

# HANP | Board of Directors Meeting



Date: 9.4.2018

Attendance (via Zoom):

X Pepper Santa Ana (President) X Elizabeth Gigliotti (President Elect) X Mari Galang (Treasurer) \_\_\_ Blanca Barrera (Secretary)  
 \_\_\_ Delmar Imperial-Aubin (Past President) \_\_\_ Alison Mitchell (Director) \_\_\_ Rick Roberts (Director) X Sara Wilkins (Administrator)  
 X Ana Licona X Sara Woods

Agenda Item	Discussion	Action Items/Follow Up
<b>Call to order:</b> <ul style="list-style-type: none"> <li>• <b>President</b></li> </ul>	<b>President:</b> Call to order @ 1907 by PSA	
<b>Approval of Minutes:</b> <ul style="list-style-type: none"> <li>• <b>Secretary</b></li> </ul>	<b>Secretary:</b> Review and approve June & July meeting minutes.  Noted 8/5/18 meeting rescheduled to 8/16/18 but was cancelled due to attendance/no quorum. (RR, EG, SWi on call).	Minutes approved
<b>Standing Reports:</b> <ul style="list-style-type: none"> <li>• <b>Treasurer</b> <ul style="list-style-type: none"> <li>○ <b>Balance/P&amp;L</b></li> </ul> </li> <li>• <b>Administrator</b> <ul style="list-style-type: none"> <li>○ <b>Membership</b></li> </ul> </li> </ul>	<b>Treasurer-</b> Balance (month before last end calendar day): AMC hired Lynn to do accounting for AMC  Financial report to be given at September annual meeting.	PSA and EG to draft “we miss you” letter SWi to pull list of people renewing to send it out every month

<ul style="list-style-type: none"> <li>○ <b>Education: Next 2 General Meetings (venue, speaker, sponsorship)</b></li> <li>○ <b>Education: Conference</b></li> <li>○ <b>Upcoming Calendars</b></li> </ul>	<p><b>Administrator- Membership:</b>                  # Current: 715                  # New: 47                  # Expiring: 70                  # Expired: 56                  Increase or retain memberships – SW can pull report for expired members and send letter (to be drafted by EG &amp; PSA) to ask members to come back Then EG can start doing it for October for September expirees</p> <p>Work order about renewal hiccups – not the proper renewal notices – getting lost password notices instead – might have impacted renewal rates</p> <p>Plan to do membership drive and social in April 2019 for the crawfish boil; non-members can be invited</p> <p>Considered HANP table for TNP conference 2019</p> <p>AL: talked to previous members: feedback from previous members of not being able to get in due to limited space – pharma meetings limited to 10% students; maybe try to do a bigger venue again</p>	<p>Membership drive/social in April 2019</p> <p>SW to include number of no-shows in membership report with itemized list of names</p>
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	<p>with more frequent email reminders – JR previous president did do emails/phone calls on members that would sign up but not show up to meetings → discussion that an email will be sent and member will not be able to register for next event</p> <p>Membership update to be given at September annual meeting as well as Induction of Officers:</p> <p>Past President: Miriam “Pepper” Dela Flor Sta. Ana          President: Elizabeth Gigliotti          President-Elect: Mari Galang          Treasurer: Blanca Barrera          Secretary: Ana Licona</p> <p><b>Education- General Meetings:</b>          September 12 @ Maggiano’s annual meeting. Student presentations. Fully booked. 70 attendees. PSA talked to George (encompass rep) → approved for maggianos</p> <p>October- General meeting 10<sup>th</sup>, Travis Bruce with Allergan cancelled. (budget cut) Tentative:</p>	<p>October meeting → SW reached out to Bruce with Jansenn (supposed to be Jan sponsor);</p> <p>SW to double check with Dr. Rao (call 9/5) with Texas Vein &amp; Wellness Institute to see if the can sponsor October meeting and leave Jansenn for January 2019</p> <p>Marketing:          Paula has sent to TWU Blanca through UTMB          Pepper to do UTHSC – Houston          Email sent re: marketing to different universities          SW: look into LinkedIn marketing to target nurses</p>
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	<p>November- Gen Meeting 2<sup>nd</sup>; Terry Rogers with Merck (Vallone venue right next door to Westin)</p> <p><b>Education- Conference:</b>          Please distribute conference flyer          Update on walk-through August 21, 2018          SWi doing Facebook promos; drop pins;</p> <p>15/16 registrants in each workshop session          Hotel Walkthrough -</p> <p><b>Upcoming Calendars:</b>          DNP Student presentations on september          Installation of officers September 12<sup>th</sup></p> <p>Order of events:          Opening remarks (PS), presentations, membership update (Swi), financial update (MG), swearing in of officers (SWi), brief address (EG), closing (PS)</p>	<p>SWi to print out pamphlets to give to Pepper at Vascular Conference and EG at TNP</p> <p>SW pending AANP CE approval for poster/student presentation</p>
<p><b>Old Business:</b></p> <ul style="list-style-type: none"> <li>• <b>President</b></li> </ul>	<p>Update project cure on 8/25: also has international missions; HANP did 10 boxes</p>	<p>Consider Project Cure volunteer event again</p>

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<ul style="list-style-type: none"> <li>○ <b>Community Service</b></li> <li>● <b>President-Elect</b></li>   <li>● <b>Treasurer</b></li> <li>● <b>Secretary</b></li> <li>● <b>Past President</b></li> <li>● <b>Director/s at Large</b></li> <li>● <b>Administrator</b></li> </ul> <hr/> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>● <b>President</b></li> <li>● <b>President-Elect</b></li> <li>● <b>Treasurer</b></li> <li>● <b>Secretary</b></li> <li>● <b>Director/s at Large</b></li> <li>● <b>Administrator</b></li> </ul>	<p>HANP affiliate check and form- is it completed? YES</p> <p>T-shirt sales- total &amp; check sent to TNP advocacy? Whatever was sold for the shirts, HANP to eat cost for shirt/marketing/production</p> <p>Signatory date for BB, EG, MG → pending</p> <p>SWi/MG: update on closing financials/handoff?</p> <p>PS:</p> <p>EG: Dec. meeting Pharma. Rep. Oliverson invited (waiting to hear response); December venue is The Palm (Westheimer)</p> <p>TNP auction item- coach purse/wallet/scarves Legislative table- EG recruiting people to sit for HANP table 4 more seats to fill Advocacy Fund update: Raised \$2,115 from advocacy drive</p>	<p>MG to send check to TNP advocacy (follow up with Emily Eastin)</p> <p>SW to double check with Bruce Sostak re: audit presentation</p> <p>SW to ask Bruce Sostak about filing returns on time instead of just filing extensions → audit results for discussion in October Board Meeting</p> <p>Try to get a large venue for December? --other places to suggest: Cadillac bar and grill</p> <p>MG to send story corp questions</p>
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<hr/> <p><b>Announcements/Open Discussion</b></p> <ul style="list-style-type: none"> <li>• ALL</li> <li>• Upcoming vacations and/or dates of unavailability</li> </ul>	<p>Reminder of Shining Star story corp questions</p> <p>BB handoff to AL: BOD position contracts for RR and SWo Next meeting bring computers for quick tutorial on drop box/shared file; BB to upload onboarding documents prior to October meeting</p> <p>MG handoff to BB: quick books</p>	<p>EG to send events/engagement tasks to SW to start October (shining star, new members, etc)</p> <p>MG to send EG and PSA reimbursement forms</p> <p>PSA to verify location for education meeting</p>
<p><b>Next General Membership Meeting</b></p> <p><b>Next BOD Meeting</b></p> <p><b>Next Education/Conference Meeting</b></p>	<p>September 12, 2018 Maggiano’s 6p registration, 7p dinner presentation.</p> <p>10/2/18 7p in person BOD, location: TBD. Will need to connect with Bruce (CPA) prior to review audit findings and ask regarding filing deadlines</p> <p>9/18/18 Next Education meeting, 6p Location TBD</p>	<p>Think of place for October board meeting (in-person) maybe at the hotel venue?</p>
<p><b>Adjourn Meeting</b></p> <ul style="list-style-type: none"> <li>• President</li> </ul>	<p>Meeting adjourned 20:00</p>	