrease the length of the conference evaluation this year. Please let me know if any information is vital to you.

COMMENTS/CONCERNS:
• Please let me know if there is something I have missed in my role / responsibilities. It is also one of my biggest concerns.

Respectfully submitted,

Robin Koonce, CPNP-AC

Position: Program Chair

PLANS COMPLETED THIS QUARTER:
• Ongoing role transition. Participated in monthly mentorship telephone call.
  o This is a complex position – challenges grasping certain nuances of role until “in the thick of it”.
• Participated in location site visit for 2015 Conference– Ft. Lauderdale (November 21-23) – with Sherwood
  o Nice site, nice space.
  o Summary developed and provided to BOD via BOD forum.
  o Follow up re: skeleton schedule for annual conference
    ▪ I previously identified concern regarding complexity of “jockeying” educational sessions along with required meetings/social events. I created a written proposal which was shared with BOD at Fall Board Meeting.
    ▪ At site visit, Sherwood identified that it is necessary to maintain yearly consistency with APSNA schedule – due to space planning needs. This is another reason to have a schedule that is fairly consistent.
    ▪ I will continue to work on the skeleton schedule.
• Nurse Planner Unit
  o Developed “speaker cancellation accountability” language to be included in speaker contracts.
    ▪ This updated language was incorporated into speaker contracts.
• Use of App for 2015 Conference (vendor supported item for conference)
  o Participated in teleconferences with Information Systems Chair, President, President Elect & App vendors to identify App functionality that best meets member needs.
• 2015 Conference
  o Abstracts
    ▪ Call for Abstracts closed
      • Blinded abstracts and sent out to Program Committee for review.
      • Tallied scores following abstract review. Accepted abstracts.
    ▪ Call for Abstracts reopened
      • Low number of abstracts – second round of “Call for Abstracts” completed (posters only).
  o Sessions:
    ▪ General Sessions: filled and confirmed
    ▪ Roundtable: Pectus & Hirschsprung’s Dz.
    ▪ Preconference workshop: developing trauma theme
      • Issue: Considering idea that SIGs could lead future preconference workshops. This idea has not yet been fully developed.
    ▪ Confirmed sessions/posters have been sent to Education Chair for educational credit reconciliation.
  o Speaker confirmation
    ▪ Speaker confirmation letters & packets sent out.
    ▪ Issue: challenges with formatting documents. There are several versions of these documents. Issues also with e-mailing (and getting “mail marshaled”). My hospital IT department found an issue with the
“baby logo” used in one of the documents. Will request AA support for document update next year – to prevent this.

- Vendor sponsorship
  - Extra Gold Level sponsor confirmed by Natalie. Working to find the appropriate sponsor opportunity.
  - Issue identified: Vendor sponsorship and how that correlates with “funds available” for program beyond sponsored event. Complex discussions between Development Chair, Program Chair, President, President Elect, & Treasurer. Written descriptions of process will be developed. Job descriptions to be updated.

- Program Materials
  - Outsourced assistance for graphic design and program material development identified.

- Budget
  - 2015 Budget being updated.

- Sherwood communications
  - Site visit (as described above)
  - Projected conference budget (catering, AV, etc) – expected to be rec’d from Liz in near future

- BOD communications
  - Participated in November teleconference.
  - Ongoing participation on BOD Forum.
  - Ongoing discussions with BOD via e-mail as needed.

- Program Committee communications
  - Email dialogue with Program Committee about abstracts and other conference related activities. Nice feedback and responses from the group.
  - Starting beginning thoughts for succession plan.

PLANS FOR NEXT QUARTER:

- Getting the remainder of conference organized (as outlined in job description).
  - Registration: opening online
    - Sending out NYCU when registration opens.
  - Obtaining remaining contracts from speakers. Obtaining handouts from speakers.
  - Development of syllabus and other conference materials.
    - Collaborate with Information Systems chair to have conference materials loaded to App.
  - Partnering with Development Chair re: vendor needs, schedule, Research Walk, etc.
  - Partnering with Education Chair re: final contact hour info.
  - Collaborate with Leadership Chair re: Founders Banquet program.

- Updating job description
- Ongoing discussion with APSA Education Chair for joint APSA/APSNA session in 2016.
I NEED HELP WITH:
• Issues identified above (formatting of contracts & other documents for 2016 conference)

COMMENTS/CONCERNS:
• Ongoing…maintaining the timeline.

Respectfully submitted,

Kathy Leack

Position: Treasurer

PLANS COMPLETED THIS QUARTER:
1. Monthly:
   • Make deposits.
   • Upload QuickBooks (QB) back up from bookkeeper for previous month.
   • Save scanned copies and PDF’s of financial records. Send copies of all financial documents to bookkeeper by the 7th day of the month via file sharing program.
   • Request approval for check disbursements in excess of 250.00 from Executive Committee (EC).
   • Pay invoices and reimbursements.
   • Email B of A statement and Fidelity statement to EC and Carolyn Ross, IC chair by the 7th day of the month.
2. Hand off monthly bookkeeping entry to bookkeeper.
3. Update budget categories in QB to allow accurate budget reports to be run.
4. Post last 3 years of tax returns to website
5. Post last 3 years of tax returns to website.
6. Assist Conference Chair as needed.
7. Participate in Board/EC conference calls.
8. Continue updating knowledge of 501(C) requirements and responsibilities.

Plans for next quarter:
1. Learn more about reporting capabilities of YM website.
2. Develop a Donate page for the website.

I NEED HELP WITH:
• Ideas for fundraising

COMMENTS/CONCERNS:
• Let me know how I can help you with APSNA activities.
• Good news for the end of the 2014 budget year! We spent
$161,287.14 and made $188,797.92 for a surplus of $27,515.49.

Respectfully submitted,
Barb Bratton, Treasurer