Date: September 15, 2014       Please silence all cell phones during meeting. Thanks.

Call to order/Quorum: established by Janet Wingfield, President @ 6:32 PM.
Thank you: Kristin Rudisill with Pacira Pharmaceuticals for sponsoring the hospitality this evening.

Introductions: Three Guests: Tabitha Bristow, Laura Machuta, & Betsy Parrish. No new members or students

Approval of the Minutes: Last Chapter Meeting was held May 19th at Grapevine Restaurant for Installation. May Chapter meeting minutes submitted by Jean W. Motion made and approved.

The theme this year is Pursuit of Excellence

President’s Report - Janet Wingfield

- Leadership Conference in Denver: Met Past and present presidents for AORN. Focus at meeting was on building and growing our chapter and organization, improving the AORN website, increase online education opportunities, and reviewing the benefits of membership to meet the market needs.

- Recommended Practices for review this year: Please take the time to provide feedback when they are posted on the AORN website.
  - Surgical Attire
  - Safe Environment of Care Part 2
  - Moderate Sedation
  - Skin Sepsis
  - Management of Specimens
  - Autologous Tissue Management

- Summer Board Meetings:
  - Took place in June and August

- Committee Sign-up sheet was reorganized and chairs approved by the BOD. Sign-up sheet is being passed around for those interested in participating.

- Chapter Accountability - Approved Code of Conduct by the BOD was sent to Deb Warren and forwarded to Tammy Zobel for inclusion in our Policy & Procedures. Our chapter is compliant for the next year.

- Chapter Delegate Notification: AORN Richmond is allowed 9 delegates for 2015 Surgical Conference and Expo in Denver.

- AORN 2015 Awards: The Chapter Excellence awards application is due Dec 19.

- Webinar Dates on AORN website: Free education
  - September 18, 2014: Recommended Practices for Cleaning and Care of Surgical Instruments
  - September 30, 2014: Hybrid Technology: Answering Your Top Three Questions

- Volunteer Leadership Academy will be May 15-16, 2015, at AORN Headquarters. Our chapter should consider sending both the President and President Elect.

- VCORN/AORN Workshop: “HOLISTIC APPROACH TO MANAGING BARIATRIC PATIENTS”, October 18, @ 8 o’clock, Sentara Norfolk General Hospital. VCORN Meeting to follow at 1:30. Flyer sent to Sue to come through email to distribute. $45.00 for 5 CH’s.
  Danielle Glover, MPA, Legal and Government Affairs Associate (AORN) visits @ 3PM with Steve Balog VCORN Chair, Linda Barnes AORN VA Legislative Coordinator, and Bonnie Vencill, National Legislative Committee member, for a short meeting about our
RN Circulator legislative effort for 2015. Chapter support requested. We can still submit “near miss” stories showcasing the essential role of the RN circulator in preventing adverse events and improving patient safety.

- **Chapter Success:**
  - Letter from Jean Giddens, VCU SON Dean for donation to Caspari Scholarship Award
  - Janet Shortt’s article “A Historical Perspective of the Effect of the Great Recession on Hospitals” was published in the August 2014 issue of AORN Journal.
  - Pam Wheadon and Janet Shortt have been successful in getting AORN education events published in hospital newsletters (HCA and Bon Secours)
  - Debbie Martin and Bonnie Vencill submitted nominations for AORN Office. However, neither made the ballot.
  - **Correspondence:** June Hill sent a thank you acknowledging acceptance of the AORN Foundation Scholarship award offered by Owens & Minor.

- **Proclamation from Governor McAuliffe:** recognizes Perioperative Nurse Week, November 9-15, 2014

**Financial Report - Debbie Martin**

**Membership Committee - Carla Beattie**

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Janet W. Asked for data to print a report about membership. The 3 year report at National is soon to be available.

The following members were recognized for perfect attendance September 2013 – May 2014: Bonnie Garretson, Jessica Guido, Faye Hughes, Deborah Martin, Nicole Meredith, Jackie Repass, Janet Shortt, Bonnie Vencill, Jean Watling, Donna Winderweedle, and Janet Wingfield.

**Education/Program Committee - Janet Shortt/Joann Schroeder**

**September 15, 2014:** “Perioperative Prevention of Infection for Total Joint Procedures,” 1CH

by Jason Hull, MD

**October 20, 2014:** “Positioning for Scoliosis Surgery in Patients with Knee & Hip Flexor Contractures,” 1CH, by Cathy Rosenbaum, RN, OCN, CNOR

**November 17, 2014:** “Advance Care Planning: Good for Your Practice and You,” 1CH, by Nathan A. Kottkamp, JD

**December 2014 Holiday Social:** Home of Janet Wingfield @6:00 PM
January 19, 2015: TBD by Dr. Julie Kerr
February 16, 2015: “Patient Safety,” 1 CH pending, by Mark Bladegroen MD
March 16, 2015: TBA, by Dr. Alexander Stojadinovic
April 20, 2015: TBA
May 18, 2015: Installation of officers - TBA
February 7, 2015
AORN/VCORN Spring Workshop
Program: Conjoined Twins: Separation Anxiety
Workshop planning meeting Tuesday October 14 4:15 at Willow Lawn Panera Bread
St. Mary’s Hospital auditorium

Research Committee - Janet Shortt
- Poster abstracts for 2015 Surgical Conference and Expo are due by October 3. Do not have to have the poster completed, just the abstract.
- Next meeting: October 7, 2014, 4 pm, Panera Bread, Stoney Point

Legislative Committee - Bonnie Vencill:
Many thanks to Linda Barnes our VA State Legislative Coordinator. She has submitted and Governor Terry McAuliffe has awarded Virginia periOperative nurses a Perioperative Nurse Week Certificate of Recognition. If you are attending the Oct.18th VCORN meeting in Norfolk, VA we hope to get a group picture made with the original certificate. Now is the time to go online to the OR Nurse Link website, under advocacy- and submit a PNW letter to the editor, and submit a PNW letter to your elected officials. All the templates are just a click away; you just need to submit your name, address and zip code. If your facility celebrates PNW please take pictures and send electronically to Danielle Glover (dglover@aorn.org).

Update from VHHA concerning RN Circulator White Paper: The VHHA has not completed their “survey”. 23 Hospitals have responded, they sent out requests to 80 facilities in the state. Paul Spidell is hopeful, that all responses so far have been in the affirmative- they are using the RN as circulators. We have extended our time frame (until the end of September) with the understanding that if they do not approve the RN Circulator white paper, we will move forward with RN Circulator legislation.

To this end, we are requesting all periOperative nurses to submit brief summation of “near miss” stories to AORN (dglover@aorn.org). These articles, with no specific identifiers (names, facility, etc.) just the meat of the story will give examples of why the RN Circulator is the safest and best patient advocate necessary in every operating room for every patient. These stories will be aggregated by AORN with strict anonymity. Virginia nurses have not submitted as many events as other states have. You do not have to be a member of AORN to submit a near miss story. Tell your coworkers to please help us get the word out.

Our newest Legal and Government Affairs Associate Danielle Glover has agreed to come to Virginia from Denver to our VCORN meeting in Norfolk. Begin thinking of nurses you can contact that would be willing to attend the meeting, and if they can’t come in person, ask them to join our RN Circulator marathon and participate with sending emails, making phone calls, or encouraging others to join us. We need to start bringing more people into the effort because we
will need to have a loud voice at the legislature if we want to have a chance at passing a RN Circulator bill.

**Newsletter-Jessica Guido:** The newsletter was mailed out on Wednesday Sept. 3rd. Please send all information for the Winter Newsletter by November 15th to Jessica in order to send out the newsletter the last week in November. All committee chairs please send a synopsis of what is happening in your committee.

**Marketing - Jessica Guido:**
- DiggityFEST will be held on Sunday, September 21st from noon – 5PM at Westchester Commons near the intersection of Rt 288 and Midlothian Turnpike. We are in need of volunteers to help during the event for the following shifts: noon – 2:30 PM and 2:30 – 5:00 PM, then clean-up at 5:00 PM. Please let me know if you or any of the other members are interested in helping. Janet W. and Bonnie V. have volunteered so far.
- October Volunteer Opportunity: Reinhardt Guest House by St. Mary’s Hospital. Lots of opportunities to cook meals and serve them with the families who are staying at the house. Sign-up sheet going around.

**Awards Committee - Faye Hughes:** The Awards Committee met to review nomination packets. The Mary C Evans Award will be presented at the October meeting. Debbie and Donna are working on packet to be submitted to headquarters for Chapter Excellence awards and another will be scheduled to review and discuss.

**Nominating and Leadership Development – Carla Beattie:** No Report

**Policy and Bylaws - Tamie Zobel:** In the process of doing a complete set of Bylaws to send to National after Board approval and membership approval. Any suggested changes to committee section, please forward to Tamie.
Report from the committee:
1. Need updated By-Laws according to AORN Guidelines
2. Need updated Chapter Accountability Standards.
3. Will add the new Code of Ethics to the policy book.

**Delegate Committee - Jean Watling:** The delegate selection committee met on Wednesday August 27, 2014. The chapter was allotted 9 delegates by AORN. The following members are eligible to serve as delegates for the chapter:
Janet Wingfield - President (Automatic Delegate), Jean Watling - President Elect (Automatic Delegate), Lisa Baltimore, Donna Winderweedle, Jessica Guido, Janice Heizer, Janet Shortt Faye Hughes, Tamie Zobel, Cathy Sweeney, Debbie Martin, June Hill, Debbie Bartol, and Bonnie Vencill.

Delegate responsibilities and willingness to serve forms were given out at chapter meeting. The delegate selection committee will meet again in October to make-work on revisions to the delegate selection activity tool.

**Ways and Means - Bonnie Garretson/Tamie Zobel:**
The annual Golf Tournament will be held Thursday, September 18, 2014 at Hunting Hawk Golf Club. We have 26 plus teams. We still need the chapter members to donate $5.00 for prizes and soft drinks.

- We are selling the scalpel lapel pins $5.00 each.
- The Pampered Chef online fundraiser started Sept. 4. It is posted on Facebook. Please like, share and invite your friends. We get 15% of what is sold. See any Ways and Means committee member for questions and info. Representative is Marie Snyder; can be found on Facebook. Books are available to look at and order.
- We have not heard from Sedona Tap House about the $5.00 steak night fundraiser.

New Business:
- **50th Celebration Taskforce**: Pam and Donna are looking into options for the celebration. Will call a meeting after the golf tournament with members.
- **501c6 Determination Letter** – Looking for a copy of the Letter from IRS stating we are 501c6.
- **Holiday Social** – December 6 at Janet Wingfield’s House, 6:00 pm. More info to come.

Unfinished Business:
- Please use the interactive calendar on the AORN Richmond website when scheduling meeting for committees
- Request to put chapter meeting minutes on the website.
- Researched website and it is compliant with privacy requirements.

Announcements:
- DiggityFEST Sep 21, 2014, 2:30 – 5:00 for volunteers
- AORN Workshop/VCORN Meeting Oct 18, 2014, Norfolk, VA. Flyers on ORNurseLink.
- Next AORN Richmond Chapter Meeting: October 20, 2014
- Next AORN Richmond Chapter Board Meeting: Nov 10 at 6:00 pm, SMH
- 50/50 Raffle Winner: Janice Hassell: $35.

Business Meeting Adjourned: 7:05 PM