**CANP SACRAMENTO CHAPTER**

**BOD MEETING**

**February 6, 2016**

1. Meeting called to order at 11:38

Attendance:

Lisa Buckwalter

Virginia Hass

Alexa Curtis

Theresa Clayton

Ami Khasakia

Suetfei Won

Pamela Monroe

Motion to approve minutes from the November BOD minutes.

Move to approve agenda with addition of discussion of websites, dinner fee, and meeting start time.

1. A. Tax-exempt status: Suetfei Won reports that we now have tax exempt status. She will find out if CANP Sacramento Chapter needs to file taxes yearly. Suetfei will further investigate and report back at the next BOD meeting.

B. SB 323: Pamela Monroe reports that there are no current updates. SB 323 deals with the corporate bar and being employed by hospitals. The concern is the hospital association(s) will not support NPs if we accept this bar. There is going to be a new speaker in the assembly in March. It will be back in the committee in April.

C. NP Week: we need to pick a date for 2017 NP week. NP week is November 7th -11th. Election Day is November 8, 2017 so the board wants to avoid this date. Virginia will send a request for the MIND institute for Wednesday 11/9. We will try to get the Editable Events (caterer) again. Virginia will confirm how many water bottles there are to give out. She will confirm with Michelle, and we will announce at the membership meeting.

D. HOD/Lobby Day: The board submitted for 10 people to attend, and there are a couple of alternatives. House of Delegates will meet 5/23/2016 and 5/24/2016. BOD confirmed there is nothing more we need to do at this point since registration is not open yet.

E. Charity donations: Sue has a letter from Denise for Clara’s house, Yolo County (Families First) and St Vincent De Paul . We are going to send the donations out now. Sue will communicate with CANP/Account support to confirm we are filing taxes accurately.

*Lisa: Thinks we are talking about donations that reflect last year’s budget. The donations usually go out in December. Sue: Donations have not gone out yet. Virginia: Can we confirm the donations were made last year? Pam: we got one of the donations back because the charity closed. Theresa confirmed that the donations for 2014 were distributed. FY 2015 donations have not been given out yet. This means we will have donations x2 for the next tax year. Alexa: do we have support for taxes/donations, etc? Group agrees this will be helpful. Sue will clarify with CANP (Erin Meyer) about support with accounts.*

1. New Business:

A: 2016-2017 Budget

Sue reviewed the proposed budget for the new fiscal year. A rough draft plan was handed out.

Sue clarified that from each full time member’s membership fee $ 37.50 goes chapter.

From student member’s membership fee $18.75 goes to chapter.

Discussion regarding the budget being less for HOD. Sue clarified we were under projected budget last year. Virginia clarified that we had less delegates last year. Sue: we will increase the HOD budget to $1000.

President’s conference fee: increased from last year. Board is okay with keeping it inthe budget at $400.

Raffle donation (annual conference): We need minimum of $300 for the raffle donation. In the past we gave Ipads, gift cards, Up-To-Date subscriptions.

2017 annual conference for the raffle donation we have budgeted $500.

Board agreed to: 1- $250 gift card for South West Airlines and 1- $250 for Amazon gift card for the 2017 conference.

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Charities: Theresa suggested we should investigate other groups to donate to in the future.

Virginia moves we increase $250 to each charities (4 total), which is $1000, one of which will be associated for the Spring event.

1). St Vincent De Paul

2). Clara’s Hose

3). Family’s First Yolo County

In the future Wounded Warrior Run to be under charities instead of Marketing and Communications/spring event.

NP Week: we will continue with $3000.

President’s gift: we will stay with $100

Expenses/Office supplies/Hardship Fund: Hardship fund was discussed. Board decided to eliminate hardship fund.

Scholarship: Board increased scholarship to $2,000 to be split between 2 conferences and 2 memberships.

Membership drive: Alexa asked, “ How much money from our reserves would you like to use for our membership incentives? “ Virginia recommended up to 4 memberships by increasing the budget to $4000 for scholarship. Membership incentive will be a new line item with a budget for $1000.

Planning for membership incentive will go on the May BOD meeting.

We decided no donations back to CANP.

BOD agrees to CANP budget for 2016-2017.

B. Begin nominations process for next year’s vacancies on BOD:

Theresa would like to stay on for another 2 years as Scholarship Chair. Alexa proposes posting vacancies to give everyone an opportunity to express interest. Theresa does not have to resubmit paperwork for Scholarship chair.

Call for the nominations went out on 2/1/2016. Vote will occur in May.

C. CANP conference raffle donation: *l* Group agreed to: 1- $250 gift card for Southwest Airlines and 1-$250 for Amazon gift card for the 2017 conference.

D. Website: Theresa was unable utilize CANP. There are concerns about uploading documents, sending e-mails. Theresa will try again. If she continues to have difficulty, she will work with Lisa to resolve.

E. Dinner fee increase: Alexa reviewed Evelyn’s email regarding the survey monkey results for increasing dinner fee. She also read that Gina is in agreement to slight increase in fees. Ami suggested trying to increasing the fee for a period to see if it impacts the attendance. Lisa reviewed the original intent of the dinner fee: the monies go to scholarship fund.

After approval, the increased dinner fee will start in the all.

Board moves to increase dinner fee to: *$10*

Alexa suggested 10-$25 dollar gift cards for raffle at the monthly dinner meetings. This will go under marketing.

IV: Committee Reports:

Finance—Suetfei Won

$13,152.15 Checking accounts (combined)

Savings $ 4089.01

Membership—Ami Khasakia

241 active members

3258 members statewide

There is a concern that members are not getting reminders of lapsing membership.

Education—Evelyn

Alexis read Evelyn’s email: Meetings will continue 530 PM registration for 6 PM start. She will rotate Tuesday/Wednesdays meetings between Sacramento, Roseville and Fair Oaks.

Board discussed if education may need co-chairs.

Legislative Advocacy—Pam

See above report

Marking and communication—Virginia

See above report. Virginia wants to stay on for 1 more year for staggered co-chair to assist in the transition.

Scholarship: Theresa

No new reports

Student Representative:

Alexa read Gina’s email: student mixer: attendees included 2 UCD, 2 Phoenix and 1 from east coast. She is not asking for reimbursement. BOD agreed to place line item for student mixer marketing and communications. Pam said all the NP week money was not used, and could have been used for student mixer. BOD agrees to a line item of $250 for student mixer.

Investigate existence of chapter manual for planning and investigate forming a chapter manual for cessation?

1. Checklist/Wrap
   1. Dinner meeting—February 9, 2016 at Zinfandel Grill. Registration begins at 5:30.
   2. Next BOD meeting—May 14, 2016 11:30.