

SMANN Meeting Minutes

DATE: 10/7/24

TIME: 1442

MEETING CALLED TO ORDER BY: Jami Cox

IN ATTENDANCE

Rebekah Wellman, Jami Cox, Chris Adams, Robin Keeney, Anne Dolecki

MEETING MINUTES REVIEW/BYLAW REVIEW

- September meeting minutes approved
- Approved updated changes to by-laws

EDUCATION & PRACTICE

- Robin will follow up with Kelly Poppa from Meade Johnson for list of speakers and get in touch with Abbott to see about NAS speaker for Tuesday night presentation at Conference in March 2025
- Also check if speaker can be in person instead of virtual
- Have not heard back from Dr. Desch so Chris will reach out to Bronson to see if someone is able to present on BPD at conference on Wednesday
- Beanie is locked in to do presentation on modes of ventilation for Wednesday but would like afternoon spot if possible due to her on call schedule
- We have secured 1 CEU for Holiday dinner
- Marie Thomson organizing trivia event for Holiday dinner
- We do not need a new laptop as previously thought
- Need to follow up with Jony to see if he has spoken to any vendors about organizing a Holiday dinner on East side

- Robin will get poinsettias for table and they will double as gifts for games at Holiday party
- Robin and her husband are making snowman SMANN christmas ornament as a gift for all who attend Holiday party

FUNDRAISING & COMMUNITY PROJECTS

- We will be collecting unwrapped new toys at the Holiday party to donate to C.O.T.S.
- Announce at Holiday dinner that we will be having volunteer day at all RMH across MI to make meals for families and to watch out for communication on this event

MEMBERSHIP

- Make pamphlet/flier for hospitals to add to their new employee folders-tabled until next meeting
- See if each hospital can hang our information up somewhere for it to be seen-tabled until next meeting
- We have started passing out mugs to members via delegates
- Set up a membership table at the conference for attendees to sign up for SMANN or get more info
- Jami will Reach out to delegates to make sure they are still correct for each hospital

COMMUNICATIONS

- Cut off date to register for Holiday dinner at Rose's is November 7
- 40 attendees max for Holiday dinner at Rose's
- Robin updated student nurse scholarship form, Angela will upload new form to SMANN website
- Robin updated educational gratitude scholarship application, Angela will upload new form to SMANN website
- Rebekah to contact BSN programs to spread the word about scholarship once it is updated on website
- Angela will send "thank you for coming" email to follow up with non-members who attend events

TREASURER

- Anne received debit card for bank account
- Chris will shred duplicate number checks
- Chris Adams to add Rebekah Wellman to bank account as Authorized representative, remove Linda Reid from account, Move Chris Adams to authorized signer. Keep only Rebekah Wellman, Anne Dolecki, Chris Adams and Robin Keeney on account, remove all other names.
- All committee members will do budget/goals for 2025 in December to have ready for January meeting
- Make sure reimbursement forms are filled out for any member who got reimbursed for dues

★ The meeting was called to close at 1645. Next meeting is not scheduled yet, will look at dates and schedule the next meeting.