



PCRC AACN Meeting June 4, 2008

Present: Gemma Marlia-Johnson, Judy Lang, Julie Saindon, Mary Edwards, Deb Hogenson, Beth Russell

Calendar:

Glaxo Smith Kline dinner		August 18, 2008
*Chapter Meeting	PMMC	Sept 3, 2008
Regional Meeting	Alaska	Sept 6-8ish, 2008
*Chapter Meeting	PMMC	Oct 1, 2008
CCRN Review/Chris Schulman		November 8-9, 2008
CCRN Dinner	Red Lion	Feb 13, 2009

***Chapter Meetings are held the first Wednesday of every month (excluding July&August), at Providence Medford Medical Center in the ICU/CCU conference room from 4-6pm. All critical care/step down nurses/students are encouraged to attend.**

Communication between board members:

- **Mary made a motion that when the meeting reminder is sent out, that members/ not able to attend the upcoming meeting please notify the president or fellow chapter member so that other arrangements can be made to share information.**

NTI/Leadership Development Workshop

- Kelly stopped in for a moment and reported that she has her NTI book with some notes for very worthy speakers. Follow up next meeting

CCRN dinner

- February 13, 2009
- Red Lion –round tables, room with windows
- New menu at Red Lion –more costly
- Many venues are full because of rehearsal dinners for Valentine’s Day weddings
- Fee for dinner \$10.00 for CCRN/\$15 for S.O.s

- Program-speaker, Elaine and/or Lori
- Keynote speaker? Dr. Forsyth was discussed as an option
- CCRN list-Julie will get from national
- Format invitations-Julie
- **Lori: Mary will email you the amount, please pay the Red Lion for reserving the room. Mary will email details.**

CCRN scholarship:

- Julie will make the new flyer

Newsletter

- Need articles
- **Mary:** ask Terry and Jo about newsletter articles for next newsletter
- Marcia already prepared an article! Thanks Marica

Treasurer's Report

- Lori: please email treasurers report to everyone

Website

- Julie will arrange meeting with Ryan to get site updated/proofed
- Beth will ask her brother about possibly taking over the website

Misc.

- Glaxo Smith Kline- can do a dinner the week of August 18. Judy will follow up.
- Heather Bybee, RN, BSN, OCN, Judy will follow up
- Judy asked CCO rep Marcy McKasky, to give dinner –Edwards/possibly full day lecture.
- Beth Russell is back on board with AACN!! Welcome back!
- Deb Hogenson, student nurse, soon to be working nights in the ICU/CCU at PMMC, attended the meeting. Welcome Deb and we hope you'll stay involved with your chapter!

Chapter Manual

- In progress

Community Service

- Eagle Point skate park earned \$5000.00 during the Memorial Day event toward the development of the skate park.

CCRN Review

- November 8-9, 2008
- Mary Norbert Hall, PMMC
- \$5500.00 Christine Schulman
- Chris will connect with Julie regarding contract

- Julie will make flyer
- May need to connect over the summer to finalize plans

Regional Meeting:

- Denali Alaska, Sept 6-8, 2008

Next regular Chapter Meeting, 2008 at 4pm in PPMC CCU conference room.

Meeting adjourned at 18:00

**PCRC AACN
Education Program Checklist/Full Day**

Date: November 8,9 2008	Time: 8am-4:30
Speaker: Chris Schulman	Speaker Contact Person: Julie Saindon
Location: Mary Norbert Hall, PPMC	Location Contact Person: Judy Lang
Food Contact Person: Judy Lang	

Date Begun	Date Completed	Assigned to	<i>Task/Time frame</i>
May 08		In progress- speaker confirmedJulie	<u>(1 year ahead)</u> Schedule day, speaker, location /written confirmation from location and speaker).
May 08		Julie	Speaker contract negotiation (done with treasurer)
		Julie	Send contract to speaker and obtain confirmation
May 08		Judy	Vendor contact
		Julie	<u>(4 months ahead)</u> Program flyer development
		Elaine	Electronically send flyers-Elaine at PPMC
		Julie	Flyers to printer
		Julie	Post flyer on website
		Judy	Advertise to National-aacn.org and aacn news
			Mail flyers
			Assign registration/PCRC table/Speaker introduction/CEU's
			Treasurer involved with checks sent
			Board lunch and Snacks AM & PM for
			<u>(1 month ahead)</u> Continue vendor contact

			Organize packets: Agenda/vendor thank you list/evaluation tool—Send to printer (9/3)
			Confirm break refreshments/lunch/AV needs at location
n/a			Invite managers
			Program syllabus due/handouts to printer (9/3)
			<u>(1 week ahead)</u>
			Confirm number of vendor tables
			Write thank you note to vendors/packet for exhibitor
			Confirm with speaker any last minute details
			Honorarium for speaker (Treasurer)
			Head count for food to caterer
			<u>(Day of event)</u>
			Welcome vendors and assist them with their setup
			Welcome speaker and assist with AV needs, etc.
			Final payment assurance (with treasurer) for speaker
			Introduce speakers
			CEU's/Collect Evaluations
			Registration
			AACN table
			Door Prizes
			<u>(After event)</u>
			Thank you note to speaker
			Thank you note to vendors
			Follow up with unpaid attendees
			Evaluation follow-up and feedback to speaker/Summary
			Final attendee list to Judy and Lori within one week after seminar