**AORN Meeting Minutes**

Ochsner Lejeune Room

August 23, 2023

**Call to Order** and **Welcome** @ 505p by Sharon Guardina. Rhonda Nabors joined the meeting by ZOOM.

**Quorum** – established by Recording Secretary

**Treasurer Report** – Sharon Guardina for Shaunna Leger

\*Balance - $13,364.19

\*Total deposits - $410.00 (National AORN)

\*Total debits - $1000.00 (Installation) Rep gave chapter a check to deposit into our

account and then the chapter paid Quarter View.

\*Ending Balance - $13,274.19

\*Audit of account from Jan 2022 to May 2023 completed by Melissa Guidry (Board Member) and Warren Roesch (Member). No discrepancies found. Report attached.

\*Form 990N has been filed to IRS for our Tax-Exempt status for year July 2022- June 2023. Filed by Melissa Guidry at same time filed for State Council.

**Old Business**

Treasurer Standing Policy – Sharon Guardina

Reviewed current policy – only update was to change expense for outgoing President’s gift from $150.00 to $100.00 for a gift certificate of choice, limit installation expenses to $100, chapter credit/debit card to be used for seminar refreshments/expenses and any fundraising/costs must be approved by Board. Policy attached.



**Bylaws** – Sharon Guardina/Nathalie Walker

Bylaws reviewed and updated in 2022. The board approved a request for another review in 2023. Sharon Guardina/Nathalie Walker will co-chair the committee. Shannon Hayes, Mary Anne Toledano and Sheila Ostrow will be on the committee.

**New Business**

Chapter 1902 was awarded a 5 Star rating for 2022 – Congratulations and thank you too all.

Motion by Melissa Guidry through email to add Mary Anne Toledano’s name to the chapter officer page for her to access reports/information to complete her chapter responsibilities as Webmaster and State liaison. Motion seconded by Sandi Wiemann. All in attendance approved. Rhonda will contact Kerilyn Johnson at National to add Mary Anne to the officer’s page.

**SC&E**

2024 Expo will be in Nashville, TN, March 9 – 12, 2024. We have 10 delegates assigned as our allotment. Future sites are Boston 2025, New Orleans 2026, and Philadelphia 2027. Discussion pursued about Expo experience for 2023. For example, the 30-minute educational sessions, having only 4 days of Expo, ability to discuss clinical issues/solutions, time to ask questions at end of sessions, reports given at Forum and House of Delegates, Etc. The Board (Nathalie) will compose a letter to AORN headquarters voicing our identified issues and ideas.

**Chapter Town Hal**l - every member receives an email with a link to register for the town hall meetings. Minutes are posted on OR Nurse Link.

**Monthly meetings** – generally held on the 4th Wednesday of the month unless otherwise noted. The meetings start at 5pm. If a “happy hour/social” is planned prior to the meeting beginning, this time will be limited to 30 minutes. The 30 minutes will not be called a “happy hour” but will be retitled as social/meet & greet/networking time.

**Guidelines Presentation** at each monthly meeting. This review has been a part of our monthly meetings in the past. Sharon will conduct an AORN Guidelines discussion at the beginning of each chapter meeting. If any member has a particular topic they would like to discuss, please contact Rhonda or Sharon.

**Guideline Update –** Sharon Guardina reviewed the differences between Standards (Scope of Practice) and Guidelines. The standards can be downloaded free from AORN. They are reviewed and revised every 5 years. The Scope of Practice is approved by ANA. CMS goes by Standards and the Standards state follow your guidelines. Sharon reviewed Guidelines for Surgical Attire.

**AORN National News** –

\*There are monthly deals on Infection Prevention courses

\*On demand streaming of AORN Exo education sessions ended on July 31, 2023.

\*AORN is offering professional liability insurance.

\*Guideline updates can be viewed and commented on through AORN.org

**President-elect for 2023-2024 –** there was no one on the ballot. Board asked Camille Perniciaro to serve as an apprentice to the President for this upcoming year and she will remain as a Board Member for her remaining term in office. Camille will then assume the President position for 2024-2025.

**Monthly meetings** – There is a concern about members RSVP’ing for Vendor sponsored dinner meetings and not showing up. The restaurant still charges the Vendor Reps for the number of RSVP’s. Based on other nursing organization policies, if a member does not show after rsvp’ing received, that individual cannot attend the next scheduled dinner meeting without paying a fee first to reserve their seat. NOTE: 5 seats at each dinner meeting will be set aside for non-member RNs to come to a meeting and pay a $20 non-member fee. ONLY RN’s will be allowed to attend any Vendor sponsored dinner meetings, as per federal medical rep regulations.

**Newsletter vs Website** – The group decided the Newsletter committee would be responsible for content and location. At the Board Meeting Mary Anne motioned to do a one-page newsletter and the Board approved. A shortened newsletter would include the President’s message, treasurer report, meeting minutes and meeting flyer. Information for the newsletter should be sent to Shannon or Sandi. Mary Anne is working on the website revisions.

**Membership Attendance Drawing** – Sharon tracks attendance for all meetings that occurred January – December and at the end of the year a drawing will occur at the December meeting or at the November meeting if there is not an event in December. Last year attendance award went to Lisa Hoffman.

**Committee Reports**

**By-Laws -** review of current Bylaws will take place.

Co-chairs - Sharon Guardina/Nathalie Walker

Members – Sheila Ostrow, Mary Anne Toledano, Shannon Hayes

**Legislative –** Document is out for what hospitals should do for Smoke Evacuation. Hospitals should be working on their plan and policy. For those that have e-guidelines – policy templates are available.

Chair – Nathalie Walker

Member – MaryAnne Toledano

**Social** - working on planning social for November. One of the locations is QuarterView. The committee is open to any suggestions.

Chair – Sharon Guardina

Members – Sandi Wiemann, Karen Bonilla-Zeledon

**Winter Seminar/Program –** planned for January 13, 2024. David Rhinehart, AORN Board Member, is planning on attending and is available to present if needed. Sheila Allen has a program she can present if needed. The topic would need to be approved for contact hours**.**

Chair – Camille Perniciaro

Members – Nathalie Walker, Shannon Hayes, Sharon Guardina, MaryAnne Toledano

**Webmaster –** no report. Sharon stated what has been completed to date looks good. Thank you to Mary Anne for working to accomplish this.

Chair – MaryAnne Toledano

Members – Shannon Hayes

**Membership –** emails sent to lapsed members and to those that have not been around for 6 months. The committee will be reaching out to hospital liaisons to verify if they are still at the same hospital and are they still interested in being the contact for their facility.

Chair – Sharon Guardina

Members – MaryAnne Toledano, Shannon Hayes

**Education**

Co-chairs – Camille Perniciaro

Members – Sharon Guardina, MaryAnne Toledano

**Nursing Research –** suggestion is to submit a poster for Expo.

Chair – Michelle Delma

Members – Jamie Collins, MaryAnne Toledano

**Ways/Means Fundraising** - will continue with RADA and open to any suggestions.

Chair – Shaunna Leger

Member – Nora Lambert, Melissas Guidry, Roxanne McNally

NOTE: current project is RADA and will continue

**Community Service –** New Orleans Medical Mission Gala is planned for Octoer 13th at Generations Hall. Encourage group to attend – food, bar, silent auction, live auction and dancing.

Chair – Karen Bonilla-Zeledon

Member – Sandi Wiemann, Sheila Ostrow, Melissa Guidry, Nathalie Walker, Sharon

Guardina

NOTE; current projects are New Orleans Rebuild Center and 2nd Harvest Food Bank.

New Orleans Medical Mission (Melissa will keep chapter informed) and St. Michael’s

Special School (Shaunna will keep chapter infomrated).

**Newsletter**

Chair – MaryAnne Toledano

Member – Sandi Wiemann, Shannon Hayes, Shaunna Leger

**State Council** – The next meeting will be held in conjunction with the Baton Rouge Chapter’s seminar. The Council is an affiliate member of LSNA. LSNA has been active in the State and were a workhorse with the Council to get the Smoke Evacuation passed. They are asking for us to collaborate with them on DEI.

**2023-2024 Meetings Schedule –** goal is to have virtual capability for those members unable to attend in person.

August 23, 2023 – Ochsner – chapter update and review board meeting minutes.

September 27, 2023 – Dinner Meeting sponsored by Baxter

October 25, 2023 – sponsored by Irrisept

November 15, 2023 – social

December – TBD

January 13, 2024 – Winter Seminar/Vendor fair

January 24, 2024 – no meeting

February 28, 2024 – sponsored by Steris

March 9-12, 2024 – Expo in Nashville

March 27, 2024 – sponsored by Stryker

April 24, 2024 – TBD

May 22, 2024 – Social

**Pearls of Wisdom – Nora Lambert**

“Don’t worry about those who talk behind your back, they’re behind you for a reason”. – Anonymous

**Announcements –** None

No other order of business – the meeting adjourned at 612pm.

Respectfully submitted,

Melissa Guidry