

ELPNA Region 3 Board Meeting

Date: January 12, 2015

Attendees: Rose Umland, Chair, Phyllis Bruce, Jean Bokinskie, Deb Bowman, June Sand, Carol DeSchepper, Marilyn Pucossi, Mary Nordtvedt, June Sand, Beth Hansen, Becky Hulden, Renee Compo

Excused/absent: Lois Larson, Jeanne Mugge Gale Thompson

Topic/Agenda Item	Discussion	Action	Responsible Person/ Timeline
Call to Order	Meeting was called to order at 1:15 pm by Rose Umland, Chair		
Opening Devotions:	Beth Hansen led in devotions with a reading by Henri Nouwen		
Review and Accept Agenda	MSC to accept as written	Agenda accepted	
Approval of Minutes	From December 8, 2014, MSC to accept	Minutes accepted	
Business			
a. Report on Grant awards- Beth Hansen	Beth stated there were 7 churches that sent in applications. From these, 4 applicants were identified as very valid and worthy. Therefore, it was suggested that two \$500 and two \$250 grants be awarded. Beth explained that two applicants were asking for training and two wanted to purchase more for supplies. The recommendation is to give the \$500 to the churches asking for training and \$250 for the two requesting supplies. Becky, Treasurer, stated the \$1500.00 would be a good use of our savings and in congruence with our mission without depleting the account too much. June moved to accept this recommendation, Marilyn 2 nd , with 2 abstentions related to conflict of interest. The letters to the churches should include information about offering a free membership to the ELPNA for one year, plus offering a mentor for each of the churches. The mentors will be: Carol DeSchepper – Trinity Lutheran, Madison, SD; Jean Bokinskie -, Elim Lutheran, Fargo, ND, Jean will ask a parish nurse from Bemidj, MN for Aardahl Lutheran Church; and June Sand – Atonement Lutheran Church in New Brighton, MN	Motion carried	Beth will send letters to the churches. Becky will write the checks.
b. DVD's update- June Sand	Carol D. stated she liked the DVD that had previously been done by Region 3. It is dated, but not sure it is worth putting a lot of money into any updating. It was mainly the contact information that is outdated. It was suggested to include a link that goes with it on the web site that gives updated contact information. The Church Health Center may also have a new video coming out, but we could put a link to that on our web site. Jean suggested a U-Tube production would be easier to do. Mary stated that Lyngblomsten may be a resource for guidance in creating pod casts and will make the contact.	Further checking needed	Mary N. will check with Lyngblomsten
c. Synod Assemblies discussion	Discussion about how we get more Synod Assemblies covered with our ELPNA presence. Marilyn has started a grid with some of the Synod Assemblies and dates so people can sign up. Marilyn will call synod offices and ask for the person responsible for the Assemblies. There are 9 Assemblies that will be meeting. Marilyn		

<p>d. Collection of Conflict of Interest Statements</p> <p>Update on Parish Nurse Renewal – Karen Treat</p>	<p>was asked to send the list of times and dates of the Assemblies so members can decide if they could attend any of these. Marilyn said she will cover the morning part of the St. Paul Synod Assembly. It was recommended that, if possible, the day be divided in half, one person covering the morning and another the afternoon. Discussion about how to get the exhibit circulated. Mailing is too expensive. Carol and June will talk about how to get the tri fold on a replicated display, so the pieces can be copied, laminated, and Velcro used to attach. June volunteered to take the display to Westberg. June asked about paying mileage. Becky said \$500 was budgeted for Outreach, Becky recommended we take Blood Pressures rather than give out candy, demonstrating a bit of what PN's do. We could hand out a slip that gives the reasons why PN's take BP'S. This needs to be communicated as we talk with synods. Becky said she would work with Gale and Marilyn on this project. Renee may also be able to help. Also Louise Nesdahl, from W. St. Paul had previously volunteered to help.</p> <p>Some handed in. Need for more.</p> <p>Karen reported that at present the Parish Nursing position will continue at Luther, to provide Theological Education for Parish Nurses. She recommended that we reinstate a Parish Nurse Renewal and have that meeting in conjunction with the Fall Gathering. We would work together with Luther Seminary and Concordia College. Karen suggested that the content of the program address some of the new parish nurse curriculum. This would include Behavioral Health and Spiritual Care. We could also offer a pre-session about developing a portfolio for certification. This could be advertised as a National Renewal. We will also need to discuss financial responsibilities for this, payment of speakers, food, etc. Karen said this will all be worked out with the Life Long Learning Department. Karen recommended that this become an annual event. This would change the Fall Gathering, but we would still have to conduct our Annual Business Meeting. Rose will contact Jeanne Mugge so she is aware. Becky moved that we proceed with a Fall Renewal Gathering with Luther and Concordia that would include our Annual Meeting, Mary seconded. Discussion regarding contacting Jeanne Mugge, Chair of the Education Committee before voting. The vote is tabled until Jeanne is contacted and an e-mail vote will be conducted</p>	<p>Contact Synods and E-mail Synod Assembly dates and times to Board Members</p> <p>Print and Sign Conflict of Interest Statements</p> <p>Contact Jean Mugge about this change before voting .and send out e-mail vote</p>	<p>Marilyn Puccossi</p> <p>All</p> <p>Rose Umland</p>
<p>Executive Committee Reports</p>	<p>Chairman: Rose Umland – No report</p> <p>Vice-Chairman: Position open</p> <p>Treasurer: Becky Hulden Checkbook balance as of January 1 is \$1800.26, and Savings is \$4113.15. \$35 was spent on Constant Contact and we gained \$.10 in interest. A quiet financial month!</p> <p>Secretary: Phyllis Bruce</p> <p>Phyllis asked about how far back to keep Membership Forms and the signed Confidentiality Statements. It was decided that Confidentiality Statements be kept only for the current year and dues forms kept for 2-3 years. Old documents should be shredded. Phyllis also asked about keeping backup copies of minutes on a zip drive and in Drop box or One Cloud instead of hard copies. This was approved. The Chair has hard copies from the beginning of the organization.</p>	<p>Secretary will backup minutes on a zip drive and One Cloud or drop box.</p>	<p>Phyllis</p>
<p>Standing Committee Reports</p>			

Communications Committee:	Phyllis reports that members have been assigned to review various pages in web site for accuracy, current, and relevant information and resources. The Regional Directors are being strongly encouraged to get current and relevant regional information on their pages. National board suggested we should have the ability to track hits to our web pages. Sheri, our Web master, can set this up for \$90, a onetime charge. The Executive Committee of the National Board approved this charge.	Sheri has been contacted via e-mail with the request.	
Membership:	Region 3 = 38 Others 2 = Total 40. Reminder e-mail has been send out with Membership Form attached so will hopefully get more coming in.		
By Laws, Jean Bokinskie	Region 3 has more standing committees than National. Do we need more descriptions of these committees? This will need more discussion. Agreed to do this at our March meeting. Jean can send out potential additions. Would also need bylaw changes.	Add to March agenda. Send out potential committee descriptions.	Rose Jean
Ad Hoc Committee Reports Program/ Education	The date is set for April 20. Plans are moving along. Topic TBD. Looking at Ethics.		
Outreach/Mission Task Force:	No further report		
National ELPNA News: June Sand	June reports National is working on the web site and getting ready for Westberg, April 16-18. The 2014 goals have been evaluated and now working on goals for 2015. Conversation with Portico about working with them. We have discussed setting up a National Annual Meeting at Westberg		
Future Agenda Items	Next meeting:: Luther Seminary, Campus Center, Lecture Hall Reading Room, 1-3 pm.		
Adjournment	The meeting was adjourned at 2:50 pm		

Respectfully Submitted,
Phyllis Bruce, Secretary