



KONL Program Committee Minutes

March 24 & 25, 2015

Dial in 1-877-594-8353

Access code 56350822

Donna Meador, presiding

Attendees:

March 24: Jill Berger, Billie Turner, Michelle Pendleton, Georgia Swank, Lois Morgan, Carla Donnell

Topic	Discussion	Follow-up
Welcome/Scribe	Donna opened the meeting. Jill volunteered to take minutes	
May meeting at KHA Convention	Donna reported that plans are firmly in place for the May meeting. She will touch base one last time with the poster presenter from BH-Lou. The talk by Marissa Castellanos is expected to be timely and interesting.	
Fall Conference	<p>Location – Holiday Inn Hurstbourne – undergoing major renovation of meeting space and guest rooms, should be done well before conference. Donna shared floor plan (attached) – we will use Ellis and Turfway for the conference, Keeneland for vendors, lobby/atrium for posters, and Ashland for CNO breakfast. Less expensive than the Crowne Plaza. Very close to restaurants, and free parking.</p> <p>Shopping option – The new outlet mall in Simpsonville will send a shuttle bus to the hotel to pick up guests who wish to go shopping.</p> <p>Goals - \$10K profit, 125 participants, \$25K in vendor support</p> <p>Event registration – Donna explored the possibility of using a company like C-vent for registration to relieve some of the burden on NHC. Unfortunately, it would cost KONL around \$2,800 and a 2-year commitment to use C-vent.</p>	<p>Donna to contact the mall to reserve a van for 6:00, right after the reception, which we can advertise in the brochure.</p> <p>Questions: How many will the van hold? Should we consider two runs, at 5:30 and 6:30?</p>

	<p>The committee felt this was exorbitant. NHC can handle registration and collection of fees, as well as sending letters to registrants if desired.</p> <p>CNE credit – The KONL Board wants to continue to offer ANCC credit for the conference. Donna gave kudos to Debbie Williams for managing this process.</p> <p>Handouts – The decision was made to request presentations from speakers approximately 1 month before the program in order to post handouts on the website approximately 2 weeks before the program. This will drastically reduce the cost of copying handouts.</p> <p>Speakers – Donna spoke with Mary Ann Fuchs about our needs and her presentations. She will be good. She needs to speak early to catch a flight back to Raleigh.</p> <p>Donna found a speaker for the topic of Generations at Work named James Brown. He has requested an afternoon time slot.</p> <p>Agenda – Donna sent a draft agenda (attached). The following changes were suggested.</p> <p>Title: Nurse Leaders: Decision Makers on the Cutting Edge of Healthcare</p> <p>Thursday afternoon: have Ms. Fuchs open with Population Health, then do What's New at AONE update after break, followed by What's new at KONL by Sallie.</p> <p>Friday morning: Have Steven Brockman-Weber present his work on RN-MD communication at the CNO breakfast. Begin the day with the business meeting. Then have Mr. Brown speak on Generations at Work for 90 minutes or so, depending on the speaker's preference. Include potpourri topics only if time permits...</p> <p>committee felt it would be better to have more time on Generations topic.</p>	<p>Jill and Debbie will look at options for sending a link to complete evaluations electronically in order to automate tallying. Will need a way to send certificates afterward.</p> <p>Donna to talk to Mr. Brown about presentation time and plan agenda accordingly.</p>
Committee reports	<p>Posters: Carla and Kathy to meet with Jill for poster handoff. Donna to attend meeting as well if possible.</p> <p>Vendors/Sponsors: Vendor and sponsor letters have been revised. Georgia will send to Donna for review. Donna will send out sponsor letters. Georgia will send vendor letters soon, and repeat monthly till the program. She will give them an option to bring a prize to give away. Georgia suggested we find a way to give each vendor 60 seconds to say anything they want</p>	<p>Carla to set up meeting</p> <p>Members were asked to each send Georgia 2 new potential vendor contacts to: Georgia.swank@uhsinc.com</p> <p>Jill to discuss with Debbie what</p>

	about their product. We cannot do this as part of the program, but may be able to do so during the reception or at a “vendor breakfast”.	we can do under ANCC rules
Planning Timeline	<ol style="list-style-type: none"> 1. Contract with Hotel – done March 4 2. Finalize Agenda – by April 15 3. Send Save the Date – by May 1 4. Send Vendor and Sponsor Letters - early April and monthly thereafter 5. Send Call for (Poster) Abstracts – mid-May 6. ANCC CNE documentation complete - June 7. Create Brochure – June 8. Email Brochure – by June 17 9. Presentations in for uploading to KONL Website – by September 1; deadline to presenters August 17 or 24. 	
Next meeting	<p>April 29, 2:00 Eastern</p> <p>Dial-in#: 1-877-594-8353</p> <p>Participant Code: 56350822#</p>	

-  Main Conference
-  Exhibits
-  Posters
-  CNO Breakfast

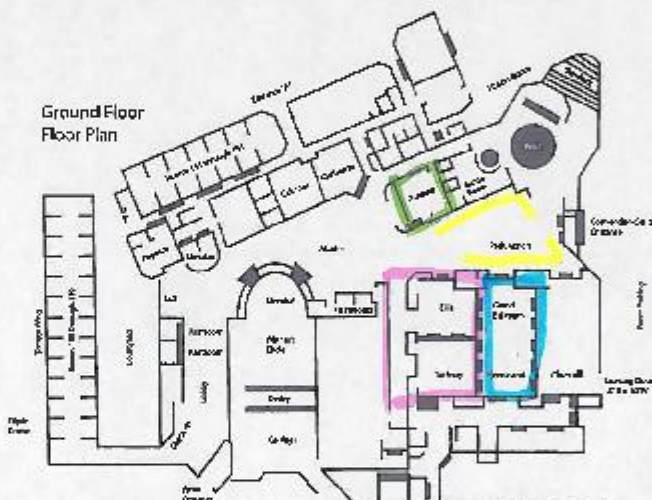


Louisville East - Hurstbourne



Where to Meet

The Holiday Inn Louisville East - Hurstbourne boasts 20,000 square feet of flexible event space, enough exhibit space to accommodate up to 60 attendees with pipe and drape booth is, an open-air terrace with sundeck to set up large tents for celebrating special events and unique hospitality suites with wet bar for your meeting or convention. Our experienced meeting planners will be there to help you with every detail of your event and ensure that execution will be flawless. That is why more than 80% of our groups return within two years.



	Size	Sq. Ft.	Classroom	Banquet	Theater	Reception	Conference	Hollow Sq.
Grand Ballroom	105 x 141 x 15	6,720	450	450	500	800	-	-
Ball	35 x 31 x 15	1,065	60	30	100	115	40	60
Turnway	35 x 33 x 15	1,155	60	30	100	115	40	60
Churchill	35 x 64 x 15	2,140	150	150	300	215	50	60
Kensland	35 x 64 x 17	2,140	150	150	200	215	60	60
Colinet	24 x 23 x 11	552	24	40	60	80	18	30
Clabenne	25 x 23 x 11	575	24	40	60	70	18	30
Ashford	14 x 23 x 11	557	24	40	60	80	18	30
Carriage	39 x 29	1,130	60	30	100	140	35	40
Derby	36 x 19	684	32	20	60	60	20	28
Poplar	34 x 20 x 11	480	36	12	40	40	16	26
Presidents Suite	25 x 28 x 11	700	30	20	30	60 - 65	6	16
Belmont Suite	25 x 28 x 11	700	30	20	40	60 - 65	6	25
Triple Rooms	20 x 18	216	20	20	25	25	14	10

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REWARDS



Kentucky Organization of Nurse Leaders
11th Annual Leadership Development Conference
AGENDA - DRAFT

Nurse Leaders – on the Cutting Edge of Healthcare

September 17 & 18, 2014

Thursday, September 17th

11:45 – 12:30 PM	Registration, Lunch, & Networking/Exhibits
12:30 – 12:40 PM	Welcome , Brief Announcements – Sally Davenport, KONL President
12:40 - 1:40 PM	Update on AONE and Current National Issues – Dr. Mary Ann Fuchs
1:40 – 1:55 PM	Break
1:55 – 3:30 PM	Population Health: The Duke Healthcare System Model - Dr. Mary Ann Fuchs
3:30 - 3:45 PM	What's New At KONL – Sally Davenport, President, including website demo
3:45 – 4:00 PM	Conference Evaluation and Adjournment
4:00 – 6:00 PM	Networking Reception, Exhibit Hall, and Poster Presentations

Friday, September 18th

7:30 -8:30 AM	CNO Breakfast: Generational issues - Hiring, interviewing, language, social media, etc. in multi-generational settings?
7:45 - 8:45 AM	Registration, Continental Breakfast, Posters/Exhibits
8:45 - 10:30 AM	Potpourri of Issues and Best Practices: <ul style="list-style-type: none"> Alarm Fatigue – Tracy Kephart, U of L Hospital

- Bullying and Horizontal Violence in the OR - _____, Baptist Health Louisville
- Developing a Second Victim Peer Support Group - _____ Baptist Health Louisville
- A Toolkit for Nurse-Physician Communication – Steven Brockman-Weber, Norton Healthcare

10:30 – 10:45 AM Break/Exhibit Hall/Posters

10:45 - 12:00 PM KONL Annual Meeting

KBN Update - Kelly Jenkins

KHA Update - Kim Dees, with KNCC Update from Nora Warshawsky

KONL Update - Sally Davenport

2015 Poster Awards – Kathy Hahn and Carla Donnell

Noon - Conference Evaluation and Adjournment