

DECEMBER HINANN Meeting Minutes Big City diner PearlrIDGE

Dec 13, 2011 Called to order at 0945 by Stephanie Hoe

Members present: Gina Sakai, Stephanie Hoe, Stephanie Asahan, Trish Wilhelm, Kelli Yamamura

November minutes reviewed and approved.

Bank Account Review:

-Balance: \$402.39

-Discussion and decision to stop using Chase Accounting, as we can no longer afford their services. Gina S. called and spoke with rep at Chase accounting and informed them.

- Toni has some money she was to deposit to fund raising account

-Review of current DEBT: Toni ~ \$1700.00, Accountant Service: \$753.93(?do we still pay), 6th annual conference attendee refunds

-Gina to deposit \$ collected from chili tickets and recent scrub sales at Kap

-StephanieH gave Gina treasurer's folder from Jaymie

Election of New Officers for 2012: President Elect, Treasurer, Secretary

-Trish to develop form to email to members for call to nominate new officers by January monthly meeting, then proceed with a final ballot to vote for nominated officers by _____(TBD)

-President: Trish Wilhelm, Pres Elect_____, Treasurer_____, Secretary_____

RETENTION AND RECRUITMENT: Currently in membership renewal phase, need to encourage renewal of current members and new members. Trish took forms to TAMC and StephanieH to Kap and Gina/StephanieA to Kaiser. Stephanie H sent renewal form with December mtg notice to all members via email. Will again attach to Jan mtg notice.

COMMUNITY SERVICE: No discussion.

OLD BUSINESS:

-Tax Exempt (NON-PROFIT) Status: Need to declare tax exempt through non-profit (501C) status. Gina to review the documents we currently hold to see if these papers available.

HINANN WEBSITE:

- Discussed how the website could be used to our advantage and to improve communication, resources and access to sales. POC: Stefanie Graves "WebMistress" Stefanie@footprints.com

-Create a "STORE" on the website and have an order form uploaded so that people can go online using our paypal account to order directly from the website. Ideas discussed were to advertise scrub jacket, T-shirts,

Hoodies, scrub shirts etc. Need HINANN member designated as “store manager” to take care of orders and send items.

-Discussed potential pricing points to offset costs of paypal, S&H, and adding a name to clothing. Kelli Y to develop order form design to assist with this process. Need photos taken of items to add to order form.

-Discussed adding the 1)monthly meeting minutes so members can stay abreast of the activities and a 2)Donations link.

First Annual Golf Tournament:

-1st Annual HINANN Golf Tournament on Tuesday February 21st 2012. Shotgun start time 730am. Idea to have a small program to acknowledge the sponsors.

- Have HINANN members from 3 hospitals (Kapiolani, Kaiser & TAMC) – each get 6 sponsors to sponsor the 18 holes. (Potential earnings 18x \$200.00/hole = \$3600.00 pure profit)

- The cost is \$48.00/player to HI Prince with a minimum of 72 players. We charge \$80.00(cost\$48.pp+\$12.00 for lunch and incidentals) registration fee for golfers. (\$20.profitx50players=\$1000.) Minimum 72 players@ \$20. =\$1440. \$3600hole sponsors+ \$1440. =\$5040 total profit.

-Leilani has contacts for possible lunch sponsor. Leilani to develop a flier for the golf tournament and information for soliciting sponsors. Flier sent to membership Dec 29, 2011. Need to send flier to all HINANN corporate vendors and friends.

-Leilani put HINANN as beneficiary for Celebration of Aloha golf tournament in October 2012

April 26 & 27, 2012 (Thursday/Friday) HINANN Conference: “Going Green” to be held at TAMC 10th floor Conference room

-Plan: Talk with PMO to see if can expedite car access to TAMC for conference attendees.

-VickieAnn Laubach confirmed Thursday Pre-Conference Simulation in Education/ TeamSTEPPS/ NRP 2012/ New Hospital Single Room Environments. Trish to write up curriculum/time line for sim day.

-Friday Main Conference agenda 1)Janet Camacho PNP MPH; Pacific Regional Nursing and outreach?confirmed, and Micronesian cultural speaker ie: Marshallese, Chukkese, Pohnpeian 2)Jeremy King MD; GI issues and hyperbili workup-confirmed 3) Peggy Liao MD; neonatal ophthalmology and ROP-confirmed 4)AnneJinbo PNP wound and skin, GT, wound vac-checking availability 5)Maya Kaneyasu newNNP pain management-confirmed 6)Lori Fairfax new NNP cool cap- ?confirm

– StephanieH to talk to prospective speakers, and obtain speakers email addresses for Pam to send confirmation letter. Pam to make flyer when we have all the information confirmed.

- Catering lunch will be from outside TAMC –Leilani knows DonKim at Good to Grill for possible donation/preparation of lunch. Randy Cestone/Children’s Medical Ventures sponsor lunch? Melissa Nichols/Ikaria also offered to sponsor lunch/breakfast. Group discussed morning break continental breakfast foods and afternoon break snacks can be donated by HINANN members.

-Vendors: Gina has list from last year. Can partition conference room. Discussion of rules of vendor space in same/different room as meeting for issue of conflict of interest. Charge them \$100-\$200.? Board members have been telling vendors of conference dates. Start getting names /contact persons for companies to send out letters for donations

-Discuss cost to attend: \$75.00/one day and \$100.00/2 days.

-invite EBP Poster presentations to display at the conference

-TAMC NICU single family room tours for both conference days

FUNDRAISING:

- StephanieA brought Jamba juice fund raising brochure; group sells coupon for 16oz smoothie+ 16oz thermal mug for \$9.00 and group keeps \$3.00. coupons must be ordered in increments of 50, deposit \$1.00 per coupon, final pmt in 5wks from start. Group agreed to do this after holidays. Gina will make application. Need coordinator for this project.

Meeting adjourned @ 1035. Next meeting Tues Jan 10, 2011 at Big city diner Pearlridge