

APGNN Minutes – Annual Board Meeting

Date: October 6, 2016

Time: 1706-2110 pm CST

Facilitator: Ryan Shonce

Recorder: Rose Pauley-Hunter

Meeting Attendees

Amy Donegan, Diane Kocovsky, Goldie Markowitz, Maureen Egan, Donna Garner, Kerry Reed, Robyn Robinson, Sharon Perry, Pamela Morgan, Bernadette Peters; Invited Guest-Bob Dahms for open portion of meeting only.

AGENDA

Topic	Presenter	Discussion	Outcomes
1706 Open Meeting	Ryan S	Introductions around the table-New Board members—Donna Garner from Baylor taking over Clinical Practice, Sharon Perry taking over media & Pam Morgan taking Patient & Family Ed. -Recognized Abbott/Bob Dahms for contribution to this meeting	
1710-1750	Bob Dahms	Reviewed the mission of Abbott to provide support to organization such as ours Abbott health nutrition institute provide many CEU courses including food allergies, human, milk oligosaccharides, PREP GI for fellows Reviewed the option to provide CEU's free of charge for next year's meeting Reviewed the possibility of having APGNN represented at NAPNAP at the Abbott Booth Badging ideas with Abbott were discussed	Amy will work with Bob on possibly linking this site to APGNN Ryan offered our tube feeding program for the Abbott site however would have to moved off of the member's only side of our website Bob will get back to Amy regarding this possibility; Robyn offered to attend NAPNAP Amy will follow up with Bob regarding this possibility

		<p>as hospitals are asking nurses for certification</p> <p>Donna asked Bob if Abbott could produce videos if we created them & he said they do have grants available for this purpose. Bob voiced that we should email him with an idea before we would submit anything</p> <p>Bob suggested we submit the grant for next year's program earlier—Grant window opens mid/late January---need speakers & topics but objectives not needed. Ryan asked if there were any hot topics</p>	<p>Bob suggested that malnutrition is a topic area/focus for Abbott</p>
1751-1802	Ryan S	<p>Reviewed board expectations of responding to emails within 3 business days</p> <p>Reviewed that we have 6 conference calls/yr on 2nd Thursday every other month from 6-7 EST</p> <p>Retreat will likely be in Charlotte, NC—Prometheus may help support</p>	
1803-1859 President Elect	Amy D	<p>Amy reviewed the list of responses of what APGNN means to you. Collaboration & Education were primary themes. Alliance mtg suggested that education is NOT a valid benefit of being in an organization because you can Google anything. Badging and mentoring was discussed. Donna reviewed that AASLD provided her a 1 yr award paying salary & benefits to learn about liver disease. Goldie voiced that she wants her committee to work on being research mentors for members. Organization providing</p>	<p>Addendum added to minutes with list??</p> <p>Ryan suggested we need to have committee chairs foster</p>

		<p>mentoring is also not a benefit because it can be done via internet. Amy mentioned it might be good to have past presidents as Emeritus members and use them as mentors.</p> <p>Amy reviewed APGNN's Current Mission but felt we also needed to develop a Vision. At Alliance it was suggested looking at the group as new, established & emeritus members & that the organization should gear its 1/3 of its goals toward the 3 different groups. Amy reviewed 3 stages of membership excitement, engagement, & stagnation. Goldie suggests looking at the 3 groups and identifying what we can provide them to maximize their contribution to the group. Pam suggests identifying the new members early on and getting them engaged. Sharon related how Diane guided her to be involved in the group. Donna suggests try to elicit information from the 70 that are not renewing to find out why; Pam suggests a personal email to them & Ryan related we already tried this with minimal response. Maureen suggested asking Sue P & Lisa why they aren't more involved. Sue told Diane that she just felt forgotten. Amy suggested we make the past president emeritus membership and some type of recognition. Ryan said we can't offer free lifetime membership but maybe a grant supported luncheon at the annual meeting. Robyn suggested adding a line to the membership form regarding what the person's specialty is and Goldie felt that if one offers the information that</p>	<p>members as future leaders.</p> <p>Ryan suggested Mentoring be taken over by the Membership committee and Badging go to Clinic Practice</p> <p>Ryan will be in charge of getting the info for the recognition of past presidents. We may organize a Past President's lunch & develop slides for use at next year's meeting.</p>
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		<p>she/he has a “specialty” (and perhaps we can define what it means to specialize in a particular area within GI), this would be of value as we try to set up a mentorship program. For example, Amy works in Aerodigestive in Atlanta and can be a mentor to others who want to work in that area or who have patients with aerodigestive issues.</p> <p>Amy suggested the mentoring program needs to have specific qualifications, not just be volunteers. SIG breakout session was suggested to be brought back but Maureen stated we could not get CEU’s for that.</p>	
1900-1929 Secretary/Treasurer	Rose PH	<p>Reviewed Board responsibilities with members verbally and asked for Conflict of interest statements to be completed and returned.</p> <p>Diane reviewed how we got NASPGHAN more involved with APGNN last year. Ryan related that Margaret suggested that we need a “formal” agreement with CPNP and the psychology group next year if we collaborate on the program to prevent our group from having to foot the whole bill.</p> <p>Amy suggested we really need to increase our involvement with NASPGHAN presidents to help keep our group in their thoughts. As we have liaisons to many NASPGHAN committees we need to capitalize on that.</p> <p>Rose reviewed the budget to data and no questions were raised regarding our current financial status.</p>	<p>Rose will provide the year end budget to all Board members by January 30th along with the proposed budget for 2016.</p>
1930-1939	Goldie M	Goldie stated she would like to get together	

Research		a sub committee to review the grant to make it more applicable to our members. Maureen has applied twice –has an idea of looking at the SCD diet in Autism. Goldie would like to be included on the progress reports that recipients are to submit; also needs to be copied on all emails regarding the grant	Goldie to contact Nera Gupta regarding the issues of being copied on progress reports and emails
1940-1944 Media	Amy D Sharon P	<p>List serve is up and running Amy is trying to organize all the APGNN documents—our webmaster may be able to create a shared area on our website that will not increase our monthly hosting fees.</p> <p>Diane asked that she and Lisa be removed as the ones who get emails when hitting contact us—and moved</p> <p>Maureen asked how long we need to keep documents</p> <p>It was suggested that we need a historian for the organization</p>	<p>Diane will check with Mark about changing the contact us emails to Ryan and Amy</p> <p>Maureen will ask NAPNAP regarding how long to keep the documents</p>
1945-1950 Patient & Family Education	Pam M	Pam related that there was a standard format established by NASPGHAN for the teaching materials & that all the forms we have developed needs to transformed to them. Turn around to be done in 6 wks & a NASPGHAN member needs to sign off on it.	All of the word documents will be sent to Pam
1951-2039 Membership	Robyn R Bernadette D	378 members, Robyn felt there was a lot of activity at the Booth—the LASPGHAN Pres wanted to find out how to get his nurses involved. Robyn reviewed the survey which had poor return, 36 nurses answered – minimal interest in advancement and acknowledgment. Limited answers from	Membership committee will focus on Mentorship.

		<p>physicians. Diane reviewed poor response to voting. It was suggested that we need to enhance social media contacts, use personal email contact.</p> <p>Sharon suggested past presidents submit things for the newsletter.</p> <p>Maureen suggested lunch & learn sessions</p> <p>Diane suggested returning to Business meeting at lunch but Maureen said we would lose an hour of CEU's. It was suggested that this would force more conversation than is had at the social. We can disperse the Board members among all the tables to facilitate discussions. Instead of meet the professor we could have meet the expert luncheons.</p>	<p>Maureen will assess the number of attendees at the Social.</p>
<p>2040-2104</p> <p>Clinical Practice</p>	<p>Kerry Z Donna G</p>	<p>Biliary atresia module is done as is Ryan's tube module; Donna may be able to do the basic liver module.</p> <p>Amy suggested asking for responses from the list serve or using ICN list serve which has 97 hospital member groups for an idea of the number of RN's and APRN's working in Peds GI.</p>	<p>Ryan suggests this committee to take over the work of looking at Badging for our members.</p> <p>Pam will put out the question on the ICN list serv.</p> <p>Ryan and Amy to contact Dr Matthew Reilly who heads the private practice committee of NASPGHAN to get him involved with assessing number of nurses in Peds GI</p>
<p>2105-2110</p> <p>Program</p>	<p>Maureen E</p>	<p>Reviewed the 2016 program</p>	<p>Maureen to find out and distribute number of APRN's vs RN'S attending the annual meeting</p>
<p>2111-2115</p>	<p>Ryan</p>	<p>Leadership Books were given to 3 new board members—Donna, Sharon & Bernadette</p> <p>Meeting Adjourned</p>	<p>Ryan asked the 3 members to read the books between now & January & report on it at a conference call</p> <p>Ryan to share the title/author of the leadership book for all Board members.</p>