



Leadership Council Meeting Minutes
March 5, 2022

In Attendance:

JD Buchert, Kate Bhore, Jordan Burgess, Kathleen Dunphey, Cavelle Frederick, Terri Goodman, Sherah Jackson, Greg Jeter, Joslin Swanfeldt

JD convened the meeting at 11:00am

Kathleen, Kate, and Terri volunteered to read and approve January minutes when submitted by Karen Hammett.

Motion (Kathleen, second by Jordan) to approve the Treasurer's report passed.

DALLAS AORN MARCH 5TH TREASURER'S REPORT

Bank Accounts	
BoA 4880 9957 1434	15,751.23
Capital One 360 Savings	26,544.83
Wells Fargo Checking	0.00
Wells Fargo Savings	0.00
TOTAL Bank Accounts	42,296.06

Transaction Details	
INCOME	
Interest Income	\$ 15.59
Membership Dues	\$ 3,744.00
Transfer checking	\$10,218.88
Transfer saving	\$ 1,276.47
TOTAL INCOME	\$15,254.94
EXPENSES	
Bank Charge	\$ 32.00
Christmas Family (match)	\$ 450.00
Communication	\$ 159.79
Education	\$ 300.00
Meetings:Catering	\$ 829.51
Monthly Admin	\$ 450.00
Logo Project	\$ 309.00
Website:WebHosting	\$ 233.82
	\$ 2,764.12

Terri submitted a new form (attached) to manage expenditures for projects. The form supports an improvement in the manner in which projects are managed. Intended expenditures are identified prior to monies being spent. The form is submitted prior to expenditure of funds, in time for the project to be reviewed by leadership, and the funds are paid directly to the vendor by the Treasurer. This process establishes tighter control of the chapter Treasury and provides an opportunity for leadership input before funds are expended. There was no opposition to implementing this process and the form will be made available online both for electronic submission and downloading.



The nominating committee (JD and Greg) extended four invitations to run for 2022 President Elect. To date, two potential candidates have declined and two are considering the offer. Candidates for the 2022 Nominating Committee have not yet been addressed.

The March educational presentation will be posters delivered by nurses from Parkland who have conducted research projects. No contact hours will be awarded for this event. There are links to enduring educational material libraries on our website under the *EDUCATION* tab.

The presentation on Uterine Transplant is a possibility for our May meeting. Terri will contact Karen Hammett and Mary Gardner (supervisor of the transplant area at Baylor) to assess the progress of this presentation.

Journal Club (Karen, Kristen, Sherah, & Cavelle) is on hold until our clinical environment is less challenging.

Communication Committee (JD, Terri, Kristen, Jordan, Joslin) will address website content (Terri with input from everyone), Instagram (Jordan and Kristen), Facebook (Jordan is administrator), and JD will finish and post his blog by the end of March.

The chapter needs more frequent and consistent meeting notices and meeting information, including instructions for attending, should be accessible 24/7 on the website.

Joslin is in charge of the Vendor Fair which does not yet have a firm date. It will be a LIVE event and scheduling will depend upon the healthcare environment and the availability of meeting space in our local healthcare facilities (Med Center). Some exploration into how AORN is addressing the current meeting challenges would be beneficial as we move forward with plans for our chapter activities.

Jordan presented the results of her project to establish a new logo for the Dallas AORN chapter. The motivation for seeking a new design is establishing an online store for chapter-branded items. Our current logo does not serve that purpose well. The Leadership Council was impressed with the design that Jordan presented, with some discussion about the spacing of letters to create separation between "The" and "Dallas". The logo will be presented to the membership at the March meeting where they will be asked to vote to accept it.





Currently, the plan is for items for purchase to be managed by FullyPromoted.com and sold via our website. FullyPromoted.com would deduct their fee and the Chapter would get the balance of the purchase price. The Chapter would not have to purchase any inventory.

There was discussion about earmarking this income from the sale of items for special projects/scholarships/charitable donation. Cavelle suggested we reconsider establishing a Dallas AORN Endowed Scholarship through the AORN Foundation.



The group discussed the historical process of funding delegates to the national AORN meeting, identifying that currently, all AORN members are delegates and chapter delegates are no longer necessary. The group will reconsider the process for supporting our chapter members going to the national AORN, including the need to establish new criteria for receiving funding and the process for managing and funding the new protocol.

For this year, Sherah moved (Terri Second) to pay JD's expenses to the New Orleans meeting according to our current policy, and provide a \$1000 stipend for Joslin for the meeting.

JD wants the group to consider a cookbook fundraising project at some time in the future. Once produced, the cookbooks could be purchased through Amazon.