



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

**CANP IE Chapter Quarterly Board Meeting (Q4) Minutes: July 22, 2023@ Velma Yep Residence-3127 Unit O Via Serena N, Laguna Woods**

**Board Members: 2023-2024**

- Allison Brooks-Frank: President
- Neander Tabingo: President Elect
- Velma Yep: Immediate Past President
- Ray Nguyen: Secretary
- Rosemarie Cabati-Ablir: Treasurer
- Alicia (Lisa) Skibar: Legislative Chair
- Sarah Devine- Cooter: Membership Chair
- Brenda Marin: Education Co-Chair
- Cristine Ong: Education Co-Chair
- Jordyn Ramey: Education Co-Chair
- Shawntel (Shawny) Logan: Public Relations
- Adam Aguilar: Student Representative
- Kiran Randhawa: Student Representative

Attendees: Allison Brooks-Frank, Neander Tabingo, Velma Yep, Lisa Skibar, Sarah Devine-Cooter, Cristine Ong, Jordyn Ramey, Shawny Logan, Kiran Randhawa

Excused: Rosemary Cabati-Ablir, Adam Aguilar

Unexcused: Ray Nguyen, Brenda Marin

Call to order: Allison Brooks-Frank @1303

Minute Recorder: Sarah Devine-Cooter

Review and Approval of April 22, 2023 Chapter Board Quarterly Meeting (Q3) Minutes:

- Update minutes from April to reflect unexcused absence of Ray Nguyen
- with above changes, unanimous approval of previous minutes

1. CANP Inland Empire Board Updates:

- Review of Chapter Bylaws and recommended updates/changes (Sarah)
  - Student membership is for entirety of student’s program
  - Elections will now be every 2 fiscal years and fiscal years is 7/1-6/30
  - Terms will be for 2 years

- Absences from board meetings, if unexcused from two consecutive meetings, the Director or Officer's resignation shall be deemed to be tendered and accepted, and the Director or Officer shall be so notified. The Chapter Board of Directors has the discretion to excuse any absence. Unexcused absence constitutes no notification to the president within 72 hours of the meeting.
  - Expenses- remove travel to and from a Chapter board meeting and replace with travel to and from House of Delegates/Lobby Day
  - Policies will be reviewed and/or amended every 2 years.
  - Code of Ethics section - add Inland Empire chapter to the Section 2.
  - Amended July 2023
- Voting board members CANP membership must be current, "Full NP" member
1. Brenda Marin- is no longer a CANP active member -has not returned emails. Allison will attempt to reach. If no response, assume resignation and will notify CANP State. Allison will also reach out to Ray Nguyen to discuss his recent absences.
  2. Send blast email re: educational co-chair board opening? Not needed at this time, Jordyn and Chris are handling well
- CANP Website Chapter Leadership Toolset. Reminder for pricing only for board members to check "committees-Inland Empire"; and member price, etc for everyone else except guests.
  - Please remember to add or forward all blast emails to admin@canpweb.org
- There appears to be ongoing hacking/phishing email issues with CANP Website
1. Please use caution and text board member if you receive a suspicious email requesting immediate attention/callback/money or gifts. Allison will only use the official group discussion board for discussion about finances and will be agreed upon by all. You will never be asked to obtain gift cards or send money to Allison/board members directly.

2. Pharmaceutical sponsored monthly educational meetings
  - OUR EDUCATIONAL CO-CHAIRS ROCK!! We have had 2-3 meetings per month since our last board meeting!
  - Board member (s) have consistently attended dinner meetings and provide brief updates of chapter business, legislative updates, membership, education/practice, hand out chapter promo items.
  - 9/16/2023 "Meet and Greet" BBQ/Potluck being planned at Mojave Narrows Regional Park for our High Desert Members (Sarah)  
CANP Family Day 10-2  
will price out food options
  - High Desert Saturday Educational Brunch ? November 4th?  
Education group to look into

3. NP Week planning: November 12-18, 2023
  - Education Day (Lisa Skibar-Lead)
    1. Saturday, November 11 at California Baptist University, School of Nursing (Nidia Torres Point of Contact) 8:30a-4:00p Cost: \$55 per person, \$75 non-member
    2. Tentative agenda:
      - a. IUD insertion training, Nexplanon
      - b. Wound I&D, simple repair
      - c. Coding
      - d. Vet drugs used in people
      - e. Cardiac round table
      - f. 103 update
      - g. Continental breakfast and box lunch provided, mingle with NP businesses
      - h. 4 CEU's
      - i. Award \$500.00 student scholarship
      - j. Dr. Brian Garrett reached out to lecture about chronic stress and musculoskeletal manifestations (CV and Presentation proposal attached)- Allison emailed 5/25/23 to discuss the proposed topic/lecture. **No reply to date.**)
  - Celebration Day
    1. Saturday November 18 from 10:30 am to 1:30 pm at Top Golf Ontario
    2. 40 ppl, brunch, 1 drink ticket, unlimited golf: **\$3509.66**. Contract signed and Deposit made 5/31/2023.
    3. Tentative agenda:
      - a. Cynthia to discuss AB103, and pertinent legislative topics
      - b. Silent auction for PAC fund
      - c. Raffle for 2 (TWO) active CANP-IE members to attend CANP 46<sup>th</sup> Annual Educational Conference at Disneyland Hotel in Anaheim, March 19-21, 2024 (upwards \$550.00 each in value)
  - **Addendum: NP week budget (voted 8/2/2023): \$7935.00**
    - a. Top Golf \$4210 (3509.66 + 20% tip)
    - b. Education Day \$1925.00
    - c. Student Scholarship \$500.00
    - d. 2 (Two) 46<sup>th</sup> Annual CANP Educational conf scholarships \$1100.00
    - e. Gift cards (given out Education day) \$200.00
  - Sears Wealth Management 11/15 dinner meeting at Fleming's for NP specific information about building wealth/retirement

4. CANP NP Leadership Delegation (Lobby Day), May 2, 2023.
  - Sacramento, California
  - Allison and Jordyn participated and represented our chapter
  
5. Student mixer/student networking events/Chapter networking events (Sarah, Neander, Adam)
  - Student mixer
    - **\$500.00 budget for 1 maybe 2 mixers this year**
    - Tentative dates:  
Thursday, August 10th at CBU at 4pm
  - Presentations to local NP programs this past quarter:
    - April 27- Allison Brooks and Cynthia Jovanov participated in a Round table at Loma Linda University School of Nursing impending graduate students
  - Any board members currently precepting? : Lisa
  
6. Community service/Legislative support
  - April 29- Allison and Lisa attended Assemblymember Eloise Gomez Reyes, 50th District “Lattes and Legislation” at Chaffey College. Discussed the possibility of community service (food drive, Blood Drive/Health screening) event this summer/fall with email sent to her field representative Maria Brunner.
  - June 8- Zoom meeting held with board members (Allison, Lisa, Velma, Adam) and Maria Brunner, Field representative for Assemblymember Eloise Gomez Reyes, 50th District. Discussed the possibility of community service (food drive, Blood Drive/Health screening) event this summer/fall. Planning for Fall blood drive, Hands-Only CPR training. We will also invite to NP Week Events when soliciting NP week proclamation. **Lisa proposed spending \$600 for CPR mannikin for hands only CPR training for outreach events. Board members present voted to approve cost.**
  - May 24- Met with Bryan Milligan, Congresswoman Norma Torres, 35<sup>th</sup> District, Field Representative (in person) and discussed the possibility of community service (food drive, blood drive/health screening) event this summer/fall. We will also invite to NP Week Events when soliciting NP week proclamation.
  - June 10- Lisa and Velma attended Assemblymember Eloise Gomez Reyes, 50th District Open House.
  - July 5- Zoom meeting canceled with Assemblymember Dr. Corey Jackson, 60th District. Email sent to his scheduler Amber Shattler 7/17 re: reschedule date.
  - Temecula Health & Community Resource Fair. Scheduled Saturday, September 30, 2023 from 9 am to 12 pm. Cost \$25.00 non-profit. Application sent by Allison on June 30th. Awaiting reply.
  
7. PAC Fundraiser with Orange County
  - Zoom attempted on May 18 with Glen Hendricks and Candice Whealon, OC Chapter President. Poor connection. **Allison will reach out to Glen again to discuss.**

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Treasurer's report: (Rosemarie)

**CANP Inland Empire chapter Chase available funds:**

February 17, 2023- Business Secretary of State filed

February 17, 2023- 199N Postcard and Chapter Financial Statements sent to State

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**Membership updates:**

**As of July 18, 2023:**

**335:** Active members

**36:** new members within the past 90 days

**25:** 1-year Student members

**11:** 2-year student members

**18:** Suspended members

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

-New Member Onboarding Meeting

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

-Upcoming meetings: July 24, 2023 at 6:30 pm

-Please email [Kristian@canpweb.org](mailto:Kristian@canpweb.org) if you are not receiving a ZOOM invitation for this meeting

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Education Updates: (Jordyn, Cris)

-In-person meeting educational pharmaceutical sponsored programs scheduled:

- Refer to <https://canpweb.org/chapters/inland-empire-chapter/events/>
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Social Media/ public relations: (Shawny): [information sent to CANP State](#)

Instagram page: CANP\_InlandEmpire

Please encourage all CANP members to follow our social media pages

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Legislative, APRN/ BRN updates:

- Bills to track: AB 765: Physician and surgeons: Medical specialty titles

Miscellaneous:

It was discussed 1st board meeting after elections should be longer than typical, including both incoming and outgoing board members. Bylaws will be discussed in entirety and new board members will sign a pledge stating they understand and will abide by bylaws, including attendance at board meetings and participation on leadership calls.

It was also discussed making policies for social media as well as reviewing state policies regarding treasurer position

**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.

**To be reported to CANP STATE QUARTERLY:**

- Board Meeting Minutes -
- Chapter Financial Statements -

| Quarter   | Dates                   |
|-----------|-------------------------|
| Quarter 1 | July 1 – September 30   |
| Quarter 2 | October 1 – December 31 |
| Quarter 3 | January 1 – March 31    |
| Quarter 4 | April 1 – June 30       |

Meeting Concluded: 1439

Next meeting: Q1 Quarterly Board Meeting in person and agreed by all:

Scheduled: 10/7 12-2p : 9914 Pasa Tiempo Place, Moreno Valley, CA 92557