STATE of MICHIGAN ASSOCIATION OF NEONATAL NURSES

**Board Meeting Minutes**

February 13, 2018

Conference Call

Submitted by L. Reid SMANN Secretary

**Board Members Present:**

AmrIta Joseph, Vickie Westing, Sarah Poley, Kim Shaffer, Robyn Keeney, Linda Reid, Lynette Johnson, Chris Adams, Samantha Papak, Joan Berry, Jane Koole,

Lynette Johnson, President welcomed the members to the meeting at 6:40 pm.

Review and approved minutes from January. Thank you Chris Adams!

**New Business: Lynette Johnson**

* SMANN bylaws – need to be reviewed and approved for 2018. Lynette will send out any revisions and use voting icon.

**Committees**

**Education and Practice: Darla, Jane and Sarah**

* **SMANN 20018 Annual Conferences, March 12 and March 13 in Frankenmuth**.
* Registration received so far from Ashley
  + - Board members attending: 20 (Mon & Tues)
    - Attendees: 36 Tues, 31 Mon
    - SMANN Scholarship award winners – student fee or free??
* Still waiting to hear about CE from MNA.
* Monday night dinner MJN- All registered attendees must pick yes or no.
* Bavarian Inn Food and number -Robyn needs these numbers by March 4
* Hotel rooms for Beth and Marla (speakers)
* There is a breast milk room available.
* SMANN members should arrive by 3 pm Monday to help with stuffing folders.
* Printing… what still needs to be done. Please contact Linda Reid ASAP if you need any printing and Chris Adams will bring to conference early.
* Raffle and 50/50 – Marie will organize. Request for all NICU sites to donate basket for raffle.
* Chris is doing drop box, so she needs all PowerPoint information ASAP.
* Marie will bring candy for tables.
* Noise level of conference will be monitored.
* Easter basket donation for COTS
* Donation baskets for 50/50.
* Vendors/Sponsors- 17 tables this year.
* Review of updated corporate sponsor letter- Joyce to address.
* Name badges – Linda will do. Please email her all the names for everyone at conference.
* See master list for conference and fill in as needed. Thanks Joyce and Lynette!
* Nonprofit tables. Abigail attics (3), March of Dimes PTP program (?) Black Mothers Breastfeeding Coalition, Safe Sleep.
* 2018 CE Planning

1. Spring suggestions-Fall suggestions- Holiday party 2018-
2. East Side May 17 –NAS location St. Joes AA?

* Corporate sponsors interested in sponsoring events;

1. Mead Johnson- Sarah Mora and Michelle (SMANN conference)

2. Mallinckrodt - Judith Summeracki ( did January)

3. Chiesi-Greg Durbin ( Holiday West side)

4. Vygon – Medcomp – John Timko

5. Access Medical - Ben Hamparian

6. Abbott-Limor (Biome talk for spring or fall?)

* Meeting/CE/Conference summaries- Needed for annual report that we submit in May)

SMANN approved this suggestion, that we create a “summary” form for fundraisers and CE events filled out by education chairs or fundraising chairs. It would include the following.

* Name, date & Location of event ( attach flier)
* Brief Summary including Speaker, Title, #CE, # of attendees
* Type of event
* Amount of Money raised
* Total Items donated and name of receiving agency.

**Fund Raising / Community Projects** – Marie/Irene/Erin/Jett

* Trivia went well January 21 for East Side. Over 51 people participated.
* Collection from January CE events was patient care items.
* White Cap Game- TBD , Need 20 people to sell raffle tickets. See Heather Norman for more information.
* Garage Sale – Scheduled??.
* Easter baskets for March conference

**Membership** – Joan and Samantha

* 172 Members at this time!
* Samantha has 21 interested in becoming NANN/SMANN member
* Should we try and do a invite a friend event?

**Communication-** Ashley and Kim

* Holding pattern at this time.

**Treasurer**- Vicki and Robin

* Use of Online reimbursement forms is being used. Please see Vicki or Robin for further detail.

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Meeting ended at 8 pm.

Respectfully Submitted,

Linda M. Reid

SMANN secretary.

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**Upcoming Board meeting-**

April 11th @ 6:30

August 28th @ 6:30

October 3rd @ 6:30

November 13th @ 6:30

SMANN Board

Amrita Joseph, President-Elect, [amritaj1182@yahoo.com](mailto:amritaj1182@yahoo.com)

Lynette Johnson, Co-President: [lynette.johnson@helendevoschildrens.org](mailto:lynette.johnson@helendevoschildrens.org)

Joyce Stein, Past President:  [jazstein@me.com](mailto:jazstein@me.com)

Linda Reid, Secretary: [reidlm@trinity-health.org](mailto:reidlm@trinity-health.org) or [lreid1615@hotmail.com](mailto:lreid1615@hotmail.com)

Vickie Westing, Co-Treasurer (westside): [vlwest@hotmail.com](mailto:vlwest@hotmail.com)

Robin Keeney, Co-Treasurer (eastside): [rkeeney0929@sbcglobal.net](mailto:rkeeney0929@sbcglobal.net)

Darla Eikelboom, Co-Education Chair (westside): [darlarnc@gmail.com](mailto:darlarnc@gmail.com)

Jane Fannon, Co-Education Chair (westside): [jane.fannon@helendevoschildrens.org](mailto:jane.fannon@helendevoschildrens.org)

Sarah Poley, Co-Education Chair (eastside): [spoley@umich.edu](mailto:spoley@umich.edu)

Joan Berry, Co-Membership Chair (eastside): [berryj@med.umich.edu](mailto:berryj@med.umich.edu)

Samantha Papak, Co-Membership Chair (westside): [KSP1630@aol.com](mailto:KSP1630@aol.com)

Marie Thomson, Co-Fundraising Chair, (eastside): [dthom92912@aol.com](mailto:dthom92912@aol.com)

Heather Hashman, Co-Fundraising Chair (westside): [hmhashman9@gmail.com](mailto:hmhashman9@gmail.com)

Irene Watts, Co-Community Projects (eastside): [nirenewatts@gmail.com](mailto:nirenewatts@gmail.com)

Janette Benson, Co-Community Projects (westside): [Janette.Benson@mercyhealth.com](mailto:Janette.Benson@mercyhealth.com)

Erin Coallier, Co-Community Projects (westside): [erin.vanoordt@gmail.com](mailto:erin.vanoordt@gmail.com)

Kim Shaffer, Co-Communications Chair (eastside): [kishaffe@umich.edu](mailto:kishaffe@umich.edu)

Ashley Burnham, Co-Communications Chair (westside): [burnham.ash@gmail.com](mailto:burnham.ash@gmail.com)

Chris Adams, Historian: [cadams14@hfhs.org](mailto:cadams14@hfhs.org)

Jane Koole, Advocacy Chair: [JEKVW222@comcast.net](mailto:JEKVW222@comcast.net)