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NWARIN 2015 SPRING CONFERENCE  
MULTI-CARE TACOMA GENERAL

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GENERAL MEMBERSHIP MEETING MINUTES

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May 10, 2015

Present: Patty Baker, Board member; Connie Flores, Treasurer; Annmarie Huey, Secretary; Becky Turner, Board member; Brenda Wickersham, President-Elect; Suzanne Dizon, Karen Jones, Penny Pfann, Michelle Rumohr, Kathy Scheffer, Renee Storm and Victoria Winn

1. Call to order at 11:55 by Brenda Wickersham, President-Elect, in the absence of Mary Sichko, President.
2. Minutes from Fall 2014 Meeting by Annmarie Huey, Secretary. Reading of the fall minutes was deferred, by agreement of the majority.
3. Treasurer's report: by Connie Flores, Treasurer

- a. Starting Balance after 2014 Fall Conference was \$12,861.40
- b. Income from Boston Scientific Grant was \$2,000.00
- c. *Per contract, Host (ARIN) retained IRC income excluding Grant money*
- d. Expenses totaled \$3,955.95
- e. ARIN Spring Conference Scholarship from NWARIN \$500.00
- f. ARIN Spring Conference Silent Auction Donation \$105.96
- g. NWARIN Annual Domain Web Hosting Fee \$19.99
- i. Webmaster Honorarium, Doug Tucker \$100.00
- j. ARIN Tool Kit (required) for IRC \$275.00  
Scope and Standards, Core Curriculum, Orientation Manual
- k. IRC Catering \$1,662.63
- l. Printing for IRC Manuals (30) \$953.54
- m. Printing for certificates \$38.83
- n. Honorarium for IRC Presenters \$300.00  
Kathy Scheffer, Pauline Lentowski
- o. 2015 Total Balance after Spring Conference is \$10,905.45

1. Old business
  - a. Evaluation results from Fall conference 2014, held at Providence St Peter Hospital, Olympia, WA reported by Brenda Wickersham, President-elect. Thirty-two of thirty-seven evaluations were returned. Overall feedback was positive with great enthusiasm for the Self Care/Stress Reduction presentation, given by Christine LeCain. Discussion was made to invite her to speak again at the Fall Conference. Other popular topics were Sepsis, Cardiology, and the IGOS Hot Topics breakout sessions. Action: Brenda provided Tori Winn with copy of the 2014 Fall Conference evaluations and Ms LeCain's contact information.
  - b. ARIN 2015 Spring Convention reported by Becky Turner and Brenda Wickersham.

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2. New business

- a. The members present made self-introductions and a brief history of the Chapter was shared.
- b. Fall Conference 2015 to be held on November 14, 2015 at Overlake Hospital in Bellevue, WA. Tori Winn has offered to coordinate the conference. Ms Margaret Holm JD, RN, legal consultant to the Washington State Nursing Commission is a potential speaker. The Nursing Commission will provide support for Ms Holm's presentation. Ms Holm requests information about topics for our group and CE application information.  
**Patty Baker has volunteered to assist Tori.**  
**ACTION: Brenda will provide Tori with the contact information for Ms Holm.**
- c. Brenda received the Scholarship for 2015 ARIN Convention and shared her experience at the Atlanta meeting.
- d. Scholarship for Certification pending application.
- e. Brenda shared that NWARIN was recognized with the 2015 Chapter Award in Atlanta. Becky Turner, Rick and Brenda were presented with the award.
- f. Boston Scientific generously provided \$2,000.00 grant for Spring Conference. In addition, participants enjoyed the Boston Scientific exhibit and support of Sybille Brown.
- g. NWARIN has enjoyed sponsorship by Boston Scientific and hopes to receive support for 2015 Fall.  
**ACTION: Connie to work with Tori to confirm Boston Scientific's support for Fall and need for related documents.**
- h. Proposal made to defer Spring NWARIN 2016, and to encourage members to attend 2016 SIR/ARIN in Vancouver, BC, Canada - **d.** Kathy Scheffer made motion that the Spring 2016 NWARIN Conference, Board and Business Meeting will be held at the April 1-4, 2016 Spring SIR/ARIN conference in Vancouver, B.C., to encourage and facilitate local membership attendance to the joint conference. The motion was seconded and approved by the majority.  
**ACTION: Members of board will proceed with creating a plan for promotion of the ARIN/SIR 2016 Vancouver, BC, CANADA convention to NWARIN members.**
- i. Succession planning for chapter leadership – call for committee volunteers to assist NWARIN leadership in developing our chapter offerings, leadership and membership.
  - i. Leadership - TBA
  - ii. Education – Patty Baker
  - iii Membership -TBA

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c. The Chapter By-laws were reviewed, specific to election of Officers and promotion of continuity. It was noted that there is a need to follow by-laws regarding frequency of board and general meetings.

**ACTION: Becky moved that the election of Officers in the By-laws be amended to mirror the ARIN model. The motion was seconded and approved by the majority.**

**ACTION: Kathy moved that the current Board members transition into Directorship roles designated as 1) Leadership, 2) Education, and 3) Membership. Motion seconded and approved by the majority.**

**ACTION: The By-laws will be amended to reflect two-year terms for Directors. The motion was seconded and approved by the majority. Annmarie will make changes to By-laws for review prior to the next board meeting. New by-laws will be posted on the website, following the Fall board meeting. Revised by-laws to be submitted to ARIN in the 2015 Chapter Report, due before January 30<sup>th</sup>, 2016.**

**ACTION: Chapter leadership directorships formal activation to be done with board members choosing areas of responsibility. Patty Baker offered to serve as the Education Director. Board members not present to be notified of changes. Board members who wish to vacate their positions will notify board, so that positions can be filled or placed on ballot. Notify Board by Sept. 1.**

Kathy proposed that the 2016 Fall Business Meeting be held in Portland to coincide with the OHSU Dotter Institute Interventional Days conference, perhaps with provision of speakers or presentations by NWARIN at the Dotter conference. Karen and Michelle, present from OHSU, said that this idea was plausible and should be explored.

**ACTION: Patty will work with other members to investigate NWARIN participation at the DOTTER conference, usually held in October.**

Acquisition of corporate sponsors for future events was discussed. It was determined that a blueprint is needed for asking for grants.

**ACTION: To be developed.**

It was suggested that a Speakers Bank be developed as a resource for future event planning.

**ACTION: To be developed**

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A call for volunteers was made.

NWARIN members are encouraged to participate in Leadership, Membership or Education activities. Opportunities to work together will be placed on the NWARIN website.

Brenda Wickersham adjourned the meeting at 12:35PM

Next board meeting will occur in conjunction with and prior to the Fall Conference, allowing a General Membership meeting to be held at the Fall Conference.

Respectfully submitted,

Annmarie Huey  
NWARIN Secretary

Attachments:

1. NWARIN By-laws: frequency of meetings, elections, directorships
2. Proposal for 2016 NWARIN Spring Conference

AH: bw 5/13/15