



AACN-PCRC Chapter Meeting  
March 4, 2009

Members attending: Julie Saindon, Gemma Marlia-Johnson, Deb Hogenson, Judy Lang, Sandra Molzen, Marcia Moffatt, Donna Bishop, Anne Hansen, Lori Lind, Kelly Wells, Janet Bernard

Computer Tip of the Month: Using Google Search Engine for arithmetic or general quantity conversions.

### **CCRN Dinner review**

It was a complete success. The cost to the chapter was approximately \$2000, but end totals are still to be tallied.

### **April 2009**

See attached list

Instead of the usual 50/50 draw there is to be a silent auction but Kelly will build one gift basket and we will have an AACN membership for drawings at the end of the day. Each registrant will receive a ticket when checking in.

### **April 3 Silent Auction**

David and Deb are working with many area retailers and chapter members to provide items and/or services for the silent auction, with good results. Multiple items and services have been donated. Some details are still to be worked out. Forms for bidders, as well as a sign for each item to describe the contents/item and the donator will be completed before the event day..

Tables for items will be in the hall outside the room. A number, assigned at an auction registry table, will be given to each attendee/bidder to be used instead of a name. Deb and David will coordinate the numbers with the name and keep track of personal details. Minimum bid and a possibility of "Buy Now" price were discussed.

### **Fall 2009**

Gemma has been in touch with Linda Reel, at PMMC, for more details concerning Immanuel Rivers coming to Medford in late September to speak about Sepsis recognition, bundles, orders etc. PCRC has booked the Red Lion for September 24<sup>th</sup> for an education day with AACN but this was the date the medical talk was to occur (contrary to previous information.) The possibility of a joint venture between PMMC

and AACN with both nurses and doctors participating in an educational day was discussed. The history of collaboration between the hospitals and the chapter has not been very positive but talks will continue to see if this is a viable event. If we do not wish to be part of this, PPMC may still wish to keep the reserved room for their uses. To date, nothing has been definitely arranged with Dr Rivers from PPMC nor AACN. The possibility of another speaker and day was discussed. A day with Tom Ahrens, trauma, endocrine, or diabetes. Kelly will gather information on a speaker at NTI who presented on DM. Barbara McLean or Dr. Zamanian for a pulmonary subject as part of the potpourri was also presented.

## **Leadership Development Workshop**

Julie to be our representative and is being joined by Deb Hogenson and Lori Lind.

## **NTI**

Janet, Julie, Lori, Deb and Anne are the confirmed attendees from our chapter.

## **Website Updates**

No amendments needed at this time

## **Chapter Manual Updates**

Nothing to report

## **Nominations for the Board 2009-2011**

Elections in May

Nominees, so far

Pres Elect...Kelly Wells

Secretary...Deb Hogenson, Marcia Moffatt

Treasurer Elect...David Jewell, Janet Bernard

Membership...Rose Sheets, Deb Hogenson

Education Coordinator(2)...Beth Russell, Elaine Ritchey, Rose Sheets, Anne Hansen, Sandra Molzen (declined)

Exhibitor...Judy Lang

Media...Julie Saindon

Special Events (needs to be defined)...Julie Saindon, Janet Bernard, Deb Hogenson

CCRN Ambassador...Marcia Moffatt

## **Treasurer's Report**

Savings \$5154.66, Checking \$5368.09, Vanguard \$5525.77 for a total of \$16,048.52

## **Membership**

Nothing to report

## **Miscellaneous**

Julie has been nominated for Chapter Advisor for Region 18.

# PCRC AACN

## Education Program Checklist/Full Day

<b>Date: April 3, 2009      Time: 0730-1700</b>	
<b>Speaker: Dr Cook, Carlini, Michaels</b>	<b>Speaker Contact Person: Julie, Judy, Elaine</b>
<b>Location: MNH-PMMC</b>	<b>Location Contact Person:</b>
<b>Food Contact Person: Mary Edwards</b>	

Date Begun	Date Completed	Assigned to	Task/Time frame
	done		<b><u>(1 year ahead)</u></b> Schedule day, speaker, location /written confirmation from location and speaker).
	done		Speaker contract negotiation (done with treasurer)
			Send contract to speaker and obtain confirmation
	ongoing	Judy	Vendor contact
			<b><u>(4 months ahead)</u></b> Program flyer development
			Vendor contact
			Electronically send flyers-Elaine at PMMC
			Flyers to printer
			Post flyer on website
			Advertise to <a href="http://National-aacn.org">National-aacn.org</a> and aacn news
			Mail flyers
		Mary Edwards/Gayla Vick will assist Lori CEU	Assign registration/PCRC table/Speaker introduction/CEU's
		\$100Honorarium Sandra will get the Jacksonville Inn gift certs and find out for Dr Carlni	Treasurer involved with checks sent Dr Carlini? Dr Cook-Jacksonville Inn Dr Michaels? Sandra-Jacksonville Inn
		Judy (all)	Board lunch and Snacks AM & PM for
		Judy	<b><u>(1 month ahead)</u></b> Continue vendor contact—9 Vendors booked, will need to have power strips along hallways to accommodate. Lunch will be provided by a vendor
		Elaine for Cook Sandra for Carlini Julie for Michaels	Organize packets: Agenda/vendor thank you list/evaluation tool—Send to printer Still need information from speakers

		Meeting on April 1 to assemble packets Julie will print all	
		Julie with PMMC	Confirm break refreshments/lunch/AV needs at location
		Maybe not this time	Invite managers
		Answered above	Program syllabus due/handouts to printer
			<b><u>(1 week ahead)</u></b>
			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
			<b><u>(Day of event)</u></b>
			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
			<b><u>(After event)</u></b>
			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