

**NWARIN 2015 Spring Conference  
Board Meeting Minutes  
Saturday, May 9, 2015**

**Present: Patricia Baker, Board member; Connie Flores, Treasurer; Annmarie Huey, Secretary; Kathy Scheffer, member and Brenda Wickersham, President-Elect.**

**Excused: Joseph Ancheta, Board member; Laurie Sandstrom, Board member; Mary Sichko, President; Becky Turner, Board member.**

1. Brenda Wickersham President Elect, who presided in Mary Sichko's absence, called meeting to order at 12:20 PM.
2. Minutes from Fall meeting Review and approval by board with the following amendments made:
  - a. Per Article V of the Chapter By-laws, new officers are elected for one year, not two.
  - b. The dates of the Radiology Review Course were changed to May 9<sup>th</sup> and 10<sup>th</sup>, 2015.
3. Treasurer's report: by Connie Flores
  - a. Starting Balance after 2014 Fall Conference was \$12,861.40
  - b. Income from Boston Scientific Grant was \$2,000.00
  - c. *Per contract, IRC income excluding Grant money was retained by Host (ARIN)*
  - 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
  - h. Webmaster Honorarium, Doug Tucker                   \$100.00
  - i. ARIN Tool Kit (required) for IRC                         \$275.00  
      Scope and Standards, Core Curriculum, Orientation Manual
  - j. IRC Catering   \$1,662.63
  - k. Printing for IRC Manuals (30)                             \$953.54
  - l. Printing for certificates                                     \$38.83
  - m. Honorarium for IRC Presenters                         \$300.00  
      Kathy Scheffer, Pauline Lentowski
  - n. 2015 Total Balance after Spring Conference is **\$10,905.45**
4. Old business
  - a. Fall conference evaluation by Brenda Wickersham, President-elect
  - b. Report on ARIN Spring Convention by Brenda Wickersham – Conference provided excellent offerings and was well organized.
  - c. By-laws review and chapter leadership directorships by Brenda. It was noted that there is a need to follow by-laws regarding frequency of board and general meetings.

**Action: Chapter leadership directorships formal activation to be done with board members choosing areas of responsibility.**

d. Elections for NWARIN due in November. Brenda suggested that Officers elections should be staggered to avoid a complete change of the board at one time and promote continuity. This item will be presented at the general meeting for membership vote.

**Action: Motion to be made at General meeting on Sunday. Board members who wish to vacate their positions will notify board, so that positions can be filled or placed on ballot.**

5. New business

- a. Fall Conference 2015 location: Overlake Hospital in Bellevue. Date: November 14, 2015. Tori Winn has volunteered to serve as coordinator.  
**Patty Baker has offered to assist Tori.**
- b. Scholarship for 2015 ARIN Convention – was awarded to Brenda Wickersham, who attended the Atlanta ARIN/SIR convention.
- c. Scholarship for 2015 Certification – an application is pending.
- d. NWARIN received the ARIN chapter award and officers Becky Turner and Brenda Wickersham accepted it. And NWARIN member Rick.
- e. Sponsorship for 2015 Spring: Thank you and acknowledgement to Boston Scientific for their generous grant of \$2000.00. Boston Scientific
- f. Sponsorship for 2015 Fall – Expected Boston Scientific support.
  - i. Connie to investigate needed paperwork with Tori.
  - ii. One speaker, Margaret Dolan JD, RN has been approached so far. Ms. Dolan serves as a consultant to Washington Nursing Commission. Washington State Nursing Commission is supporting Ms. Dolan's participation at the Fall Conference.  
**Action: Brenda Wickersham to provide Tori with Ms. Dolan's contact information.**
- g. A written proposal was submitted that the Spring NWARIN 2016 be deferred, to encourage membership to attend 2016 SIR/ARIN in Vancouver, BC, Canada. Board was agreeable with this plan and will present to general membership on Sunday.  
**Action: NWARIN board will explore a date and time at the 2016 Vancouver meeting to hold a board/general membership meeting.**
- h. Succession planning for chapter leadership to be promoted with call for committee volunteers to work with Directors.
  - i. Leadership - open
  - ii. Education – Patty Baker has offered to serve as Director
  - iii. Membership – open
- i. ARIN is using a new management company. Patricia will be assisting Liz Boulter, staff person at ARIN with review of the new website.

Patty Baker identified some challenges in use of the site with transition to the management company.

**Action: Problems with the website should be brought to the attention of Patty.** Patty is also in communication with Mary Sousa, ARIN President.

- j. CE credits for the Spring Conference are available on the ARIN website. Attendees were provided with instructions for printing the certificate.

**Action: Connie will research if the same arrangement can be made for the NWARIN Fall Conference.**

- k. Brenda presented the evaluations from the Fall Conference. 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 LeCaine MS. Discussion was made to invite her to speak again at the Fall Conference.

**Action: Brenda Wickersham will forward Ms LeCain's contact information to Patty Baker and Tori Winn.**

- l. NWARIN letterhead and expense reimbursement forms have been drafted for board use.

**Action: Doug Tucker has offered to finalize the form and make them available to board members.**

Adjourn at 1:05PM by Brenda Wickersham.

Attachments:

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

Recognition:

Brenda created the Conference Planning Worksheet (available on the NWARIN website), which was recognized as instrumental in planning the 2015 Spring Conference.

Patricia Baker is taking the CRN exam May 16, 2015. Good luck, Patty!

Minutes submitted by Annmarie Huey, Secretary  
5/13/2015