**AORN Chapter 1902 Board Meeting Minutes**

Ochsner Caldwell Room

July 8, 2023

Louisiana Council of AORN Chapters held a quarterly ZOOM meeting prior to the start of the Board Meeting.

**Call to Order** and **Welcome** @ 925a by Rhonda Nabors.

**Attendance** – Rhonda Nabors, Camille Perniciaro, Sharon Guardina, Roxanne McNally, Shaunna Leger, Shannon Hayes, Sandi Wiemann, Nora Lamber, Melissa Guidry, Nathalie Walker, MaryAnne Toledano

**Quorum** – established by Recording Secretary

**Treasurer Report** – Shaunna Leger

 \*Balance - $13,364.19

 \*Total deposits - $1392.00

 \*Total debits - $637.50

\*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.

**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. Motion made by Nathalie Walker to approve with changes as discussed, seconded by Camille Perniciaro, Approved by all in attendance. Policy attached.



**Bylaws** – Sharon Guardina

Bylaws were reviewee and updated in 2022. Sharon is requesting 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 – Rhonda Nabors**

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

**SC&E – Rhonda Nabors**

2024 Expo will be in Nashville, TN, March 9 – 12, 2024. We are expecting to have 11 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 will compose a letter to AORN headquarters voicing our identified issues and ideas.

**Chapter Town Hal**l May meeting – no report was given. Nathalie Walker attends each Town Hall meeting and will report any pertinent information at the monthly chapter meeting.

**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, and will not address the time as “happy hour” but will relabel the time as social/meet & greet/networking time.

**Guidelines Presentation** at monthly meeting. This review has been a part of our monthly meetings in the past. Motion made by Camille Perniciaro to make this a part of our meetings going forward, seconded by MaryAnne Toledano, and approved by all. Sharon will be doing a short AORN Guideline presentation at the beginning of each chapter meeting.

**AORN National News** –

\*$50 off membership renewals for this month only

\*There are monthly deals on Infection Prevention courses.

\*On demand streaming of AORN Expo educational sessions available until July 23 and 20 more bonus CE sessions have been added.

\*AORN is offering professional liability insurance.

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

**President-elect for 2023-2024 –** there is no one in this position**.** Camille Perniciaro will serve as an apprentice to the President for this upcoming year. At the Board meeting in May, Camille was nominated to fill the vacant President-Elect position. However, Camille has only served for one year on the Board. The Bylaws were reviewed and state when a vacancy in the office of President-Elect occurs, the position is filled by the Board of Directors and eligibility requires the nominee to have served at least one (1) year as a member of the Board of Directors. Motion made by Nathalie Walker to submit Camille Perniciaro as President-Elect for 2023-2024, seconded by MaryAnne Toledano and approved by all.

**Board of Directors position open** – Due to Camille Perniciaro moving to President-Elect position this leaves a vacant BOD position. After discussion by the group, Sharon Guardina suggested this be brought to the members at the next meeting.

**Dinner meetings** – Sharon has a concern about members RSVP for meetings and not showing-up and the restaurants still charge for the number of rsvp’s. Questions as to what to do when this occurs. Sharon suggested based on another organizations policy, is if a member does not show after rsvp’ing received, the individual cannot attend the next dinner scheduled. Rhonda suggested that Members who RSVP for dinner meetings, paid by medical reps, and who do not show will NOT be allowed o RSVP for the next dinner meeting paid by a medical rep, unless they pay $50 upfront to attend. NOTE: Rhonda wants to set aside 5 seats at each dinner meeting for nonmember RNs to come to a meeting – they will pay the $20 fee.

**Newsletter vs Website** – Discussion from group about what needs to be in the newsletter versus posted on the website. The group decided the Newsletter committee would be responsible for content and location.

**Committees**

**By-Laws**

Co-chairs - Sharon Guardina/Nathalie Walker

Members – Sheila Ostrow, Mary Anne Toledano, Shannon Hayes

**Legislative**

Chair – Nathalie Walker

 Member – MaryAnne Toledano

**Social**

Chair – Sharon Guardina

Members – Sandi Wiemann, Karen Bonilla-Zeledon

**Winter Seminar/Program – planned for January 13, 2024**

 Chair – Camille Perniciaro

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

**Webmaster**

 Chair – MaryAnne Toledano

 Members – Shannon Hayes

**Membership**

 Chair – Sharon Guardina

 Members – MaryAnne Toledano, Shannon Hayes

**Education**

 Co-chairs – Camille Perniciaro

 Members – Sharon Guardina, MaryAnne Toledano

**Nursing Research**

 Chair – Michelle Delma

 Members – Jamie Collins, MaryAnne Toledano

**Ways/Means Fundraising**

 Chair – Shaunna Leger

 Member – Nora Lambert, Melissas Guidry, Roxanne McNally

 NOTE: current project is RADA and will continue

**Community Service**

 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.

Melissa Guidry ask committee to consider New Orleans Medical Mission and Shaunna

Leger requested to add St. Michael’s Special School

**Newsletter**

 Chair – MaryAnne Toledano

 Member – Sandi Wiemann, Shannon Hayes, Shaunna Leger

**2023-2034 Meetings Schedule**

July 8, 2023 – BOD meeting at Ochsner

August 23, 2023 – Virtual

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

**Announcements**

\*Camille Perniciaro will be Delegate Chair.

\*Rhonda Nabors has been nominated for a National Board of Directors position. She is in the early stages of the application process.

No other order of business – the meeting adjourned at 1208pm.

Respectfully submitted,

Melissa Guidry