

Virginia Board of Nursing OFFICER MEETING

November 20, 2024

Time and Place: The Board of Nursing Officer meeting was convened at 8:00 A.M. on November 20, 2024 at Department of Health Professions – Perimeter Center, 9960 Mayland Drive, Suite 201 – Hearing Room 4, Henrico, Virginia.

Board Members Present: Cynthia Swineford, RN, MSN, SNE; President
Carol Cartte, RN, BSN First Vice-President
Helen Parke, DNP, FNP-BC

Staff Members Present: Claire Morris, RN, LNHA

1. Meeting Debrief:

- Revisit Board Member decorum and Roberts Rules
- Board Member development to take place each business meeting if possible
- Review board room seating arrangement
- Agency Subordinate recommendation consideration efficiencies

2. Review of Officer Duties:

- Information provided to officers included the Duties and Functions of BON Officers, Bylaws Guidance Document 90-57, formal hearing script templates and tip sheet on chairing formal hearings

The meeting was adjourned at 8:52am