

ALABAMA BOARD OF NURSING
EXECUTIVE COMMITTEE MEETING
Clanton, Alabama

September 4, 2025

I. CALL TO ORDER

A. Roll Call

The meeting was called to order at 12:15 p.m. on Thursday, September 4, 2025.

The following members were present: Victoria Lavender, MSN, RN, President; Janice Seip, CRNA, Vice-President; Sarah “Mandy” Mims, LPN, Secretary; and Executive Officer Peggy Benson.

Staff members attending the meeting were: Tonya Smith, Executive Secretary/Recorder.

Visitors attending the meeting were: Ms. Eileen Meyer, NPAP, UAB and Ms. Sharon Holley, ACNM AL Affiliate.

B. Declaration of Quorum

A quorum of three Board members was present on Thursday, September 4, 2025.

C. Statement of Compliance with Open Meetings Act

Prior notice of the meeting was posted on the Secretary of State’s website in accordance with the Alabama Open Meetings Act.

D. Review of Full Agenda

1. Additions, Modifications, Reordering

None

**2. REORDERING, MODIFICATION, OR ADOPTION AND APPROVAL OF
CONSENT AGENDA**

On September 4, 2025, Ms. Seip moved that the Executive Committee approve the agenda as amended. Ms. Lavender seconded. Motion

carried with all in favor: (Ms. Vicki Lavender, Ms. Janice Seip and Ms. Sarah “Mandy” Mims).

II. Succession Planning

A. Duties of the Executive Committee

Ms. Benson presented a copy of the Nursing Rules Chapter 610-X-1 for each Executive Committee member could review and she reported that the President shall preside at meetings of the Board, appoint members to serve on committees as may be created, and serve as ex officio member of all committees.

Ms. Benson presented a copy of the Long-Term and Short-Term Succession Manual for Nursing Regulatory Body Executive Officers to each member of the Executive Committee to review and go over.

Ms. Benson reported that she has been getting a lot of calls about her retirement date, she reported that she will be retiring sometime between January through May of 2026. She would like to train with the new ABN Executive Officer for four months.

B. Review NCSBN Succession Planning Toolkit

Ms. Benson reported that she will send a copy of the NCSBN Succession Planning Toolkit to each ABN Board member after the final document is released by NCSBN.

C. Identify Next Steps

Ms. Lavender the ABN Executive Committee President reported that the Executive Committee will be the initial succession committee applicant reviewers of the ABN Executive Officer applications. The plan is for the committee to review all the applications and narrow them down to the three top candidates (applicants) to be brought before the ABN Board to be reviewed and/or interviewed. The position will be selected by the ABN Board as a whole after the first of the year.

Ms. Benson will publish a notice of the ABN Executive Officer position on the website and to the NCSBN and request that all interested applicants submit resumes to her or Ms. Lavender by email. Ms. Lavender gave a deadline for accepting resumes/applications, which will be November 14, 2025. Ms. Benson will schedule follow-up meeting calendar for the initial succession committee to review all the applications (resumes).

Ms. Lavender will report the initial succession planning committee plan for the Executive Officer position at the ABN Board Meeting in September 2025.

IV. Adjournment

The ABN Executive Committee meeting adjourned at 12:38 p.m. on Friday, July 18, 2025.

Victoria Lavender, MSN, RN
President

Sarah "Mandy" Mims, LPN
Secretary

Submitted by: _____
Tonya Smith 07/25