

AMERICAN SOCIETY FOR  
**Pain Management**  
**Nursing**  
**Chapter Resource Committee**

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, 2011. We encourage that you submit your report electronically to the ASPMN Executive Office. The Chapter Resource and Membership Committee collate 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,

**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 of American Society for Pain Management Nursing (NoVA ASPMN)**

This report is reflective of information occurring during July 1, 2010 through June 30, 2011

**Business**

Check those that apply:

- All board and committee meeting minutes are on file
- Chapter needs assessment completed; please attach a copy
- Bylaws reviewed annually     no changes    \_\_\_changes (attach amendments)

How many years has your chapter been registered (chartered) at the national office? **Since November, 2007**

A. List dates of business meetings:

**Sept 23, 2010      Oct 28, 2010      Dec 15, 2010**  
**Jan 7, 2011      April 7, 2011**

B. List recognition/awards given and chapter funded tuitions/ seminars, and name of recipient(s): **None**

C. List last years goals and how accomplished; or work in progress to accomplish:

**Continue to maintain Chapter Newsletter and Website.**

Initiated and published first electronic newsletter in Oct 2009 and have since successfully published a Quarterly newsletter entitled "NoVA ASPMN Quarterly Notes and News" 3rd edition release was in June. Paper Newsletter was sidelined as e-news environmentally correct. Paper is available upon request. The newsletter has struggled with time commitments and fewer members interested in contributing. We are determined to maintain this valuable resource to our members. Developed and launched our first website 2009-2010. We are now maintaining the site and determining if we will now track the site for traffic and use. We can be found at WWW.ASPMN-NOVA.ORG. Check back often for updates.

**Expand the Community Service Project to be offered 2x/year.**

Accomplished

**Provide a ½ -day weekend educational conference, with long-term goal to create a full-day conference.**

Accomplished. We created a 5hour CEU offering that was received with great feedback and request for an annual offering by our chapter.

**Continue to investigate Virtual Chapter &/or alternative modes of participation in NoVA ASPMN.**

As a chapter, we have initiated Conference Calling into our Board Meeting formats.

**Increase member involvement in committees.**

Unsuccessful in gaining new members or in having existing members become ACTIVE members of the chapter.

D. List any community service or education sponsored by the chapter:

**Community Service Task Force Created to provide community based education programs: "Pain 101: The Basics of Managing Your Pain".** – Created, developed, initiated and ongoing Jan 2010 - present

E. List chapter committees and chairs:

**Budget/Finance – Florence Mooney-Cotter**

**Bylaws – Michelle Jacques**

**Education/Website/Newsletter – Michelle Jacques, Gerry Higgins,**

**Executive –Michelle Jacques – President 2010**

- **Regina Stiles – Immediate Past President**

- **Vacated – President Elect**

- **Florence Mooney Cotter – Treasurer**

- **Mary Beth Smith - Secretary**

**Media/Advocacy/Policy (MAP) – Regina Stiles**

**Membership – Michelle Jacques, Mary Beth Smith**

**Nominating – Regina Stiles**

**Community Service Project Task Force – Florence Mooney-Cotter,  
Michelle Jacques**

F. List any fund-raising efforts:

**50/50 Raffle at meetings**

**Education Conference**

**Medical Education Grants – Purdue Pharma**

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

**Regina Stiles – Secretary 2010-2011**

H. List any Chapter work with Legislators or Government Agencies: **N/A**

I. How do you encourage members to be involved with chapter activities?

**Personal Contacts**

**Web Site**

**E-Mailing**

J. How do you welcome new or transferred members?

**Welcome Letter**

**Introduce at Chapter meeting**

**Added to Emailing notifications**

**Membership** (attach current membership list)

Check all that apply:

Membership records on file

All chapter members are members of ASPMN (except Honorary Members)

Do you have a chapter newsletter \_\_\_no yes (please attach a copy)

How are members reminded to renew their annual memberships?

**Web Site annual reminders**

**Email with initial and repeat mailings**

**Newsletter each publication**

**Mailing if no email address available**

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

List the following numbers of members: June 1 to July 1

Active members	12
International members	0
Student members	0
Honorary members	4
Lifetime members	0
<b>Total number of chapter members</b>	16

New members this year 1

Chapter membership has: \_\_\_remained the same \_\_\_ increased decreased

**Educational** (enclose conference brochures/flyer)

Minimum of one per year

Please list educational programs:

Topic	Speaker(s)	Attendance	Sponsor	CEUs
"Complexities In Pain Management: Creating Solutions"  (Brochure attached)	Multiple – Dr. Howard Heit, MD,FACP,FASAM; Gerry Higgins MSN, RN-BC, OCN; Dr. George VanOsten, MD: Micke Brown, BSN, RN; Gwenn Herman LCSW-C, DCSW	59	In part Purdue Pharma Grant	5
"Pain 101: The Basics of Managing Your Pain"  (Offered x3 – last flyer attached)	Florence Mooney-Cotter MSN, CNS, RN-BC Michelle Jacques BSN, RN-BC, CMT Sue Moore, RN	19 1 24	NoVA ASPMN American Pain Foundation Inflexxion/ Pain EDU	No

**Chapter Goals for upcoming year**

Please list:

- 1. Develop new Chapter Model for NoVA ASPMN**
- 2. Revise Bylaws to meet out new Chapter Model**
- 3. Continue Chapter in line with Patient Advocacy Goals**

Do you have a research committee? Y\_\_N\_\_**X**\_\_

How has your chapter supported pain management nursing research?

Research Committee dissolved

**Other**

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

**President: Michelle Jacques: Jan 2010–Jan 2011;**

**Michelle Jacques: Jan 2011 –Jan 2012**

**VP-President Elect: Gerry Higgins: resigned**

**Position Vacant**

**Secretary: H. Judy Jenkins: Jan 2009 – Jan 2011**

**Mary Beth Smith: Jan 2011 - present**

**Treasurer: Florence Mooney Cotter: Jan 2007 - present**

**Immediate Past President: Regina Stiles: 2010**

2. List any concerns/problems that your chapter is facing.
  - a. **We continue to have ongoing issues with Membership growth and involvement of new members at the Executive Board level. We are a small Chapter, but we are a very active chapter. How do we generate that enthusiasm? We are in the process of re-creating NoVA ASPMN.**
  - b. **We are limited in our meeting location options, as we have lost access to one of our major hospital locations as well as the inability to advertise within those settings. We feel this contributes greatly to low turnout for meetings.**
3. How can the National Office assist your chapter?  
**I am not sure at this time. Continue to support Chapter sessions at National Conference for Brainstorming.**

Signature of Chapter President: signature on file: Michelle M Jacques

Signature of Treasurer: signature on file: Florence Mooney-Cotter

Date: 27 July 2011

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

**Financial** (attach bank statement)

Check all that apply:

Financial records on file

Annual audit of financial records

Starting balance as of July 1, <u>2010</u>	<u>1679.01</u>
Ending balance as of June 30, <u>2011</u>	<u>2200.85</u>

Assets:

1. Cash	<u>2200.85</u>
2. Accounts Receivable	<u>0</u>
3. Inventories	<u>0</u>
4. Other Assets	<u>0</u>
Total Assets:	<u>2200.85</u>

Liabilities:

5. Accounts payable	<u>0</u>
6. Contributions/Gifts/grants	<u>0</u>
7. Other Liabilities	<u>0</u>
Total Liabilities	<u>0</u>

Net income	<u>521.84</u>
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Revised 7/2011