

APNA New York Chapter Board Meeting Minutes

MEETING DATE: September 25th 2017

Attendance	Adrial A. Lobelo, Janette O'Connner, Paul Panakal, Brynne Calleran, Nancy Rogers, Jack Spencer, Sarah Maggio
Excused	Debbie Ultsch, Suzie Marriot
Agenda	I. Westchester Regional Event II. Buffalo Regional Event III. National Conference IV. Spring Conference Update V. CNO Conference

ITEM	TOPIC	DISCUSSION	OUTCOME
I.	Westchester Regional Event	<ul style="list-style-type: none"> ➤ Janette has suggested raffling off 2 student APNA memberships at the Regional Event. ➤ Adrial proposed limiting student raffle entries to students specifically interested in going into psychiatric-mental health nursing. ➤ Many students are attending as part of clinical and may not have an interest in psychiatry. ➤ Discussion of how the raffle is a great investment in APNA's future. ➤ When registration closed, 111 people registered. Approximately 49 are APNA members. Approximately 38 are students. ➤ Additional students and nurses have spoken with Janette since registration closing. ➤ Adrial thanked Janette and Brynne for raising event awareness; thanked Paul for bringing delegation from Northwell. ➤ Adrial spoke with National to request they send out a reminder email to attendees ➤ Janette presented final event agenda ➤ Janette asked if Brynne would be willing to moderate event and introduce speakers. ➤ Campus tour will begin at 3pm. 9 people will be attending. Paul specified group is interested primarily in indoor/inpatient tour. ➤ Discussion of backing-up event presentation materials and IT logistics. ➤ Blue and white balloons and signage will direct attendees to Staff Annex 2. ➤ Janette announced that NYP/WD DON Ellen ordered 125 gifts for event attendees. 	<ul style="list-style-type: none"> ➤ Agenda: Linda, NYP/WD CNO, will give general welcome. Adrial will give opening remarks. Ellen, NYP/WD DON, will give introduction to keynote speaker. Mary Beth will speak for 70 minutes. Adrial will give closing remarks. ➤ Student memberships will be raffled off at the end of the event ➤ Paul will email keynote speaker's PPT slides to Janette as back up. ➤ Group will meet for campus tour at the center building in front of clock tower. ➤ Janette will reach out to SPAN sponsor to specify arrival time

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II.	Buffalo Regional Event	<ul style="list-style-type: none"> ➤ Nancy and Sarah confirmed they have a regional event on October 26th 2017. A psychologist will be speaking about agitated delirium. ➤ Last event, a small fee was charged for food. Sarah confirmed they are intending to repeat that for this event. ➤ Adrial mentioned advanced registration options through APNA National. Pointed out that fees can be collected in advance. 	<ul style="list-style-type: none"> ➤ Sarah will speak with Nancy further about logistics. Will draft an email blast to event attendees and Adrial will facilitate email dissemination.
III.	National Conference	<ul style="list-style-type: none"> ➤ Discussion of chapter meeting organization at upcoming national conference. ➤ Because meetings are held in the evening, and food is not allowed to be served on-site this year, many chapters are organizing their meetings at local restaurants. ➤ Discussed coordinating meeting with members. ➤ Paul asked about accessing an email registry of attendees and being able to identify which members will be present. ➤ Suggested drafting email blast that includes contact information of board members who will be present, since APNA National will be incredibly busy with conference logistics at that time. 	<ul style="list-style-type: none"> ➤ Jack and Paul will work on drafting email blast. ➤ Janette arriving Tuesday evening. Jack arriving Wednesday. Brynne, Paul, and Suzie will also be attending. Paul suggested getting together Wednesday evening that the board members get together to finalize plans.
VI.	Spring Conference	<ul style="list-style-type: none"> ➤ Spring conference dates have been finalized, April 26th and 27th (the last Thursday & Friday) ➤ Adrial and Susan are finalizing contract with conference site. Adrial, Paul, and Susan discussed room commitment requirements. We are financially committing to a block of 25 rooms. Room rates will be in the \$120 to \$130 range, similar to past conferences. 	<ul style="list-style-type: none"> ➤ Adrial provided brief update on event planning to group – will discuss event further at our next board meeting
V.	OMH Conference	<ul style="list-style-type: none"> ➤ OMH statewide conference being organized by OMH CNO organization is taking place in Albany November 16 and 17. ➤ We've been invited to have a table. Adrial, Janette, and Suzie will be attending and will be at the table. 	<ul style="list-style-type: none"> ➤ Adrial and Suzie will promote conference to APNA NY members.