



**CALIFORNIA ASSOCIATION
FOR NURSE PRACTITIONERS**
Inland Empire Chapter

CANP IE Chapter Quarterly Board Meeting Minutes: October 28, 2022 @ 12:00 pm via ZOOM

Board Members: 2022-2024

Allison Brooks-Frank: President
Neander Tabingo: President Elect
Velma Yep: Immediate Past President
Frenalyn Domingo: Secretary
Rosemarie Cabati-Ablir: Treasurer
Alicia (Lisa) Skibar: Legislative Chair
LaKesha Jones: Education Chair
Kylie McMath: Membership Chair (Medical Leave)
Sarah Cooter: Membership and Education Co-chair
Shawntel (Shawny) Logan: Public Relations
Michelle Gutierrez: Student Rep
Adam Aguilar: Student Rep
Erika Provence: Student Rep

Attendees:

Allison Brooks-Frank, Neander Tabingo, Velma Yep, Rosemarie Cabati-Ablir, Lisa Skibar, Michelle Gutierrez

Excused:

Frenalyn Domingo, LaKesha Jones, Sarah Cooter, Shawny Logan, Adam Aguilar, Erika Provence

Call to order: 12:09 pm

Minute Recorder: Allison Brooks

Review and Approval of August 14, 2022 Chapter Board Quarterly Meeting Minutes: Approved by Velma Yep, seconded by Lisa Skibar

President's discussions with the board:

1. CANP Inland Empire Board Updates (2022-2023):

- As a Chapter, we are required to submit the quarterly report to remain in compliance with the CANP Alignment Agreement and receive our chapter quarterly dues. Q1 quarterly report is due to be submitted on 11/7/2022 along with another signed copy of the CANP-IE Chapter 2022-2023 Alignment agreement.
- Kylie McMath remains medical leave (6/27/22-present). Kylie contacted board that she will not be resuming her role.
- Erika Provence CANP membership expired. Erika reports she is not renewing membership.

- **ACTION:**

1. Sarah Cooter voted in as Membership Chair
2. Email to be sent to chapter members after NP Week regarding vacant board positions (Membership and Education Co-chair, Student Representative)

Reminder: Voting process as a board per CANP Bylaws:

Section 8. Quorum. At least fifty percent (50%) of the credentialed delegates at the House of Delegates shall constitute a quorum for the transaction of business at any official meeting.

Section 9. Board Action. (a) Every act or decision done or made by a majority of the Board of Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors. If a director abstains from participating in an item of business because of a declared conflict of interest, that member shall be treated as not present for purposes of determining the outcome of the vote, but shall be counted for purposes of establishing that a quorum was present.

2. Pharmaceutical sponsored monthly educational meetings
 - Chapter remains very active with an average of 2 dinner meetings per month-Great work team!
 - Follow up re: survey to members for suggested venues. Sarah still working on survey and will process soon. Will try to schedule more dinner meetings in Corona, Temecula and at Mission Inn.
 - No issues coordinating programs or posting on CANP website
 - A minimum of 1 board member should attend dinner meetings to provide brief updates of chapter business, legislative updates, membership, education/practice, etc
3. NP Week Planning (November 13-19, 2022)
 - **NP Week Budget:**
 1. Originally voted at \$8,000.00
 2. Reviewed current expenses and over budget
 3. Board members present voted to increase NP Week budget to \$9542.71 which is subject to increase to accommodate the cost of educational day event boxed lunch
 - TopGolf: **\$3772.18**
 - Scholarships: **\$2000.00**
 - Raffle: 45th Annual Educational Conference registration: **\$550.00 (max amount)**
 - Raffle/Gift cards: **\$300.00**
 - T-shirts: **\$1927.92**
 - Promo items (pens, first aid kits, hand sanitizers, business cards): **\$842.61**
 - NP buttons: **\$150.00** (ordered and rec'd from CANP website)

- **Sunday, November 13-Kick off Brunch at Top Golf, Ontario**
- Cost for 50 people: \$3772.18
- Deposit: \$1886.09 paid 8/19/22
- Contract is attached
- Website registration & Waiver re: Covid and alcohol- (Velma, done)
- Cynthia will update on legislative items
- Raffle one (1) CANP 45th Annual Educational Conference registration fee:
 - - NP Member rate: \$500.00 (in person), \$550.00 (on demand)
 - - Student member rate: \$300.00 (in person); \$350.00 (on demand)
- Silent auction for CANP PAC fund
- As of 10/28/2022..18 members have signed up.
- Will continue to advertise to members via email, social media
- Neander will send out letter to members to encourage participation
- Plan to keep event for CANP/CANP-IE members only

- **Top Golf Board member assignments/tasks:**
- Invitation (prior to event) to post on social media/schools: Velma Yep
- Host/Hostess: Shawny Logan
- Sign in table: Shawny Logan
- Set up silent auction table(s): Sarah Cooter, Lisa Skibar, Velma Yep
- Take down: Allison Brooks
- Silent auction winners: Allison Brooks, Velma Yep
- Educational conference winner: Allison Brooks and Chapter Board members present

- **Saturday, November 19, 2022 8:30 am-2:30 pm Education/Skills Day at California Baptist University, College of Nursing**
- Cost to members: \$50.00 with 4 CEU's, continental breakfast, boxed lunch included
- Event capacity: 40
- Draft agenda: Attached and reviewed by members. Still need 2 speakers.
- NP/MSN, DNP Scholarship presentation during lunch
- October 24, 2022 at 6:00 pm- Zoom meeting held with Nidia Torres, Allison, Lisa, Neander, Sarah, Adam regarding our agenda and logistics
- As of October 28, 2022, only 4 ppl have signed up (Allison, Rosemarie, LaKesha, Lisa)
- **ACTION:**
 1. Voted to reduce cost of educational event to \$10.00
 2. Event open to everyone (Lisa will confirm will State that non-members attending will be eligible for CEU's)
 3. Flyer will be made to email to members, local NP schools
 4. Neander will generate and mail out personalized letters to members encouraging participation.
 5. Follow up on 11/10/22-if low sign up, will cancel event

- Updates re: NP Week Proclamation requests- Requests sent out to Mayors of Corona, Moreno Valley, Loma Linda, Fontana, San Bernardino; Senator Connie Leyva, Ochoa-Bogh, Richard Roth, Representative Sabrina Cervantes and more.

4. CANP Health Justice Committee

- Trauma-Informed Care Virtual Town Hall held September 8, 2022 from 6:00 to 7:30 pm
- Committee Meets every 2nd Thursday of each month
- More information on CANP Website

5. Leadership Summit

- Not occurring this year

6. Quarterly student mixer/networking

- Successful student mixer held October 15, 2022 at The Farmers Market at the Grove School. Thank you Neander!
- NP students from Loma Linda University, Cal Baptist, Western University, Herzing, Chamberlain and Charles Drew attended.
- \$15.00 tokens given to each attendee (total amount \$225.00). Neander reimbursed.
- Plan for next student mixer: April/May 2023
- Any updates re: roundtable discussion with West Coast University- Shawny excused absence from today's meeting. Will follow up.
- Any board members currently precepting? Yes- Lisa Skibar; NP student joined CANP.

7. Community service/support

- Chapter was a vendor at Temecula Health & Community Resource Fair on Saturday, September 24 from 9 am to 2 pm. Great networking and community building event.
- Allison, Lisa and Rosemarie met with Assembly member Reyes (District 47) representatives at her office on August 23, 2022 re: blood drive which was scheduled for 10/23/2022 yet was cancelled due to low interest/signups. If reelected, will try to reschedule blood drive in early 2023
- Any suggestions for future community service/support for the holidays?
 1. Family Assistance League (Neander)
 2. Children's fund of San Bernardino (Velma)
 3. Time for Change Foundation (Allison)

8. Any announcements, events, accomplishments from the group?

- Kylie McMath had her baby, Carter Roy on 9/17/22 who recently discharged home from NICU.

Treasurer's report: (Rosemarie)

CANP Inland Empire chapter Chase available funds: \$16,535.00

Membership updates:

As of October 28, 2022:

319 Active members

45 new members within the past 90 days

12- 1 year Student members

28 – 2 year student members

10 – Suspended members

Re: Suspended members: Allison will send out personalized email to suspended members to encourage renewal.

-CANP is offering discounts of \$25.00 off dues for NP Week-for New members and NP students. The discount codes are listed below and can only be used once per person.

- a. NPWEEK
- b. NPSTUDENT (available October and November only)
- c. NPJOIN

-New Member Onboarding Meeting

-<https://canpweb.org/education/new-member-meet-and-greet/>

-Upcoming meetings, November 7 at 6:30 pm; February 6, 2023 at 6:30 pm; May 8, 2023 at 6:30 pm, July 24, 2023 at 6:30 pm

-Please email Kristian@canpweb.org if you are not receiving a ZOOM invitation for this meeting

Education Updates:

-In-person meeting educational pharmaceutical sponsored programs:

- As per <https://canpweb.org>
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Social Media/ public relations: (Shawny):

New Instagram page: CANP_InlandEmpire

Encourage members to follow our social media pages!

Legislative, APRN/ BRN updates:

10/26/2022: BRN Nursing Practice Committee held.

AB 890 Implementation: the BRN must adopt regulations by January 1, 2023

Meeting Concluded at: 1:37 pm

Next meeting: 1 ZOOM meeting after NP Week to recap events between November 30-December 9, 2022 and Q2 quarterly board in person, meeting the weekend of January 7 or 8, 2023 (coordinate schedule convenient and agreed by all)