

CAPAN Meeting Minutes
June 14, 2007

Meeting called to order at 1815. Meeting adjourned at 1900.

Location: St. Francis Hospital

ATTENDEES: Samantha Hanna (President/Recorder), Shirley Wetzstein (Board Member), Karen Thames, Linda Poole, Alisa Shackelford

ABSENT: Shelley Stinson (excused absence), Monique Merritt (Board Member), Dianne Jenkins (Secretary)

Business	Discussion	Person Responsible/Action
Minutes Reviewed	none	Previous Minutes approved via email
Budget update	No outgoing money this quarter; Shelley to email updated balance.	Samantha for Shelley
“Dolly” update – 2008 winter seminar with Dolly Ireland in Charleston	ASPAN contacted. Reply from ASPAN – will make schedule in fall 2007. Conference ideas: Safety.	Samantha
Future Meetings	Look into evening and ½ day Saturday meetings with AORN and AACN.	Samantha to explore options
Virtual meetings/online “chat room” meetings	Explore options of virtual meetings on det days/times every month to encourage participation.	Samantha and Alisa to explore options.
Next Meeting	With Theresa Pischner (rescheduled) on a Thursday in September – Shirley and Karen to confirm date; either 13 th or 20 th based on speakers schedule. Include Pet Food Drive. Advertise in SCAPAN EyeOpeners.	Shirley and Karen – response to group in June
Open Forum		
Leadership Dinner Forum (Karen’s idea)	Host a Friday night Leadership Dinner Meeting to “spread the word” about Coastal Chapters’ need for volunteers. Invite front-line managers or representative. Need RSVP – estimate 50 people. Attempt vendor support.	Karen to check into Morrison’s catering and the Thomas Bennett House. Samantha to check into Town and Country. Group response before end of June.

