



Monthly Chapter Leadership and Grassroots Meeting
April 24, 2023
MINUTES

I. Meeting called to order at 7:02 pm.

II. Roll Call: [x] Present [] Absent

- [x] Aimee Paulson, President-Elect
[x] John Alejandro, Vice President of Finance
[] Glenmore Hendricks, HPPC Co-Chair
[] Emily Stone, HPPC Co-Chair
[x] Kristi Ross-Patchin, Business Development Dir.
[x] Hien Huynh, Association Services Manager
[] Elizabeth Cody, Association Services Coordinator

Chapters

- [x] Alameda/Contra Costa [x] North Coast [x] Santa Cruz/Monterey
[x] Channel Islands [x] Orange County [x] Sierra Area
[x] Fresno [x] Sacramento [x] Silicon Valley
[x] Greater Pasadena [x] San Diego Central [x] South Bay
[x] Inland Empire [x] San Diego North [x] Tri-Valley
[x] Kern/Tulare [x] San Francisco Bay Area/Golden Gate [x] West LA North
[] North Bay [x] Santa Barbara [x] West LA South

III. March 27, 2023, Meeting Minutes: The minutes were reviewed and approved as amended.

IV. President-Elect's Update: Aimee Paulson, CANP President-Elect

- a. Health Care Executive Council Meeting
i. Co-Chairs, Cynthia Jovanov and Garrett Chan
ii. There is a great collaboration among the advanced practice providers, coordinators, and hospitals. Hearing issues from Kaiser, Sutter, or smaller group practices has been a great way to solve problems.
iii. Updating the Hospitals' Bylaws is one of the issues being discussed. There's a collective effort to try to help clean up that process, streamline it and make it accessible to others in case someone is in an organization that is a bit slower.
iv. There is still language around the referral plan for patients who are presenting acutely decompensating, that type of thing, that we're still trying to work around.
v. Also, addressing death certificates to allow Nurse practitioners to sign those.
vi. CANP worked on updating the FAQ for the 103 Nurse Practitioner application process, in partnership with the Health Impact.
• Worked out the issue with the application process not allowing for a DO to attest.
• We want to include as many people as possible to help facilitate this rollout statewide. If you are not aware of anyone in your organization who is taking on the role to facilitate this process, for a 103 status in

your organization, please email [Cynthia](#) or [Aimee](#) an email and let them know.

- Questions:
 - a. **My supervising MD has told me she has not received anything from the BRN- is there a contact at the BRN?** BRN sends an email to the email that is provided during the application process. Suggestion to check spam/junk email folders. [Loretta Melby](#) is the contact person at the BRN for the 103 NP application process.
 - b. **In a couple of years will NPs be required to have a DNP to become a 104?** No, because that is not something that is written into the bill itself.
 - c. **Any updates on legacy NP certifications?** There are no updates on the inactive process to address legacy certifications. Currently exploring the best way to approach the issue without having to open AB 890 again.

b. HPPC

- i. HPPC is discussing Senator's Bill Dodd bill, SB 667, and the nurse-midwife bill, which may have some implications for Nurse Practitioners. They are now including language on CLIA waived test and laboratory director requirements to allow for nurse-midwives to serve as the director.
- ii. The Californians Allied for Patient Protection (CAPP) is the organization CANP is a part of for the MICRA enactment. Just like CANP, CAPP is actively engaged in meeting with new legislators to educate them about MICRA and how important it is, so they can support that process. Some CANP PAC funds are being utilized to engage with new legislators.
- iii. Cynthia and Aimee are going to be meeting with representatives from CMA on May 2 at CANP's Leadership Delegation Day (Lobby Day). The goal is to partner with them on some issues where we can.

c. [BRN Meetings](#)

- i. The BRN Board Meeting is scheduled for May 17 and 18 and Board Committee Meetings is scheduled for June 29.
- ii. The next Nurse-Midwifery Advisory Committee Meeting and Nurse Practitioner Advisory Committee Meeting is scheduled for September 12.
- iii. All the meetings typically begin at 9 am.

V. Chapter Finance Discussion: John Alejandro, CANP VP of Finance

a. Intro

- i. Today's meeting is the launch of the Chapters' Quarterly Finance meetings.
- ii. The first quarterly meeting is scheduled for August 2 at 7:00 pm.
- iii. It's been identified that there are some governance issues when it comes to Chapters' finances.
- iv. The goal of the Chapters' Quarterly finance meetings is to identify areas that the Chapters need support, assistance, and training on, to successfully run the Chapter.

b. Define the Chapter Finance Role

- i. The finance leadership role or the Treasurer's role is to collect and deposit monies, provide reimbursements, sign checks, be responsible for the management of the Chapter's financial records and bookkeeping, advise the Chapter's board on how much money is coming in and out, maintain the

Chapter's ledger to make sure the income balances with the expenses and that it aligns with the approved budget, file the Chapter's annual federal and state taxes and submitting the CANP quarterly report so the Chapter receives the quarterly membership dues from CANP.

- c. Review of current tools
 - i. Working on developing a Chapter Manual and that should be ready in June. The Chapter Manual will be reviewed at the June 26 Leadership/Grassroots meeting.
 - ii. The [CANP Tax and Name Change Manual](#) is updated on the website.
 - iii. The [Financial FAQ](#) is being reviewed and will be updated on the website next month.
 - iv. Ask a tax question [here](#) and CANP's CPA representative, Alison Turner, will respond within 48 hours.
- d. Recommendations
 - i. Chapters to have a PO BOX for the transition from one leader to the next.
 - One Chapter expressed that when they had a PO BOX, it was difficult for leadership to pick up mail because they didn't have access to the PO BOX.
 - Some Chapters are using their personal addresses and that has been working for them.
 - ii. Have a shared Google Drive to save all Chapter documents.
- e. Chapter's Challenges, Needs, and Obstacles
 - i. A challenge is finding new leadership to take over. Some Chapters have the same leaders serve for over 5 years.
 - ii. Need help understanding and filing annual federal and state taxes.
 - iii. Need help with getting tax-exempt status reinstated.
 - iv. Need help with changing the chapter's operating year to match CANP's fiscal year.
- f. Questions
 - i. **Does a new Statement of Information (SOI) need to be completed when leadership changes?** Yes, each chapter should be filing a new SOI when leadership changes.
 - ii. **Is the Statement of Information (SOI) filing done online or by paper/mail?** The SOI can be submitted electronically [online](#).
 - iii. **How do you look up your SOI status, assigned file number, and due date?** You can look up your Chapter's SOI status and due date [online](#) by searching for your Chapter's name.
 - iv. **What is the Statement of Information business entity number?** It is a 7-digit number that starts with a letter, called the California Corporate Number, and is assigned by the Secretary of State.
 - v. **Can Chapters list Rob Finley as the agent for service of process on the Statement of Information (SOI)?** No, Chapters cannot list Rob Finley as the agent for service of process when submitting the SOI as each Chapter operates independently and Rob has no authority or governance over the Chapters. The agent for service of process should be an individual who resides in California, designated by the Chapter to accept service of process (court papers) if the Chapter is sued.
 - vi. **How do you look up the Chapter's EIN number?** Chapters can call the IRS to confirm their EIN number or find their EIN number online by signing up for a free account with [GuideStar](#).

- [Lost or Misplaced Your EIN?](#)
 - vii. **Do Chapters carry liability insurance?** If the Chapter can afford it, it is recommended for each Chapter to carry Directors' and Officers' (D&O) insurance.
- g. Upcoming Chapters' Quarterly Finance Meeting scheduled from 7:00 pm to 8:00 pm
 - i. August 2, 2023
 - ii. October 2, 2023
 - iii. January 9, 2024
 - iv. April 2, 2024
 - v. July 9, 2024
 - vi. October 2, 2024
 - Add the meetings to your [Google](#) or [Outlook](#) calendar.

VI. Adjourned the meeting at 8:00 pm.