



Dear ASPMN Chapter Leader,

As you know, each chapter of ASPMN needs to submit an end of year report to the ASPMN Board of Directors by July 31, 2008. We encourage that you submit your report electronically to the ASPMN Executive Office. The Chapter Resource and Membership Committee collates the reports. The Achievement and Recognition Committee evaluates copies of all end of year reports and the Chapter Excellence Award will be selected from these reports. This means that all chapters will potentially be considered for the award without filling out an extra application.

If you have any questions about this form, please contact Beth Crowley in the ASPMN national office at [BCrowley@goamp.com](mailto:BCrowley@goamp.com).

Sincerely,

Ellyn a. Radson, BSN, RN,C    Doreen B. Chimblo. MS, RN,C, APRN-BC, CNOR  
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352/392-2083    203/863-4456  
ASPMN Chapter Resource and Membership Committee Co-Chairs

**American Society for Pain Management Nursing  
Chapter Annual Report Form  
Due July 31<sup>st</sup> of each year**

Chapter Name: **Northern Virginia Local Chapter**

This report is reflective of information occurring during **January 1, 2007, through June 30, 2008**

**This report is for an extended period of time as our chapter is newly formed/chartered**

**Business**

Check those that apply:

All board and committee meeting minutes are on file (**available on request**)

Chapter needs assessment completed; please attach a copy

Bylaws reviewed annually \_\_\_ no changes  changes (attach amendments – **Present copy of bylaws attached**)

How many years has your chapter been registered (chartered) at the national office? **Newly formed chapter – charter letter dated November 8, 2007**

A. List dates of business meetings:

- **November 8, 2006**
- **January 22, 2007**
- **February 28, 2007**
- **June 21, 2007**
- **September 21, 2007**
- **November 14, 2007**
- **January 10, 2008**
- **March 6, 2008**
- **May 28, 2008**

B. List recognition/awards given and chapter funded tuitions/ seminars, and name of recipient(s): **N/A**

C. List last years goals and how accomplished; or work in progress to accomplish: **N/A – chapter newly formed**

D. List any community service or education sponsored by the chapter: **N/A**

E. List chapter committees and chairs:

- **Budget/Finance** Florence Mooney-Cotter
- **Bylaws** Allison Nisbet
- **Education/Research** Holly Anderson/Allison Nisbet
- **Executive** Gerry Higgins
- **Media/Advocacy/Policy (MAP)** Regina Stiles
- **Membership** Dee Eldardiri
- **Nominating** Gerry Higgins

F. List any fund-raising efforts: **N/A**

G. List chapter members that served this year as ASPMN Board of Directors members, Committee Chairs, or Committee Members: **N/A**

H. List any Chapter work with Legislators or Government Agencies:

- **In June 2008, MAP chair (Regina Stiles) attended an ASIPP Legislative Session on Capitol Hill where she was introduced to "Policy Making 101"**
- **The experiences were invaluable first steps to the legislative process including:**
  - **a visit to Capitol Hill and the Russell Building where there were meetings with staffers, aides, and members of Congress**
  - **learning tips for Congressional Office Visits**
  - **learning how to write letters to our Senators and Congressmen/women**
- **One of the goals of our local chapter is for all members of the chapter to have the opportunity to increase our knowledge through participation in similar events during the next year. Our geographical location affords our chapter many opportunities to serve as advocates for patients with pain through the legislative process.**

I. How do you encourage members to be involved with chapter activities?  
**Email communication and sign up sheets at meetings**

J. How do you welcome new or transferred members?  
**Welcome email and mailing of membership card**

**Membership** (attach current membership list)

Check all that apply:

Membership records on file

All chapter members are members of ASPMN

Do you have a chapter newsletter  no  yes (please attach a copy)

How are members reminded to renew their annual memberships?

**Email was sent out to all chapter members (attached to email: membership application)**

Current chapter annual dues: **\$20.00**

List the following numbers of members:

Active members	<b>18</b>
International members	<b>0</b>
Student members	<b>0</b>
Honorary members	<b>0</b>
Lifetime members	<b>0</b>
<b>Total number of chapter members</b>	<b>18</b>

New members this year **18**

**All members are new as chapter is newly formed**

Chapter membership has:  remained the same  increased  
 decreased

**Educational** (enclose conference brochures)

Minimum of one per year

Please list educational programs:

Topic	Speaker(s)	Attendance	Sponsor	CEUs
<b>Feb 2007</b> Interventionalist Pain Therapies	Dr. Van Osten	22	<ul style="list-style-type: none"> <li>• Medtronic</li> <li>• Reston Hospital Center</li> </ul>	<b>Yes</b>
<b>Nov 2007</b> Nursing Management of Patient's with Complex Pain	Patrick Coyne, MSN, APRN, FAAN	24	<ul style="list-style-type: none"> <li>• Medtronic</li> <li>• Calloway Labs</li> <li>• Reston Hospital Center</li> </ul>	<b>Yes</b>

<b>March 2008</b> Acute vs Chronic Pain: Pharmacologic Management	Jody Walker, Pharm D	16	• Reston Hospital center	<b>Yes</b>
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## Chapter Goals for upcoming year

Please list:

- **Development of an electronic newsletter**
- **Increase membership to a minimum of 25 members**
- **Participation in the silent auction at the national conference**
- **Four educational programs during the next year including a four hour Saturday morning program**
- **Involvement in media/advocacy/policy at the local and national level**

Do you have a research committee? Y X N     

How has your chapter supported pain management nursing research?

**Several members of the chapter have been involved in nursing research projects related to range orders and sedation scale Two members of the chapter will be presenting posters at the national conference in Tucson, AZ 2008**

## Other

1. Attach a list of Chapter officers and term of office.

- **President: Gerry Higgins  
February 28, 2007 to December 31, 2008**
- **President-Elect Regina Stiles  
February 28, 2007 to December 31, 2008**
- **Treasurer Florence Mooney-Cotter  
February 28, 2007 to December 31, 2008**
- **Secretary Dee Eldardiri  
February 28, 2007 to December 31, 2008**

2. List any concerns/problems that your chapter is facing.

**Identification of members willing to hold office and lead chapter  
Increase numbers of participants at educational programs**

3. How can the National Office assist your chapter?

**Networking with other chapter presidents**

Signature of Chapter President:      Signature on file

Signature of Treasurer:              Signature on file

Date: 07/24/2008

Send to:    ASPMN Executive Office  
              Attn: Beth Crowley  
              PO Box 15473  
              Lenexa, KS 66285-5473  
              bcrowley@goamp.com

**Financial (bank statement attached – see excel spreadsheet attached for specifics of financial information)**

Check all that apply:

- Financial records on file  
 Annual audit of financial records

Starting balance as of July 1, \_\_\_\_\_  
Ending balance as of June 30, \_\_\_\_\_

Assets:

1. Cash \_\_\_\_\_  
2. Accounts Receivable \_\_\_\_\_  
3. Inventories \_\_\_\_\_  
4. Other Assets \_\_\_\_\_  
Total Assets: \_\_\_\_\_

Liabilities:

5. Accounts payable \_\_\_\_\_  
6. Contributions/Gifts/grants \_\_\_\_\_  
7. Other Liabilities \_\_\_\_\_  
Total Liabilities \_\_\_\_\_

Net income \_\_\_\_\_

Revised 5/2008