

SGNA Regional Leadership Session



Society of Gastroenterology Nurses and Associates, Inc. | www.sgna.org

Jean Stoa, BSN RN



Regional Societies Committee Chair
President of Arizona Regional Society



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Thank You Regional Societies Committee

2020-2021 Regional Societies Committee

Jean Stoa, Chair

Mary Pierce, Co-chair

Judy Currier, Board Liaison

Katy Crenshaw

Marla Tobin

Tanya Flake Cain



Tonight's Agenda

1. Intention Setting

Judy Currier, BSN RN CGRN HN-BC, Regional Societies Director

2. Regional Leader Networking

3. Technology Training for Regional Society Leaders

Sarah Heemstra, SGNA Staff

4. Regional Society Award Presentation

Mary Pierce, AND RN CGRN

5. Closing Remarks

Jeannie Stoa, BSN RN, Regional Societies Committee Chair



Intention Setting

Judith Currier, Regional Societies Director



Networking Breakout Rooms



Technology Training for Regional Society Leaders

Sarah Heemstra, SGNA Staff



Required Disclosures

1. Completion: Successful Completion of this Continuing Nursing Education (CNE) Activity is based on:

- Being registered for this activity
- Attendance at entire program
- Completion of the Evaluation

2. Conflict of interest: No relevant relationships with commercial interest organizations whose products are related to the program content were identified.

3. Accreditation: The Society of Gastroenterology Nurses and Associates, Inc., is accredited as a Provider of Continuing Nursing Education by the American Nurses Credentialing Center's Commission on Accreditation. **.75 contact hours** will be awarded upon completion of day one.

4. No commercial support has been provided for this program.



Objectives

1. Review how to schedule a meeting or webinar on the SGNA Regional Zoom account.
2. Examine how to effectively coordinate a meeting time using the Doodle Software.
3. Determine appropriate uses of Survey Monkey to collect information from local members.
4. Decipher available regional resources web page.

SGNA Regional Zoom



Regional Zoom Account

- Poll! Have you used the Regional Zoom account?
- Zoom license
 - Meetings up to 300 attendees
 - Webinars up to 1,000 attendees
 - Shared between SGNA regional societies
- Regional Zoom Account Quick Start Guide

zoom

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SGNA Regions

SGNA Regions

Department SGNA HQ

Account No. 133430

Personal Meeting ID

676 555 9001 [Hide](#)

https://smithbucklin.zoom.us/j/*****001 [Show](#)

✓ Use this ID for instant meetings

Personal Link

Not set yet.

Sign-In Email

sgnahq123@gmail.com [Hide](#)

Linked accounts:

License Type

Licensed ⓘ

Meeting

300 participants ⓘ

Webinar

1000 participants ⓘ



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Zoom Meetings vs. Webinars

	Meeting	Webinar
Description	Zoom meetings are ideal for hosting more interactive sessions where you'll want to have lots of audience participation or break your session into smaller groups.	Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.
Best used for	Small to large groups (2+ participants) for: Customer-facing meetings Sales meetings Training sessions	Large events and public broadcasts (50+ attendees) such as: Town halls Quarterly updates Educational lectures
SGNA examples	Board of Directors Meeting, Regional Leadership Sessions	Virtual education sessions, new member orientation webinar

**table adapted from Zoom Support Center*



Scheduling a Meeting or Webinar

Quick notes:

- Zoom Account Quick Start Guide reference
- Keep username and password confidential within board members
- Don't Forget: Check schedule for available dates and times



Scheduling a Meeting



The image shows a Zoom interface with a blue background. On the left, the Zoom logo is at the top, and the text "How to schedule a meeting" is centered. On the right, a white "Schedule Meeting" form is overlaid. The form includes fields for Topic, Date & Time, Meeting ID, and Security options.

zoom

**How to
schedule a meeting**

Schedule Meeting

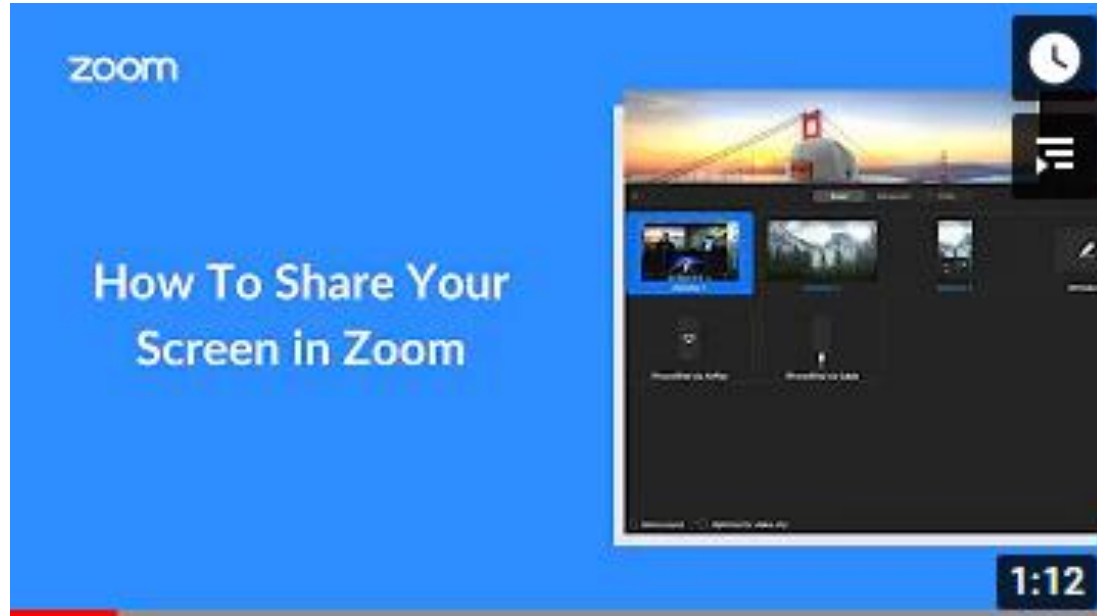
Topic
Martin Smith's Zoom Meeting

Date & Time
07/12/2020 17:00 to 17:30 07/12/2020
☐ Recurring meeting Time Zone: Paris

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 917 157 2491

Security
☒ Passcode: xxxxxxxx
Only users who have the invite link or passcode can join the meeting.
☐ Waiting Room
Only users admitted by the host can join the meeting.

Today's Featured Zoom Feature: Screen Sharing



Doodle Scheduling Tool



Doodle Scheduling Tool

- doodle.com
- Free version
- Efficient
- Seamless

Doodle

[Log In](#) [Register](#)

Register

By signing up you accept Doodle's [Terms of service](#) and [Privacy policy](#)

Continue with Microsoft

Continue with Google

Continue with Facebook

This site is protected by reCAPTCHA and the Google Privacy policy and Terms of Service apply.

- ✓ Get the result, votes and comments on polls straight into your inbox
- ✓ Avoid double-booking with your calendar connected to Doodle
- ✓ Faster voting and commenting
- ✓ Access to apps, browser addons, and Meekan chatbot
- ✓ See real-time updates in personal dashboard

SurveyMonkey Tool



Survey Monkey Tool



- surveymonkey.com
- Example of uses:
 - Educational session evaluations
 - Membership voting
 - BOD application
 - Soliciting volunteer interest

Create a FREE account

Already have an account? [Log In »](#)

Create an account

Username

Please enter a username without spaces.

Password

Work email

First name

Last name

Create account

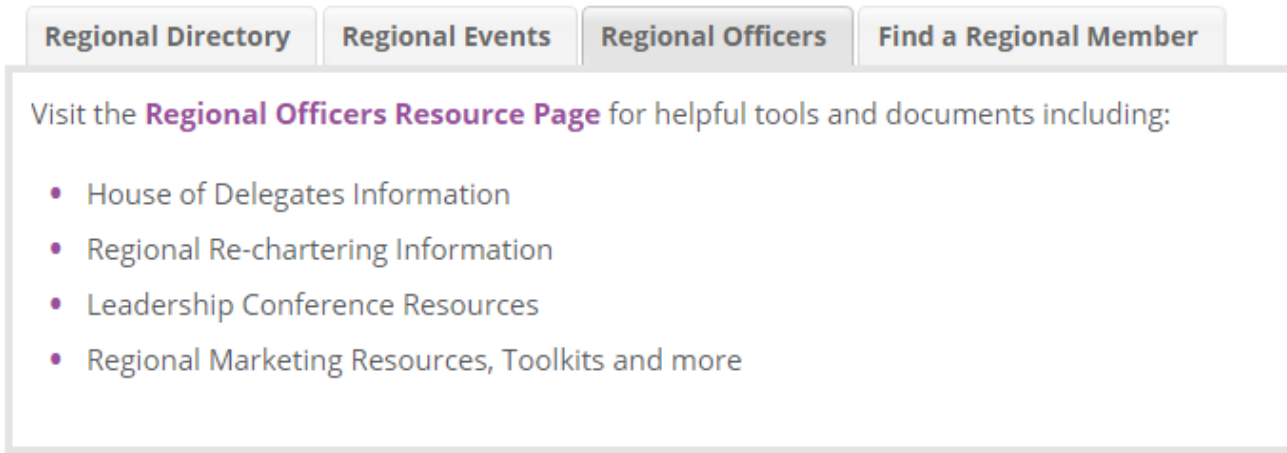


Regional Officers Resource Web Page



Navigating to the Regional Officer Resource Page

- Must be logged into your SGNA account
- Member Resources > Regional Societies > Regional Officers Tab



The screenshot shows a navigation bar with four tabs: "Regional Directory", "Regional Events", "Regional Officers", and "Find a Regional Member". The "Regional Officers" tab is selected, and a dropdown menu is displayed below it. The menu text reads: "Visit the **Regional Officers Resource Page** for helpful tools and documents including:" followed by a bulleted list of resources.

Regional Directory Regional Events **Regional Officers** Find a Regional Member

Visit the **Regional Officers Resource Page** for helpful tools and documents including:

- House of Delegates Information
- Regional Re-chartering Information
- Leadership Conference Resources
- Regional Marketing Resources, Toolkits and more

Available Resources

- Leadership Conference Slides
- Re-chartering Forms
- Regional Recommendation Materials (prev. HOD)
- Regional Marketing Resources
- Regional Operations Resources
 - *Regional Roster Reports*



Q&A

SGNA™

Regional Society Award Presentation

Mary Pierce, Regional Societies Committee Co-chair



2021 Regional Society Member of the Year



Jill Bendiske Minor
Minnesota Region



2021 Outstanding Regional Society of the Year



Connecticut Region #9



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Housekeeping Items

- If you are planning to join us tomorrow don't forget to register!
- A recorded version of this meeting will be available in the eLearning Center next week.
- Contact hour evaluation form will be available in your eLearning profile.
- If you have any additional questions, please email info@sgna.org.



Thank you for joining us!



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