

MINUTES

Western Pennsylvania ANIA Chapter

Date and Time of Meeting: 2-Jul-15 1800

Location: Panera Bread, 4172 William Penn Highway, Monroeville, PA 15146

Recorder: Mike Widmann

Call to Order: Welcome		Members Attending Karen Edmunds, President Kathleen Morouse, Vice President Chas Fine, Treasurer Mike Widmann, Secretary	Members Absent/ Excused	Guests
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Subject	Discussion	Conclusions, Recommendations/Actions, Evaluation/Effectiveness	Follow-up Date/Person Responsible
New Business			
Next Steps	Determine first meeting place, time, and location What is our meeting schedule going to be? See meeting schedule topic How do we get people to the first meeting? Hopes to have a place to meet that is cheap or free with internet access and food	Will take place the beginning of September in the Monroeville area. We will not be able to meet the week of the 13 th or the week of the 23 rd Notify local ANIA members through mailer of chapter formation and meeting We do not expect everyone to show up in person, so we need a technology solution to allow video conferencing If there is a food option, Chas will collect money and pay all out of our account	Group will look for meeting place and have a follow up meeting (telephone) to finalize details Karen and Mike to draft letter. Will share with the rest of the group before sending out Find technology solution – investigate those available through ANIA, and those available through individual organizations

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Board Membership	The ANIA requirements for Board Membership were discussed	<p>We will have an odd number of board members</p> <p>We will add 5 members to the 4 officer positions:</p> <p>Education Committee Chair – will be in charge of education program (internal and external), will perform a learning needs assessment to determine education priorities</p> <p>Communications Committee Chair – will be responsible for internal and external communication within and for our chapter. May be responsible for logo, social media, and website</p> <p>Regulatory Awareness Committee Chair – responsible for keeping membership aware of Pennsylvania level and National level issues related to nursing in general and nursing informatics in specific</p> <p>Social Committee Chair – determine location for meetings, help coordinate events, reach out to vendors to support meeting activities</p> <p>Membership Committee Chair – responsible for promoting membership in our chapter and in ANIA, responsible for maintaining chapter roster and contact information, including email distribution list</p> <p>Board members will serve a 2 year term.</p>	
Meeting Schedule	We need to have 6 meetings per year with 2 educational events per year (can be combined)	We will let the membership determine the meeting schedule	Put on the agenda for the first meeting
Agenda for first meeting	Discussed what we should do with the first meeting	<p>Meeting agenda will include:</p> <ul style="list-style-type: none"> • Welcome • Introductions • Kathy's PowerPoint "How we got here" • Expectations of officers / board 	

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		members <ul style="list-style-type: none"> • Expectations of members • Determination of meeting schedule • Vote for additional board members • Request for thoughts on education topics / speakers – can follow up with ANIA Speakers Bureau 	
Meeting Adjourned		Meeting was adjourned at approximately 1900	