

**Iowa State Assembly  
Fall Meeting/BOD Meeting  
Friday, November 17, 2006 4:00-8:00 P.M.**

Dana - Absent  
Renee - Dan  
Denise -  
Alex -  
gen  
Rachel #  
Susie -  
Karyn -

**AGENDA ITEMS:**

1. Review Policy and Procedure established 0/06

- All officers and meeting hosts to pay workshop registration fees
- \$100 stipend

2. Approve Meeting Minutes from 6/06

3. Choose date for Spring Workshop

- Early April? 14, 2007
- Location: Mercy College in Des Moines

\$100 @ the Dan.

- ~~2 Day~~ or 1 Day Workshop
- Ideas for hands-on or speakers

4. Outline Spring Workshop/Annual Meeting/BM

- 90 days prior to meeting-candidates must turn in a CV and consent to serve form
- 60 days prior membership must be made aware of candidates and meeting by flyer
- All candidates must be an active member
- Ben Price is willing to come and speak on legislation-AST pays
- 2 day event usually with hands on, what do we want?

Speakers 120 Deep  
Confirmed Dec 1

Flyers out by Jan 1

5. Wound Closure Workshop Agenda/Update

- Date: June 23, 2006 June 22 BOD Time (TBD)
- Location: Inn at Okoboji, contract is signed for 30 rooms and meeting space
- Working with ILCC to co-sponsor to offer nursing CEU's
- Meridian coming with 3 instructors \$1000/we pay. They cost IASA do to his course.
- Flyer finished-kept cost same as last year. Will be in Journal next month.

\$110 per night

15000 Members  
17500 Nonmembers  
10000 Students  
8-4 Saturday

6. Cruise info.

- Oct 07-Comp 2 people (pres and another to plan 08 cruise) Bill Tench approved promo.
- Carnival → Alumni cruise Wisconsin Assembly
- Port New Orleans
- 7 day cruise

Oct 2008 - IASA Cruise - 30-4 Day  
600-800 everything but Airfare.  
True proposal in June telling about cruise  
Fundraiser -  
\* Spouse Rate -

\* Set up Conference  
Call on Cruise  
in fb. 8/4 June.

7. Committee Update

- Printed out job/committee descriptions Need handbook to all BOD'S
- CV Forms \* Need to get sheets & our logo on it to wear @ booth + workshops. state Assembly  
\* Dan came up to letter head but doesn't come out on white. F Iowa of  
of Surgical Technology

8. Review Nebraska Policy and Procedure Manual

- Ideas (likes and dislikes)
- Use their document, insert our info.

Cards -  
Vista print - com  
- Contact info for ea. BOD  
Name \* Renee will ✓  
Address @ print shop -  
Telephone  
Web Site  
\* Paper + pens. of Business  
card.

10. National Conference in New Orleans

- Delegates \* Fundraiser - cruise set up permanent date
- Stipend \$300 @ Conference. - trip - 23 separate tickets - 1 for \$5 3 for \$10  
\* oriental trading to get box of Leighs to hand out to all that buyers
- Renee - scissors fundraiser \$5 small

Delegates  
Dana  
Alex  
Renee  
Denise

\* Make sure membership card is with them or they can't vote.

Ed Comm: Denise & Rachel  
Admins, Bylaws, Resolutions, etc. Denise & Sally  
Alex  
Dan & Jennifer  
credentials; election  
Alex

- Booth
- Fundraisers? Sell items?

**PLEASE BRING YOUR NEBRASKA P & P BOOKLET  
WITH YOUR NOTES, READY FOR DISCUSSION.**

**PLEASE BRING YOUR SA POLICY MANUAL (MAILED  
FROM AST)**

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this would be a big item to have planned without knowing who will be in charge of arrangements. Also legal liability if we take money for a cruise raffle and the cruise somehow falls through after people have purchased chances. The group decided to proceed with another conference call with Dennis from Meridian on Sunday, Feb. 4<sup>th</sup>. We can make a better decision after we know more specifics about the cruise, etc from Dennis.

7. IASA Logo-is coming along and we have determined a design for our shirts. Jen will follow up on the polo shirts by getting a quote for embroidery. We decided on Navy polos with gold or white writing.
8. Meeting was adjourned at 10:03. Next Conference Call will be Sunday, Feb. 4 at 8:00 p.m.



Iowa State Assembly  
Officer and BOD Retreat  
Sunday July 16,2006

Meeting Minutes:

Dana, Renee, Sue, Denise, Alex, Rachel, Dan, and Karyn

Welcome and Brunch

11:00am Meeting began

SA Policy and Procedures - Reimbursement for Officers and BOD

A. Officers and BOD Stipen

1. Travel to Workshops
  - a. \$100.00 stipen per overnight stay per person.
  - b. Sixty mile radius of event, forego stipend
  - c. Exception 2 day events
2. Workshop Registration Fee

- a. Officers abd BOD pay all registration fees

We need to get a Debit Card for the President and Treasurer . One check book is not sufficient.

-SA Logo - Renee has come up with logo so will get 100 envelopes with logo on it.

- Karyn will come up with a receipt with the logo on it to hand out to those that need receipt at workshops. Receipts with carbon copy can be kept in file box that the President carries to all workshops.

- Dan will check on making a new logo. Wth a new logo in place then we can look at getting notepads and pens made up.

-Webpage- Looks nice! We want to post workshops and events, plus post past and present events on it. \* Next meeting pictures will be taken of the officers and BOD to post on web page so those looking at web page can see who our officers are.

-Email- some trouble getting into the email -- will try edit-text-html- and see if that helps.

Annual timeline for SA events:

Fall Mtg:

Locaton: MaryGreelee Medical Center, Ames

Date: November 11, 2006

Potential Speakers: Missions with Nikki

Plastics- Rachel

Cultural Adversity – Alex

Vascular

Spring Mtg. Mercy College of Health Sciences



Wound Closure Workshop:

Location: The Lakes- Okoboji Lakes Community College to host the event  
Looking at 'The Inn' for a hotel

Date: June 23, 2007

Dennis from wound closure needs to have a sponsor for his carnival cruise workshop. He would like to have Iasa as a sponsor. In return we would get special discount rates for the cruise. Look at possibly having Iowa member and guest to get discount. We need to check into it further with AST. This potentially be a good fund raiser for IASA. If Dennis could give us 10%- 15% Kickback ????? Dana will check into it further.

Time line for meetings- Spring Mtg in April—Dec, 15<sup>th</sup> no later than Feb15<sup>th</sup>

Fall Mtg. in Nov. – June 15<sup>th</sup> no later than Aug. 15<sup>th</sup>

Retreat: Meet Face to Face four times a year.

Deadlines for Fall Meeting

August 1, 2006 Speakers confirmed.

August 13, 2006 Conference call.

August 21, 2006 Flyers to printers

Mail out flyers by Sept 11, 2006

Committee Assignments:

1. Education, Standards of Practice- Denise & Rachel
2. Means, Bylaws, Resolution & Parlimentary Procedures- Susie & Sally
3. GAPA- Dan & Jennifer
4. Credentials & Election – Alex

Our duties are to recruit members for the committee, contact and run committee, give reports as Chairman prior to annual meeting.

07 Delegates for New Orleans

Dana, Renee, Denise, Alex We can take up to six delegates for anyone who would like to go.

If we get on board with the Carnival Cruise with Dennis for Fundraiser we could sell tickets at National conference to win a cruise.

ST Week Activities: Host luncheon, Get Proclamation, Posters with techs pictures on it.

\*We will send out a post card to 200 Iowa members Happy Surgical Tehnician Week.

“We Thank you for your dedication to your profession. We Value your expertise”

Also promote the workshop by advertising IASA meeting in November 11<sup>th</sup> 2006

Future workshops: TRAC meetings

Capital hill Grass Roots meeting so we can meet our legislative body

Q & A with Ben Price on grass roots legislation.

Repectfully submitted by Susie Vander Veen, CST, IASA Secretary





**Iowa State Assembly  
Officer and BOD Retreat  
Sunday, July 16, 2006 10-4  
Fort Dodge, IA**

**AGENDA**

10:00 Welcome and eat-chit chat, get to know each other?

11:00-1:00 State Assembly Handbook/Job Duties of BOD and officers

③

- Do we have everything set up the way we need to?
- Webpage - workshops - events - past + present
- Email - very nice!
- Newsletter/assignments - Biannual
- SA Logo, letterhead, envelopes, conference receipts, pens, notepads, business cards

*Karyn needs stamp to use  
Name for the checks.*

*Nov. 11th  
Generate & Logo from Karyn  
Keep in box - (Carbon copy)*

*National conference (next mtg pictures taken of officers, BOD's part  
on web page.*

① 1:00-2:00 SA Policy and Procedures

- Look at Michigan examples \* Travel + Reimbursement!
- Devise a list
- Work on now or assign, deadline?

2:00-3:00 Plan an annual timeline for SA events

②

-Fall Meeting

Location: Mary Greelee Medical Center, Ames  
Date: Nov 11, 2006  
Potential Speakers: Mission-Nikki India Hostos

*Form will be sent out by next Friday 21st of July for  
Nov. Mtg.*

-Spring 07 Meeting

Location: Mercy College of Health Sciences  
Date:  
Potential Speakers:

*Annual time line*

*60 Feb 15th  
60 Dec 15  
Spring in April - Feb  
Fall in October - July*

-Wound Closure Workshop

Location: The Lakes - Community college + host + The Sun for hotels

Date: June 23 2007

*Discount & Rates: some kind of kick back / Fundraiser  
Carnival # Iowa Member + Guest  
spouse too! 10% 15%*

-How often do we need to meet as a board?

Conference Calls- as it comes up

\* Face to face- Mtg 4 times a year.

*Dennis - Cruise with sponsor - \$30 per person*

-How will we divide work?

Flyers, printers, mailings, newsletters, recruitment?

*Mission Statement - Dana & Renee have one & will email to everyone*

~~###~~



Get Sally Knows

Monitor business sessions  
Tellers Committee during elections  
Be familiar to Sted Assembly, Blaws + AST Polys  
Recruit new members for 64 positions  
Fundraisers for organizations

- ① Education + Standards, Practice - Denise Doudney  
Nancy Ziska, Amy Turner, Krista Brower, Julie
- ② Means, Affairs, Resolutions + Parliamentary Procedure See No 5
- ③ Stapa (Government + Public Affairs) (Dan Brown + Jennifer)
- ④ Credentials + election Alex Perera  
Denise Swan, Michelle Schmidt

3:00-3:30 Committee discussion and assignments  
 -BOD to chair each committee -  
 -recruit members for your committee  
 -contact and run committee  
 -give committee reports as chair prior to each annual meeting

3:30-4:00 Open Discussion  
 -ST Week Activities Ads Host Luncheon, Proclamation, Poster + Tech Pictures hand out pens.  
 -Cruise in Dec 07 - Card to 200 members saying "Happy Sun Tech Week" we value your expertise. Bring card in for a gift.  
 -Fundraisers - have table @ conference to sell tickets to win cruise.  
 -07 Delegates Dana, Renee, Denise, Alex, Tor New Orleans

4:00 Close Meeting

Thank you for your dedication to your profession we value your expertise  
 IASA  
 \*Don't forget the IASA Meeting in November 11th 2006

Goal: trac mtgs - have 2 different mtgs

Future Mtg - 2 day - go to capital Hill Grass Roots not our legislatures.  
 Question + answer = Ben Price on Grass Roots legislation

~~mtg~~  
 Mtg: in Fall  
 Missions - pay for plane ticket  
 Deadlines for Fall Mtg  
 Aug 1 speakers confirmed  
 Aug 12 or 13 Conference call  
 Aug 21<sup>st</sup> Printers  
 Mail out for Sept 11<sup>th</sup>  
 ② Plastics name, where from  
 ③ Cultural Adversity translation Services



**Iowa State Assembly of the Association of Surgical Technologists  
Annual Meeting  
June 16-17, 2006  
Mercy College of Health Sciences  
Des Moines, IA**

**AGENDA**

- 8:45 Welcome and Introductions  
-Introduce current officers and BOD  
    President-Dana Grafft, Vice President-Renee Nemitz, Treasurer-Karyn  
    Finn, Interim Secretary-Suzie VanderVeen  
    BOD-Julie Baxter, Peggy Ridenour, Sally Moritz, interim-Denise Dlouhy
- Start Business Meeting-explain why
- 9:15 Nancy Zylstra-speaker
- 10:00 Ronald Charles-speaker
- 11:00 Rebecca Pieknik-speaker
- 12:00 Lunch
- 1:00 Business Meeting/Elections
- 2:00 Roy Zacharias-speaker
- 3:00 Paul Price-speaker
- 4:00 Deborah Turner-speaker
- 5:00 Election Results



**Iowa State Assembly of the Association of Surgical Technologists  
Annual Meeting  
June 16-17, 2006  
Mercy College of Health Sciences  
Des Moines, IA**

**Business Meeting**

8:45 Welcome and Introductions

-Introduce current officers and BOD

President-Dana Grafft, Vice President-Renee Nemitz, Treasurer-Karyn

Finn, Interim Secretary-Suzie VanderVeen

BOD-Julie Baxter, Peggy Ridenour, Sally Moritz, interim-Denise Dlouhy

-Start Business Meeting-explain why-general overview of day

1. Roll Call
2. Call meeting to order
3. Review bylaws
4. Elections
  - a. Nominations from floor
  - b. Have each speaker do a 3-5 minute speech
  - c. Recess till lunch when voting will take place
  - d. (credentials committee checks)
  - e. (finish ballot)

12:00 Lunch-voting

- a. (committee count ballots)
- b. (create teller's report)

1:00 Business Meeting/Elections

5. Announce elected officers
6. New Business
7. Old Business
8. Next Meeting

2:00 Roy Zacharias-speaker

3:00 Paul Price-speaker

4:00 Deborah Turner-speaker





JASA Annual Business Mtg

June 16, 2006

@ Mercy College of Health Science Des Moines, Ia

Mtg Called to order President Crafft @ 8:55 AM  
Quorum Established 36 present 20 Active members

Quorum Established

Secretary Report - Minutes of the last Business mtg  
read + approved

Treasurer Report given by Treasurer Karyn Finn  
Balance \$8200.10

### Elections

Nominations	for	Treasurer	Karyn Finn
		Secretary	Sue Vandellen
		5 BOD @ 1 serving only 1 yr term	- Dan Brown Jennifer Liberty Denise Droughy Alex Perea Rachel Lester

Motion made to recess mtg until ~~later~~ later in Day.

1st Denise Droughy

2nd Rachel Lester

Reopen Business Mtg @ 2:53 pm

Teller Report - 21 votes cast

BOD Jennifer Liberty

Alex Perea

Rachel Lester

Denise Droughy

Dan Brown to serve 1 yr term

Old Business:

I. P+P to new BOD

- (1) need to establish Reimbursement for officers
- (2) Stipends offered for Attending National Conference.
- (3) we can take up to 6 Delegates

II Legislation -

- (1) No scope of practice for JASA

New Business:

I. Fall Workshop - 1 Day 8-4 offer 7CEUs  
& Business Mtg

II - Form Standing Committees.

- (1) Bylaws, Resolutions & Parliamentary Procedures
- (2) Education & standards of Practice
- (3) Government & Public Affairs Committee (GAPAC)

17 New Attendees

Motion to close Mtg

1st Karyn Finn  
2nd Alex Perea

Jennifer Liberty Nominated  
2nd by Renee Nemitz

Dan Brown Nominated  
2nd by Renee Nemitz

Laurie Hoover Nominated  
2nd by Rachel Lester

Karyn Finn Nominated  
2nd by Renee

Kim Fortune Nominated  
2nd by Denise Doughty

① Dan Brown

② Jennifer Liberty

③ Denise Doughty

④ Alex Perca

⑤ Rachel Lester

③  
Dana P. Jones

1. Laminar flow velocity  
distribution in a pipe

④  
Dana P. Jones

2. Laminar flow velocity  
distribution in a pipe

⑤  
Dana P. Jones

3. Laminar flow velocity  
distribution in a pipe

⑥  
Dana P. Jones

4. Laminar flow velocity  
distribution in a pipe

⑦  
Dana P. Jones

5. Laminar flow velocity  
distribution in a pipe

Spring Conference June 16 & 17 2006  
Expense Report

**Food:**

Hyvee 6/16/06 ( WCW Breakfast)	137.42		
Hyvee 6/17/06 (conf. Breakfast & bev.)		232.40	
Noodle Zoo 6/17/06 (WCW & conf. Lunch)	<u>400.00</u>	<u>540.00</u>	
	537.42	772.40	1309.82

Ent. Dinner 6/17/06		<u>945.37</u>	945.37
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**Office:**

Postage & Stamps	13.55		
Stickers & supplies	16.93		
Printing	<u>453.68</u>		484.16

**Gifts:**

10 gifts @ approx. \$20.00		<u>219.68</u>	219.68
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**Hotels:**

BOD 3 rooms		243.42	
Pres. & VP 4 rooms		568.48	
Treasurer 1 room		81.14	
Speaker 3 rooms		<u>433.44</u>	1326.48

**Speaker Fees:**

Meridian Institute		<u>1800.00</u>	<u>1800.00</u>
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<b>Total Expenses</b>			6085.51
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**Total Income:**

WCW & Conference	4775.00	625.00	<u>5400.00</u>
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Conference Loss			(-685.51)
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Submitted BOD meeting 7/15/06

Karyn Finn - Treasurer









IASA Conference Call March 1, 2006 @ 8:30 pm

Present: Dana, Renee, Denise, Nancy, Julie, Sue, and Karen

Absent: Sally & Peggy

Call Meeting to order by Dana G.

New Business:

Wound Closure workshop to be held on Friday June 16 and IASA mtg. to be held on Saturday June 17. Wound Closure to be held from 8 – 4pm. Meridian group is friends of Dana's and will only charge us \$ 1500.00. We keep all proceeds after the \$ 1500.00.

Looking at charging: /student rate - \$100.00  
Members - \$150.00  
Non Members - \$175.00

An incentive to get people to both workshops is to forgo the price on Saturday if one is signed up for both days. If we have enough interest 4 instructors are available to help with the wound closure workshop. The instructors will do everything. We will be using pigs feet suture and knot tying boards.

Motion to pass the rate and incentive package was made. All 7 members present passed the vote.

Elections: Our Bylaws state that Odd years – President, V.President, and Treasure  
Even Years – 4 Board of Directors, Secretary

Karen stated that we can amend the bylaws if need to so all new people would not be on at the same time. For board of Directors we are looking at 3 positions . At Mason City Mtg. Denise was appointed to the BOD since Sue was moved up to Secretary. Some names were tossed around and all members will ask AST members to run for positions.

Vendors for Workshop: The vendors from Meridian said that they would stay for sat mtg.

The facility we are using (Mercy College of Health Sciences) is free of charge. We are reserving 2 rooms ( Lg. room for wound closure) and (Lg. Auditorium for Saturday).

Food: Morning snack possibly fruit bowl and bagels

Coffee Pot

Cooler with water and pop

Lunch for Saturday – Look at a couple of places to cater in, possibly “In the Bag” or “Noodle Zoo”

Serve sandwich and cookie. We will look around that serves a good meal but is not too expensive.



The Hotel or Motel that is a partner to Mercy is the Holiday Inn with a rate of \$72.00. We do not have a Policy and Procedure on paying for BOD or Speakers. It is time that we impose a Policy. If we expect to have people come speak and or serve on committees than we need to compensate them for there time. Most assemblies have a PP on expenses incurred by BOD and Speakers. More discussion needs to be done about this at the assembly mtg.

Trent and Dewayne said they would do the workshop for free if we picked up there room. All members agreed that would be a fair thing to do. Since our balance is roughly \$9000.00, we should look at a PP on paying for speakers and BOD (that includes all committee members) room fee for one night. Possibly stating that they need to be outside of a 100 mile radius and need to share a room with another committee member. We could devise a form that could be filled out requesting payment for the rooms.

Workshop:

Speaker 1 Asepsis – surgical scrub and Hand scrub.

Speaker 2 Oncologist – Deb Turner

Speaker 3 Lunch

Speaker 4 Business Meeting

Speaker 5 Roy Zacharias

Speaker 6 Paul Price

Speaker 7 Minimally Invasive Hip

This is a tentative Schedule for the Saturday workshop.

Feedback on Questionnaires from Mason City Workshop:

-Safety in the OR

-Principles of Aseptic Technique

-Surgical Tech roll in Codes and MH

-Robotics

-Wound Closure

-Pediatrics

We will need to send out Brochures for workshop to every Hospital in Iowa, plus Iowa roster.

Discussion about door prizes – every meeting has door prizes. Everyone ask there place of employment about items to donate to the workshop. Renee stated that she would look into getting items such as pens, caribou coffee cozies half price registrations. Sue was going to bring items from Sioux land Surgery Center. All 7 members thought this would be a good idea to have door prizes.

Website:

Dana brought up the fact that we need to get website up and running to be able to distribute a newsletter to all members. Lori Krei would be able to help in this area and keep it up and running. All members agreed to get the website up and running as soon as possible. The title would be IASA-AST. It would be nice to have a “meet your officers web page” so we know who we are talking to when we have these conference calls.



Motion was made by Renee to close the meeting. The motion was seconded by Sue.  
Conference call ended at 10:30pm.

Respectfully Submitted,  
Sue VanderLaan



## **Conference Call Agenda**

**8:30 Start time**

### **1. Finalize June Meeting**

#### **-wound closure workshop-details**

- a. Date: Friday, June 16
- b. Time: 8-4
- c. Instructors: Meridian Institute of First Assisting, Joelton, TN
- d. Cost: \$1500 they incur their own travel costs, etc. They supply everything from instructors to suture to pigs feet. We make all profit.
- e. We need to know what to charge-ideas?
  - students \$100
  - IASA members \$150
  - non-members \$175?
- f. brochures are pretty much done, just need to go to printer

#### **-elections (3 BOD and Secretary terms are up)**

- a. see attached letter that went out to BOD asking them for their input.
- b. Who is running.
- c. Publish to membership 60 days prior to meeting.
- d. Election process during business meeting. Rebecca input?

#### **-vendors**

- a. Meridian will be a vendor for Saturday's meeting.
- b. What other vendors would you like?
- c. Nancy-who do you know in that area?
- d. Do we want to approach vendors about donations for lunch?

#### **-food**

- a. Nancy has ideas for catering options from downtown.
- b. Selection vs. prices, discussion.

#### **-hotel info.**

- a. Contacted Holiday Inn (within walking distance) rate would be \$72.50 without contract.
- b. Quality Inn and Suites in area
- c. Marriott in area
- d. We need to cover a room for 2-3 presentors/instructors. We also would like to come up with a policy to cover elected officials who need to attend these meetings.





**-speakers**

- a. see attached layout of meeting
- b. input ideas for variety of speakers
- c. anyone want to present?

**-brochures**

- a. same brochure as last meeting (tri fold) just update info.
- b. separate brochures for WCW but same mailing
- c. can get a quote from SC area and Standard Printing in Spencer.

**-prices for registration for WCW and regular Saturday meeting**

- a. Incentive for attending WCW and Saturday meeting. What about no extra charge for Saturday in terms of registration? We DON'T want them to attend Friday and not stay for Saturday's meeting.
- b. Cost for Saturday meeting only, without WCW?
- c. See prices above under WCW section. Ideas? Agree/Disagree

**2. Website**

- lori krei has offered her services to create us an official IASA webpage.
- the price would be \$30 an hour, billed in 15 minute increments and she figures a total of \$350 to \$400 to complete it.

**3. Any Updates? Anything Else?**

- 4. I am so excited about this meeting and these offerings! I really hope it will be our best turnout yet!**

**5. Close meeting.**



**REGISTRATION FORM**

Name:
Circle Title: ST, CST, CFA, CSA, RN, RNEA, CNOR, STUDENT, Other:
Street:
City:
State: Zip:
Certification #:

advance registrations:

ast/iasa member: ~~\$80~~ 40

nonmember: ~~\$85~~ 45

student: \$10

wound closure workshop attendee

(friday, june 16): \$0

*advance registrations due by may 15, 2006*

on-site registration:

ast/iasa member: ~~\$50~~ 50

nonmember: \$45 55

student: \$20

mail registrations to:

dana grafft

704 meadow lane

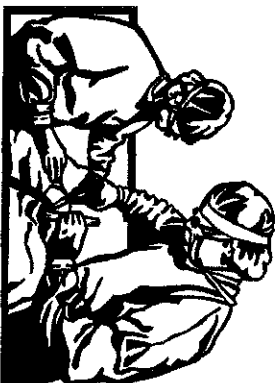
storm lake, ia 50588

phone: 712 213 1064

Detach and return registration

Iowa State Assembly  
Dana Grafft, President  
704 Meadow Lane  
Storm Lake, IA 50588  
(712) 213 1064

**IOWA STATE  
ASSEMBLY OF  
SURGICAL  
TECHNOLOGISTS  
ANNUAL MEETING**

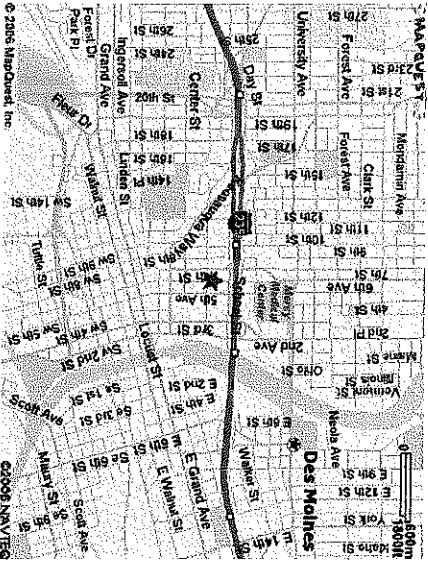


Saturday, June 17, 2006  
Mercy College of Health Sciences  
928 6th Avenue  
Des Moines, Iowa 50309



**DATE**  
**June 17, 2006**  
**8 a.m. - 4 p.m.**

**LOCATION**  
**Mercy College of Health Sciences**  
**928 6th Avenue**  
**Des Moines, Iowa 50309**



**LODGING**  
**(Mention IASA Hospital Workshop)**

**AGENDA**

- 8:00 On-Site Registration**
- 8:45 Welcome-IASA Officers/BOD**
- 9:00 Speaker 1**
- 10:00 Speaker 2**
- 11:00 Speaker 3**
- 12:00 Lunch (Provided)**
- 1:00 Speaker 4**
- 2:00 Speaker 5**
- 3:00 Speaker 6**
- 4:00 Close/Post-Program Evaluation**

**IMPORTANT INFORMATION**

*We are still in need of delegates for conference. Please contact us if you are planning to attend the AST National Conference in Las Vegas in May.*

*We are also in need of nominees for offices. At our June Meeting we will elect:  
Vice President*

*Board of Directors  
Please contact us for job descriptions and consent to serve paperwork prior to the meeting.*



June 17 Meeting-Mercy College, Des Moines

8:00 Registration

8:45 Welcome - Dana

9:00 Speaker 1- Open Yet- (Nancy Z ??)

10:00 Speaker 2- Physician #1

11:00 Speaker 3- AST GAPA Update Rebecca Pieknik, John Ratliff

12:00 Lunch (provided)

1:00 Speaker 4- Business Meeting, 1-2 hours, need to find out)

2:00 Speaker 5- Business Meeting cont... ??? (Dwain Rosse- ortho) (or Roy Zacharias, backup speaker)

3:00 Speaker 6- Paul Price, Executive Director, LCC-ST, Certification Info.

4:00 Speaker 7- Physician #2

(4-5 Meet with new officers and all elected officers. )

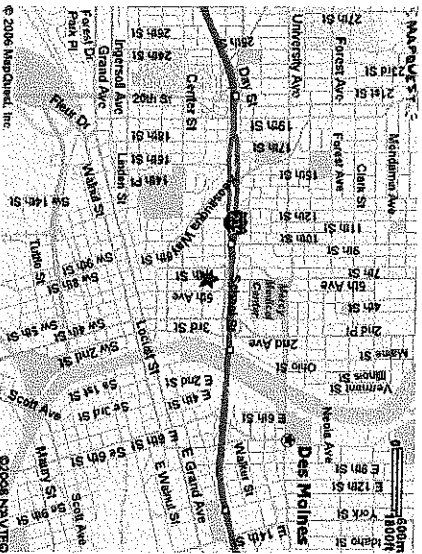
We can offer 7 CEU's if we keep this schedule, if we want to start at 8 a.m. we could offer an even 8 CEU's. We will talk about this on the call....





**DATE**  
**Friday, June 16, 2005**  
**8 a.m. - 4 p.m.**

**LOCATION**  
**Mercy College of Health Sciences**  
**928 6th Avenue**  
**Des Moines, Iowa 50309**



**LODGING**  
**(Mention IASA Workshop)**

**COURSE OVERVIEW**

This course is designed for entry-level to intermediate surgical first assistants, or practicing surgical technologists who wish to obtain advanced-practice skills.

Meridian Institute of Surgical Assisting-Wound Closure Workshop will offer:

**Part I**

*One hour of lecture time incorporating a PowerPoint Presentation as well as a wound closure manual. Several aspects of wound healing will be covered at an advanced level when compared to simple wound healing issues a student would learn in a Surgical Technology class.*

**Part II**

*Three hours covering the principles of knot tying. Students will learn the proper mechanics of knot tying while practicing these techniques on tying boards.*

**Part III**

*Four hours covering surgical principles and application of suturing. All instruction will include practice and demonstration utilizing their state-of-the-art multi media presentation. Students will practice suturing on pig's feet.*

***Offering 7 CEU's-IASA is an approved provider of AST Continuing Education Credits***

**COURSE AGENDA**

7:30-8:00 a.m.	Registration
8:00-9:00 a.m.	Wound Healing Lecture
9:00-11:30 a.m.	Knot Tying
11:30-12:00	SFA Online Presentation
12:00-1:00 p.m.	Lunch
1:00-3:30 p.m.	Suturing
3:30-4:00 p.m.	Review and Evaluation

**ABOUT MERIDIAN INSTITUTE**

Based out of Joelton, TN, Meridian Institute has been providing expertise in the area of first-assisting thorough their exceptional training sessions. Meridian has been a provider of Wound Closure Training Sessions for over 7 years.

Meridian has become the nations largest CAAHEP-Accredited First Assisting Program. Founders and Business Partners, Dennis Stover and Michael Foster have over 40 years of combined surgical experience in the field of first assisting. Both Milke and Dennis are still practicing first assistants in addition to their instructional roles at Meridian.



**REGISTRATION FORM**

Name:

Circle Title: ST, CST, CFA, CSA, RN, RNFA, CNOR, STUDENT, Other:

Street:

City:

State: Zip:

Certification #:

**ADVANCE REGISTRATIONS:**

AST/IASA MEMBER:

NONMEMBER: \$

STUDENT: \$100

**ADVANCE REGISTRATIONS DUE BY May 15, 2006**

*There will be no on-site registration for this event, please call ahead to check for additional availability.*

*Stay for Saturday's IASA Workshop at no additional registration fee!*

**MAIL REGISTRATIONS TO:**

**DANA GRAFFT**

**704 MEADOW LANE**

**STORM LAKE, IA 50588**

**PHONE: 712 213 1064**

Detach and return registration

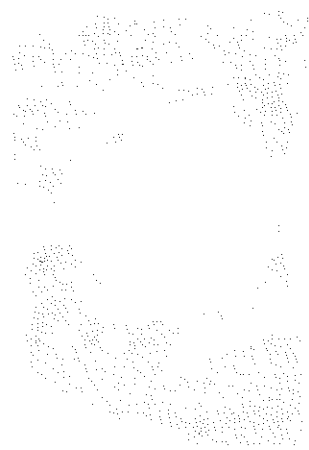
Iowa State Assembly  
Dana Grafft, President  
704 Meadow Lane  
Storm Lake, IA 50588  
(712) 213 1064

**IOWA STATE  
ASSEMBLY OF  
SURGICAL  
TECHNOLOGISTS**

**WOUND CLOSURE  
WORKSHOP**



**Friday, June 16, 2006**  
**Mercy College of Health Sciences**  
**928 6th Avenue**  
**Des Moines, Iowa 50309**



Edit - Text - HTML

Mtg: July 16<sup>th</sup> 10am  
10am Brunch

Dana, Renee, Sue, Denise, Alex, Rachel, Dan, Karyn

P+P - Reimbursement for officers  
\* hotel, gas, food  
⇒ stipen vs payment

Michigan standards 90% of Mtg

Spring Mtg -  
hotel expenses - per diem

- Compensation for education is not recommended for BOD.  
We pay for our education.  
- Should we pay for our CEU's or get it free cause we

\* A. Officers & BOD stipened

1. Travel to workshops -

A. \$100<sup>00</sup> per ~~diem~~ per stipen per overnight stay per person.

B. Sixty mile radius of event, forego <sup>travel</sup> stipen.

~~2~~ - exception 2 day events - ~~person is allowed~~

2. Workshop Registration fees

A. Officers & BOD pay all registrations

B.

Debit Card - get debit card for President: ~~Treasurer~~

- SA Logo - Dan has friend in Stam Lake

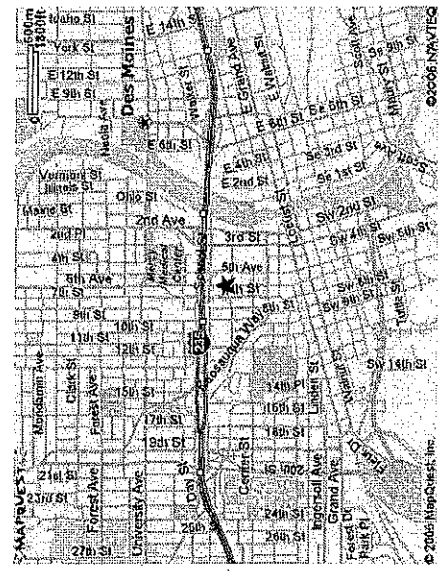
100 ~~envelopes~~ envelopes, letter heads

Karyn will come up to receipts to Renee Logo.



**DATE**  
June 17, 2006  
8 a.m. - 4 p.m.

**LOCATION**  
Mercy College of Health Sciences  
928 6th Avenue  
Des Moines, Iowa 50309



**LODGING**  
(Mention IASA Workshop)  
Holiday Inn (Within 1 block of Mercy)  
1050 6<sup>th</sup> Ave.  
Discounted Rate: \$72.45  
30 rooms are being held until 5-31-06

Other Area Hotels: (Not discounted)  
Marriott  
700 Grand Ave.  
(515) 245-5500  
Quality Inn and Suites  
929 3<sup>rd</sup> St.  
(515) 282-5251

**AGENDA**

- 8:00 On-Site Registration
- 8:45 Welcome-IASA Officers/BOD
- 9:00 Nancy Zylstra, RNFA, CNOR  
Program Director ST Program-Mercy  
College of Health Sciences  
**Topic: Asepsis- Past and Present**  
**Summary:** A look back at the basics of proper aseptic technique with a synopsis of pros and cons for the new products available for surgical scrubbing and patient prep.
- 10:00 Ronald Charles, MD  
MidIowa Orthopaedics, Newton, IA  
**Summary:** The benefits of minimally invasive total knee surgery compared to traditional techniques. Achieving the same or better standard of care for the patient with a less invasive approach is a must to justify the procedure.
- 11:00 Rebecca Pieknik, CST, MS  
Program Director ST/FA  
Program-Beaumont Medical Center,  
AST GAPA Representative  
**Topic: State Assembly Involvement- Question and Answer**  
**Summary:** Find out what other state assemblies are doing, and why AST has created the Government and Public Affairs Committee (GAPA) to help state assemblies achieve their goals.

- 12:00 Lunch (Provided)
- 1:00 Business Meeting/Elections
- 2:00 Roy Zacharias, CST, BS  
Allied Health Sciences Dean,  
Concorde Career Institute  
**Topic: Pediatric Liver and Small Bowel Transplantation**  
**Summary:** Procedure for small bowel and liver transplant. Procedural considerations as well as pathophysiology for short-gut syndrome will be reviewed.
- 3:00 Paul Price, CST, MBA  
Executive Director, Liaison Council on Certification for the Surgical Technologist (LCC-ST)  
**Topic: State of the Profession**  
**Summary:** Description of the AST/LCC-ST/ARC-ST Strategic Plan and Joint Summit; new projects from the LCC-ST and basic certification questions answered.
- 4:00 Deborah A. Turner, MD  
Surgical Affiliates, Des Moines, IA  
**Summary:** Describe diagnosis and treatment of cervical, ovarian, and endometrial cancer. Explore common surgical procedures in GYN Cancers.

Offering-7 CEU's for CST Credential.  
RN's Welcome

National Board of Surgical Technology  
and Surgical Assisting



LCCE-ST (NBSTSA) AST/NBSTSA + ARC-ST

New Board

Goals:

State Assembly

Certification condition of employment

AD for entry level education

create & strengthen critical condition (AMA)

Weaknesses:

- Lack of Recognition to public

- Marked Degree of Apathy in the general ST Comm. - (Leave profession) just a stepping stone.

- Many educators do not hold CST credential

- Legislative efforts do not coordinate = Assemblies + Headquarters

Specialty Credentials

2 x per year \$125.00

125 cases @ Dr. or AN signature

\* Would like to take away test when needing to recertify

410 Accredited Programs  
6500 graduates



Minutes from the last business meeting held at Covenant Medical Center.

- I. Roll Call
  - a. 34 – quorum established
- II. Meeting called to order at 12:35
- III. Minutes read
- IV. New Business
  - a. New delegates
    - i. 6 delegates to conference
    - ii. \$300.00 stipends
    - iii. Last year delegates: Renee Nemitz, Dana Graft, Karyn Finn
    - iv. Tammy Wilson, Renee Nemitz, Dana Graft elected to go to Orlando
  - b. Floor open to discuss goals within IA, IASA
  - c. Treasurers Report – Karyn Finn
  - d. Policy / Procedure Book – In Progress
    - i. Establish Education Committee
    - ii. Sub-Committees
  - e. 1 Meeting per year biannually
  - f. IA to pull up from 3<sup>rd</sup> lowest pay scale in nation
    - i. Legislation and standards of practice
    - ii. Dental Assistant example
    - iii. Lobbying
      - 1. patients vies – state of IA has no defined scope of practice
      - 2. Discussion and questions of licensure, certification
        - a. State moving towards certification----licensure
  - g. Met last meeting's goals of membership

Announcements

- V. Motion to adjourn
    - a. Patty Schultz made a motion to adjourn
    - b. Rebecca Moore seconded
- Meeting adjourned at 1:03 p.m



**IASA BUSINESS MEETING MINUTES  
CONFERENCE CALL  
OCTOBER 14, 2004 8 P.M.**

The 2<sup>nd</sup> business meeting of the Iowa State Assembly of Surgical Technologist (IASA) was held by conference call on October 14, 2004 at 8:00 p.m. Dana Grafft, IASA president served as the chair of the call as well as kept meeting minutes as the secretary was absent.

- I. Roll taken:
  - Present:
    - Dana Grafft-president
    - Karyn Finn-Treasurer
    - Julie Baxter-BOD
    - Sue Vanderveen-BOD
    - Sally Moritz-BOD
  - Absent:
    - Renee Nemitz-Vice President
    - April Buckley-Secretary
    - Peggy Ridenour-BOD
    - Rebecca Moore-BOD
  
- II. Meeting was called to order at 8:02 p.m.
- III. Financial Update was given by Karyn Finn
  - A. Karyn told members that our IASA bank account is established. Our account is through US Bank which has branches near herself and Dana as well as other locations in many areas of the state. We recently deposited a check for \$7269.00 from AST for our membership dues. All officers are eligible to sign checks and our checks say Iowa State Assembly.
  - B. We also have our tax ID established.
- IV. Dana briefed members on:
  - A. National Conference in Washington DC last May.
    - 1. Renee Nemitz, Karyn Finn and myself were all in attendance as delegates and received a \$300 stipend from IASA to cover expenses.
    - 2. We received our National Charter
    - 3. Voted at BM's for candidates for National offices.
  - B. GAPA rep.
    - 1. AST has assigned Iowa a new GAPA rep-Rebecca Pieknick
    - 2. Dana explained what GAPA is and how it works.
  - C. Communication concerns:
    - 1. Some officers do not have email
    - 2. Asked members for suggestion on communication.
  - D. IASA Logo/Website/Newsletter
  - E. Spring Meeting:
    - 1. Location-members decided to try to offer a meeting in DM as a central location of the state.
    - 2. Offerings-members discussed the wound closure idea and decided to wait. We will offer physician speakers and try to vary specialties. We will also try to offer vendors this time to meet with people. Maybe they can buy our lunch?



F. Members talked about ideas to increase interest.

1. ideas included working with current ST students
2. offering cheaper CEU's

G. Meeting was adjourned at 8:56 p.m.



The first business meeting of the Iowa State Assembly (IASA) of the Association of Surgical Technologists (AST), with Dana Graaft, CST, presiding as chair, was held at Western Iowa Tech Community College, Sioux City, Iowa, on Saturday, 17 April 2004.

I. Roll taken.

- A. Thirteen active members present.
- B. Fourteen others present, including nine students.

II. Meeting called to order at 12:33 p.m.

III. Purposes, rules, and proceedings for the IASA discussed.

- A. No dues to be paid by active members.
- B. National Board of Directors recently decreased the required quorum.
- C. The chair informed the floor of IASA's \$8000 budget.

IV. There were no Standing committees to present.

V. New Business

A. Copies of AST-recommended State Assembly Bylaws were presented for discussion and review.

- 1. Peggy Ridenour motioned to keep said Bylaws as written.
- 2. Motion seconded by Karyn Finn.
- 3. Motion approved, with all in attendance voting 'yea'.

B. Election of officers

- 1. Ticket of nominees presented:
  - a) Dana Graaft, CST, for President.
  - b) Renee Nemitz, CST/RN, for Vice President.
  - c) April Buckley, CST, for Secretary.
  - d) Karyn Finn, CST, for Treasurer.
- 2. No other candidates nominated by the floor.
- 3. Rebecca J. Moore motioned to elect said ticket.
- 4. Motion seconded by Peggy Ridenour.
- 5. Motion approved, with all in attendance voting 'yea'.

C. Election of the Board of Directors

- 1. Nominations from the floor:





- a) Rebecca J. Moore, CST
- b) Julie Baxter, CST
- c) Sally Moritz, CST
- d) Sue VanderVeen, CST
- e) Peggy Ridenour, CST

2. Dana Grafft motioned to elect said slate of candidates.

3. Motion seconded by April Buckley.

4. Motion approved, with all in attendance voting 'yea'.

D. Site of next IASA meeting discussed, with emphasis on a central location.

1. Waterloo, IA, named as an option.

2. Next meeting to be held no later than six months from this date.

E. AST National Conference

1. All 6 available delegate openings may not be filled before the Conference in May, due to time constraints.

2. A \$300 stipend to be given to attending officers and delegates.

#### VIII. Adjournment

A. Sally Moritz motioned to adjourn the meeting.

B. Motion seconded by Karyn Finn.

C. Motion approved, with all in attendance voting 'yea'.

D. Meeting adjourned at 1:07 p.m.

Approved.

Secretary

President

