

# Northeast NY Professional Nurses Organization

## Board Meeting Minutes: March 05, 2015

**Present:** Sandy Farmer, President; Cheryl Articola; Missy Belotti; Joanne Bonesteel; Jane Falvo; Renee Gecsed; Kim Hedley; Teresa Smith; and Gerry Vickers

**Excused:** Rosemarie Casale; Kathleen Morgan; and Barbara Orekondy

| Topic  | Discussion   | Action/Outcome   |
|--|--|--|
| Meeting called to order at 5:30 pm by President Sandy Farmer<br><br>I. Review of Minutes | Minutes from the January Board and February Membership meetings were reviewed without revision. Motion to approve the minutes was made by Cheryl Articola and seconded by Sandy Farmer. All approved.  | Both sets of minutes were approved as written.   |
| II. Treasurer's Report   | <p>A. Jane Falvo reported that the checking account balance is \$29,769.91. Jane recommended an accountant, Tim Wolfe, to review our books/tax status and report back to the organization. His resume was reviewed online, and the Board approved the initial \$300.00 fee.</p> <p>B. The lawyer's bill for \$133.00 remains outstanding; this relates to an error by the lawyer's office and should not be charged to the organization.</p> | <p>A. Treasurer's Report is attached. Jane will follow up with Tim Wolfe to plan for the review of the organization's bookkeeping.</p> <p>B. Sandy will follow-up with the lawyer's office to have the \$133.00 bill resolved.</p>       |
| III. Committee Reports   | <p>A. Caring and Sharing – No report</p> <p>B. Education and Practice –</p> <ol style="list-style-type: none"> <li>Gerry reported that forms for the award nominations will be sent out with the March newsletter. It was recommended that a "Forms" tab be added on our web page.</li> <li>The group requested that a scholarship/award be added to honor Helen Vartigan, similar to the award that honored Susan Fraley.</li> </ol>        | <p>A. Informational</p> <p>B. Education and Practice –</p> <ol style="list-style-type: none"> <li>Informational</li> <li>The committee will look into the specifics of the Fraley award before deciding on the Vartigan award</li> </ol> |

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|                  | <p>3. Educational updates are being provided for the newsletter.</p> <p>4. This group is willing to assist the Program Planning Committee</p> <p>C. Legislative – No report</p> <p>D. LENS – No report</p> <p>E. Membership – Renee Gecsedí reported that the membership list is up-to-date.</p> <p>F. Nominating – Joanne Bonesteel has been in touch with Lynn McNall on the upcoming election. Positions needed include: 1<sup>st</sup> Vice-President (one nominee); Secretary (one nominee); three Board Members; and three Nominating Committee Members (one nominee).</p> <p>G. Program – Kim Hedley reported that the April flyer has been distributed for the membership meeting and program. The next Board meeting will discuss the program planning for fall of 2015. We will support District 10 by advertising their program on the American Nurse Video.</p> <p>H. Bulletin – The next bulletin goes out by 3/15/15.</p> | <p>3. Informational</p> <p>4. Collaboration between these committees for program planning will occur at the Board level.</p> <p>C. Informational</p> <p>D. Informational</p> <p>E. Informational</p> <p>F. The call for nominations will be placed in the March newsletter and the Nominating Committee will contact members to solicit additional candidates.</p> <p>G. Informational; the February Program Evaluation Summary is on file with these minutes.</p> <p>H. Call for items for the bulletin.</p> |
| IV. Old Business | <p>A. Standard Operating Procedures (SOP) – Additional minor revisions were submitted to Jane Falvo.</p> <p>B. Website –</p> <p>1. Missy reviewed the new website design and contents.</p>  | <p>A. The Board will vote to approve the SOP electronically once the edits are made.</p> <p>B. Website -</p> <p>1. The Board approved the website with</p>  |

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|                                  | <ol style="list-style-type: none"> <li>2. The developer also created a business card, letterhead, and watermark for our use.</li> <li>3. The following recommendations were made: add a tab for minutes, which should be housed as a PDF and kept as a rolling two month file; and add a tab for "Forms".</li> <li>4. The website address is <a href="http://www.nnypno.com">www.nnypno.com</a>.</li> </ol> <p>C. New email Account – <a href="mailto:nnypno@gmail.com">nnypno@gmail.com</a>. Full access will be given to the President, 1<sup>st</sup> VP for membership purposes, Treasurer, and web manager.</p> | <p>special recognition to Missy for her work with this project.</p> <ol style="list-style-type: none"> <li>2. The Board approved that Renee look into Vista Print for business cards and order 1000 if the price is reasonable.</li> <li>3. Missy will work on the website revisions with the developer.</li> <li>4. Informational</li> </ol> <p>C. The access information will be incorporated into future SOP revisions. The new account will be announced at the April 3<sup>rd</sup> Membership meeting.</p> |
| V. New Business                  | <ol style="list-style-type: none"> <li>A. Renee announced that she in on the ANA Practice Standards Committee; there is a new version of the Scope and Standards book.</li> <li>B. A question arose on how often the Organization will send our members emails. The group discussed that the business of this Organization, such as membership meetings and the newsletter, are our priority. The Newsletter and emails will provide a link to our website, where other programs can be listed and announced.</li> </ol>   | <ol style="list-style-type: none"> <li>A. Informational</li> <li>B. The membership meeting flyer will be sent out at 6 weeks and 4 weeks before the dinner meeting. It will also be announced in the Newsletter, which is sent out about 2 weeks before the meeting.</li> </ol>  |
| VI. Meeting adjourned at 7:00 pm | Minutes recorded by T. Smith, Secretary  |  |