

Memo

To: Chapter Presidents  
From: Jessica Daniels, Chapter Coordinator  
Date: October 2007  
Subject: Chapter Mailing

Are you planning an event or program for **International Orthopaedic Nurses Day on October 30<sup>th</sup>**? Tell your CAT representative about it and if you have had another great program or would like to offer any helpful hints that will benefit other chapters in planning successful events. Please feel free to contact me with any questions or comments at 800.289.6266 or [jdaniels@smithbucklin.com](mailto:jdaniels@smithbucklin.com).

Included in this month's mailing:

*October Memo from the National Office*  
*Letter from the CAT Chairwoman*  
*Updates in IRS Reporting Information*  
*NAON Education Update*  
*"Each One Reach One" Membership Challenge Update*  
*MAL to Chapter Member Transfer Sheet*  
*Publicity Form*  
*NAON New Member List*

Reminders and Announcements:

- Don't forget to purchase your International Orthopaedic Nurses Day Packets and Posters before it's too late at [www.orthonurse.org](http://www.orthonurse.org)
- **Update:** The final Chapter Web site editing tutorial will be held Thursday, October 18 at 2pm central time. If you would like to participate, please contact Jessica Daniels at [jdaniels@smithbucklin.com](mailto:jdaniels@smithbucklin.com).
- **Update:** Are you registered for the educational teleconference on November 7<sup>th</sup>? More information is included.
- Update your Chapter Roster and Chapter Officer Roster monthly using the MAL to Chapter Member Transfer Request Form enclosed. Please have the member submit changes either in her/his online profile or to me directly via mail, fax or e-mail.
- If you would like a Chapter Offering posted in the NAON Journal, NAON News or on the Web site, please submit the Publicity Form via mail, fax or e-mail.

Enclosure

cc: CAT Members, NAON Executive Board

October 2007

Greetings to Chapter Presidents, Leaders and Members,

The CAT representatives continue to work on your Chapter's behalf in regards to policies and bylaws, information sharing, and community. The CAT representatives report to the national office your chapter's activity or lack thereof. If you recently received a letter from the national office for your chapter to consider dissolution, this is standard practice due to the lack of communication to a CAT representative. The integrity of the National Association of Orthopaedic Nurses depends upon the constituents (Chapters and Members at Large) to adhere to the policies and bylaws. Communication with your CAT representative is necessary to ensure the goals of NAON are attained. In July of 2007, my correspondence to the chapters included the expectations of the Chapter Presidents and Chapter Contacts which is repeated below:

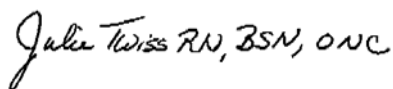
*CAT representatives contact Chapter Presidents or designated chapter contacts at least four times a year. Whether the Chapter is active or inactive it is the responsibility of the Chapter President or chapter contact to respond to that correspondence to prevent any miscommunication or misperceptions.*

*Email is the most popular and economical method of communication. However, email can place incoming correspondence in the "trash" or in "junk mail" depending upon your firewall. Or we may have an incorrect email address. Please verify your contact information on the NAON Web site and edit accordingly. If you do not hear from your CAT representative, take the initiative and contact them. How? Access the NAON Web site and click on the Chapter tab. Click on Chapter Resources. Click on Chapter Advisory Team contact information. There click on the appropriate email link for your region's CAT representative.*

We work together to advance the art and science of orthopaedic care. Our goal is to encourage chapter activity not dissolve them, however we do need to follow the expectations of our governing body. If you received this letter, please respond to your CAT representative immediately as to the activity of your chapter.

This month I would like to introduce another member of the CAT representatives, Pam Cupec. Pam is a representative for the Northeast Region. Pam has obtained her BSN and Masters in Human Resource Management. Pam has served as a staff nurse and as an associate nurse manager in orthopaedics. Pam has been a Program Director for Orthopaedics and Rehabilitation, served as a Rehabilitation Nurse Liaison for 15 years and is currently serving as a Case Manager for patients with brain injuries at the University of Pittsburgh Medical Center Institute for Rehabilitation and Research. Pam is currently engaged to be married. Congratulations Pam!

Cordially,



Julie Twiss, CAT Chair  
[jtwiss@bryanlgh.org](mailto:jtwiss@bryanlgh.org)  
(402) 481-3456

## New Information on Chapter Tax-Exempt Status

### **New Annual Electronic Filing Requirement for Small Tax-Exempt Organizations — e-Postcard (Form 990-N)**

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status.

**Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990, Return of Organization Exempt From Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax.** With the enactment of the Pension Protection Act of 2006 (PPA), **these small tax-exempt organizations will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.** Exceptions to this requirement include organizations that are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ. In addition, this filing requirement does not apply to churches, their integrated auxiliaries, and conventions or associations of churches.

The IRS will mail educational letters starting in July 2007 notifying small tax-exempt organizations that they may be required to file the e-Postcard. **The IRS is developing an electronic filing system (there will be no paper form) for the e-Postcard and will publicize filing procedures when the system is completed and ready for use.**

The PPA requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. **Therefore, organizations that do not file the e-Postcard (Form 990-N), or an information return Form 990 or 990-EZ for three consecutive years, will have their tax-exempt status revoked as of the filing due date of the third year.**

Source: [www.irs.gov](http://www.irs.gov)

*What does this mean for NAON Chapters?*

You must complete the Form 990-EZ beginning in 2008 for the fiscal year 2007.

*How much more work will that be?*

It's not known yet, but information will be coming from the IRS. If you complete the Annual Financial report as part of your Annual Chapter report forms, you should have all the information you will need for the Form 990-EZ.

*Does my Chapter fall under the larger NAON umbrella?*

No, because each Chapter has a unique Tax ID or EIN, each is responsible for its own reporting.



*Advancing the Art and Science of Orthopaedic Care*

## NAON Education Update

### SMART CARDS

Two Smart Cards have been developed recently by NAON: Thromboembolic Disease and Compartment Syndrome. These are excellent evidence-based reference cards that can assist nurses to make sound clinical decisions related to specific patient conditions that are frequently encountered in the orthopaedic specialty. Improve your consistency of care by keeping these cards handy for quick retrieval of factual information.

**Thromboembolic Disease:** focuses on the etiology of VTE formation, along with risk factors, assessment, and prevention of PE and DVT.

**Compartment Syndrome:** focuses on etiology, assessment, and interventions for prevention and treatment.

The cards are 8.5 X 11 inches, tri-folded, and laminated. The cards are hole-punched in the left hand corner for easy attachment to a binder. Purchase price for NAON members is one for \$12 or both for \$20 via the NAON Web site [www.orthonurse.org](http://www.orthonurse.org).

### NOVEMBER AUDIO TELECONFERENCE

This is the first audio teleconference produced by NAON to provide one contact hour at a reasonable rate for groups of attendees. All that's needed is a speaker phone and a computer to view the PowerPoint presentation or a printed handout to follow along as the speaker gives the presentation via the phone line. It's an easy way to offer continuing education at a chapter meeting, a staff meeting or any gathering of a small to large group who are interested in learning more about topics of interest for the orthopaedic nurse.

**"T-Bone or Roll Over? The Art of Using Mechanism of Injury to Anticipate Injury Patterns in the Orthopaedic Trauma Patient"**

Wednesday, November 7, 2007  
7:00 p.m. - 8:00 p.m. Central Time  
1.0 Contact Hour, Category A

**Speaker:**

Emily J. McGee, RN, MSN, APRN, BC, ONC, CCRN, CEN, CFRN, EMT-P  
Orthopaedic Trauma Nurse Practitioner, Spectrum Health, Grand Rapids, MI

**Objectives:**

- Relate mechanism of injury to types of orthopaedic injuries
- Describe specific orthopaedic injury patterns from common mechanisms
- Discuss other body system injuries related to specific orthopaedic fractures
- List types of orthopaedic injuries in which diagnosis is sometimes delayed

**Registration:** *Early cut-off is October 19! Register online at the NAON Web site: [www.orthonurse.org](http://www.orthonurse.org).*

Please note that the registration price is per phone line and for unlimited number of attendees. You will receive two contact hour certificates and all other attendees can receive a contact hour certificate for just \$15.00 each!

*How it works:* Ideally, the audio conference works great for groups of three or more! One member of the group registers for the phone line. Two days prior to the call the dial-in information and presentation slides will be e-mailed to the registrant. The entire group of attendees listens to the call and follows the presentation slides.

*Contact Hours:* The teleconference is worth one, category A contact hour. Included with the price of the conference call phone line are two contact hour certificates, each additional certificate is \$15. After the conference call, NAON will e-mail an evaluation to all registered attendees. With the evaluation NAON will also send out a form requesting all names and payment for additional certificates that are needed. Both names and payment for additional certificates will be due at this time and not mandatory prior to the call.

*Example:* A group of 10 nurses want to participate on the call. One NAON member will register early for the phone line and will list all the names of the group members on the registration form. The total cost will be \$199, \$79 for line, plus \$120 for the certificates (\$15 X 8). *This is only \$19.90 per contact hour!*

If you have any questions, please call NAON at 800.289.6266 or e-mail at [naon@smithbucklin.com](mailto:naon@smithbucklin.com).

**Each One Reach One Membership Challenge**  
As of October 15, 2007

<b>Participating Chapters</b>	<b>Initial Membership</b>	<b>New Members (from campaign)</b>	<b>% increase</b>
001 St. Louis	30	4	13.33%
002 Atlanta	108	8	7.41%
003 Texas Gulf Coast	91	1	1.10%
006 Piedmont	29	1	3.45%
013 Philadelphia	43	2	4.65%
015 Chicago Metro	48	2	4.17%
016 Monmouth	37	1	2.70%
029 Minnesota Twin Cities	81	4	4.94%
030 South Central PA	45	4	8.89%
032 Middle Tennessee	17	3	17.65%
035 City of Fountains	53	1	1.89%
036 Treasure Valley	22	1	4.55%
037 San Diego	33	1	3.03%
041 Topeka	21	1	4.76%
048 Medical Center	86	1	1.16%
049 GMAC	81	3	3.70%
052 Central Missouri	13	4	30.77%
054 Central Indiana	61	3	4.92%
055 Mid-Shenandoah	17	1	5.88%
062 Denver	66	3	4.55%
063 Central Florida	64	10	15.63%
069 ONNY	102	3	2.94%
071 Greater Sioux Falls	26	6	23.08%
076 Broward	23	1	4.35%
082 Connecticut	50	2	4.00%
086 Greater Syracuse Area	26	1	3.85%
107 Orange County	27	2	7.41%
117 Northopedics	31	2	6.45%
136 Lake Michigan	38	5	13.16%
148 Greenville	9	1	11.11%
149 Hawkeye	29	2	6.90%
155 Summit City Area	50	10	20.00%
156 Greater Akron	24	3	12.50%
170 Blue Ridge	31	5	16.13%
171 NE Wisconsin	16	1	6.25%
183 LION	14	10	71.43%
200 Wyoming	7	1	14.29%
201 SONI	38	2	5.26%
209 Greater Arkansas	8	1	12.50%
210 Fredericksburg	17	1	5.88%
211 St. Augustine	11	1	9.09%
212 Carolina Mt.	11	8	72.73%
214 Western Mass	12	5	41.67%

Most new members (tie)

Most new members (tie)

2nd Highest % incr. &  
Most New Members (tie)

Highest % increase  
3rd Highest % increase

# **Each One Reach One Membership Challenge**

## **Information for Chapters**

**The 2007 Challenge ends October 31, 2007! A new challenge begins on November 1<sup>st</sup>!**

### **How Do Chapters Participate?**

When you recruit new members, be sure that they list your chapter on the membership application, as well as the sponsoring member's name and member ID.

### **What can Chapters win?**

Your Chapter could win one (1) free full Congress Registration for the 2008 Congress in San Jose, CA!

### **How can my Chapter win?**

Two (2) prizes will be given for the most growth. A single registration will be granted to the Chapter with the highest number of newly recruited members. A single registration will also be granted to the Chapter with the greatest percentage growth from newly recruited members.

This means that a Chapter that recruits 10 new members could have only a 3% growth, but a chapter that recruits 3 members may have a 25% growth. MAL transfers do not apply toward these growth numbers – only new recruits as defined by the campaign rules.

### **How can my Chapter keep track of our status?**

On October 31, 2006 the National Office took a tally count of your current Chapter membership. All growth will be compared to this number. Check your online rosters regularly to see how you are doing. Top performers in both categories will be listed in the Chapter mailings each month.

### **Questions?**

Contact Jessica in the National Office at [jdaniels@smithbucklin.com](mailto:jdaniels@smithbucklin.com) or 800.289.6266. Information is also available at [www.orthonurse.org](http://www.orthonurse.org).

PLEASE PRINT CLEARLY AND COMPLETE ALL PORTIONS THAT ARE APPLICABLE  
(Form must be signed by member to be valid)

**MAL to Chapter Member Transfer Request**  
Verification/Corrections

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

**National Association of Orthopaedic Nurses**  
401 N. Michigan Ave, Suite 2200, Chicago, IL 60611  
800-289-6266

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Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

NAON ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Chapter Number

\_\_\_\_\_  
Signature of Member/Date

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## *Educational Offering Publicity Form*

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Please complete and submit to NAON National Office for publicity in *NAON News*, *Orthopaedic Nursing Journal* and the NAON web site. Placement in these publications and web site are based upon submission deadlines. Contact the NAON National Office for submission deadlines.

**Date(s) of Conference:** \_\_\_\_\_  
\_\_\_\_\_

**Location of Conference:** \_\_\_\_\_  
\_\_\_\_\_

**Provider (Constituent):** \_\_\_\_\_  
\_\_\_\_\_

**Title of Conference:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preferred Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Submit completed form via mail, fax or e-mail to:

401 N. Michigan Ave.  
Suite 2200  
Chicago, IL 60611  
Fax: 312.527.6658  
E-mail: [naon@smithbucklin.com](mailto:naon@smithbucklin.com)