



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

**CANP IE Chapter Quarterly Board Meeting (Q1) Minutes: October 7, 2023. ZOOM**

**Board Members: 2023-2024**

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

**Attendees:**

Allison, Sarah, Shawny, Adam, Jordyn, Neander, Kiran, Lisa, Rosemary

Excused: Cristine , Velma

Call to order: 1209

Minute Recorder: Sarah

**Review and Approval of July 22, 2023 Chapter Board Quarterly Meeting (Q4) Minutes:**

- Shawny approved – unanimous approval

**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
- Updated Chapter Bylaws available? Need to submit to State  
Sarah will send to State
- Ray Nguyen resigned as Secretary on 8/9/2023
  1. Shawny Logan volunteered to cover position
  2. Duration needs to be determined (end of term?) Shawny interim until 6/30/24 next term
- Hacking/phishing email issues has resumed 2/2 CANP Website
  1. Allison sent email to State 9/9/2023 regarding ongoing issue (no reply to date)
  2. Please use caution re: emails requesting you for money, immediate call back for assistance or giftcards
  3. Please use the WhatsApp group chat for discussion about finances  
Allison to follow up with State

\*\*\*\*Motion\*\*\*\*

- Updated Board Member Group Photo with lab coats
  - Suggestions on how to implement
  - Budget
  - Bring lab coat to Top Golf event (11/18) for a group photo
  - Also 1<sup>st</sup> board meeting of 24-26 Term, will do another group meeting
2. Pharmaceutical sponsored monthly educational meetings
    - Our chapter consistently has 2-3 meetings per month. Booked out until January 2024.
    - 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.
    - High Desert Educational Dinner meeting sponsored by Novo Nordisk planned for 1/11/2024 (Allison coordinating)
  3. NP Week planning: November 12-18, 2023
    - 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
      - f. Canned food drive, each can is an extra raffle ticket
    - 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. Agenda:

- a. IUD insertion training, Nexplanon
- b. Wound I&D, simple repair **looking for additional instructors**
- 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. Award \$500.00 student scholarship
- i. Cynthia to provide 103/104 updates?
- j. **Sign up cut off**
- k. **Promote to local schools and local chapters**
- l. **Lisa to update the flier from "Save the Date" to "Event"**

- 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. Contract signed and Deposit made 5/31/2023.

3. Agenda:

- a. Cynthia to discuss AB103, and pertinent legislative topics?
- b. Silent auction for PAC fund

1. **Volunteers needed for silent auction items**

**(Allison, Lisa, Sarah, Velma, Shawny, Jordyn)**

- c. Raffle/**Opportunity drawing** 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)

- Sears Wealth Management dinner meeting at Fleming's for NP specific information about building wealth/retirement

- a. Wednesday, November 15, 2023 6:30 -8:00 pm
- b. Free for NP members their spouse and/or significant other
- c. 30 people maximum

**d. Lisa waiting for email from company to send out to registered NP's to add their significant other's registration**

\*\*\*\*Motion\*\*\*\*

- NP Week dinners free for attendees?? Allison motioned, Sarah seconded
- Order new swag items for NP week (CANP-IE pens, hand sanitizers, NP Blue Pins from State)?
- If so, budget; Allison will purchase \$150 NP blue pins from state, \$200 total; Lisa will look into purchasing additional items/CustomInk online store

4. NP Week Proclamations

- Volunteers needed to contact their local legislators so we can obtain prior to NP week. Allison will send to board members to forward to local representatives

5. Student mixer/student networking events/Chapter networking events (Sarah, Neander, Adam)

- Student mixer
  - \$500.00 budget for 1 maybe 2 mixers this year
  - Thursday, August 10th at CBU cancelled
  - Has this been rescheduled – not yet

West Coast multi-chapter at OSI (on-site event)  
Beginning of cohort days at schools  
Focus on faculty to garner buy-in  
Pamphlets from CANP? What is an NP? Why CANP?

Preceptor list – exclusive list for CANP student members

Form to student to fill out

Available for students through CANP website? Keep only for members

- Meet and Greet with High Desert members
  - 9/16/2023 at Mojave Narrows Regional Park
  - Spent \$841.91 + 20% tip 168.10=\$1010.01
  - Do again on yearly basis; tentative meet and greet Saturday May 18<sup>th</sup>, Palm Springs, White Water preserve OR Jucaipa Park
- Saturday, November 4<sup>th</sup> 7:30am Mt Rubidoux

6. Community service/Legislative support

- 9/30/2023: Booth at Temecula's Health & Community Resource Fair. Demonstrated Hands Only CPR, meet and greet with Mayor Zak Schwank.
- 10/24/2023- Blood Drive and Health Fair scheduled with Assemblymember Eloise Gomez Reyes, 50th District at Chaffey College 9 am to 7:30 pm (screening) event this summer/fall with email sent to her field representative Maria Brunner.
- Holiday food bank drive?? Add to events- Neander to lead, before Christmas, ?which food bank to donate
  - ? help at a soup kitchen too?
  - Coat drive? Sock drive? Hygiene kit drive? 1 month a quarter

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Treasurer's report: (Rosemarie)

**CANP Inland Empire chapter Chase available funds: \$17,426.74**

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 October 6, 2023:**

**319:** Active members

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

**31:** 1-year Student members

**8:** 2-year student members

**1:** Suspended members ; **update as of today, 0 suspended members**

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

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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/>  
**No new updates other than listed on website**  
**2-3 meetings per month**
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Social Media/ public relations: (Shawny)

Instagram page: CANP\_InlandEmpire

Please encourage all CANP members to follow our social media pages

**LinkedIn page for IE CANP? tabled**

**Uploading reels**

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Legislative, APRN/ BRN updates: (Lisa)

- Bills to track: **join "California Nurse Practitioner" Facebook page and post, encourage to join CANP to answer questions**

**Future zoom meeting w invite through the Facebook page for an AB890**

**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: 1350

Next meeting: Q2 Quarterly Board Meeting in person and agreed by all:

**Saturday, January 20<sup>th</sup> 10am, Brandon’s Diner in Upland**