

ELPNA Region 3 Board Meeting

Date: August 12, 2013

Attendees: Mary Jo, Hallberg, Chair, Phyllis Bruce, Rose Umland, Jeanne Mugge, Jean Bokinski, Deb Bowman, Carol DeSchepper, Marilyn Pucossi, Mary Nordtvedt

Excused/absent: June Sand,

Topic/Agenda Item	Discussion	Action	Responsible Person/ Timeline
Call to Order	The meeting was called to order at 1:05 PM by Mary Jo Hallberg, Chair	None	
Opening Devotions:	Mary Jo lead in opening devotions	None	
Review and Accept Agenda	MSC to accept the agenda with additions to review the membership form for 2014, selection of Nomination Committee for the 2013-14 Board Members, and the 2014 Budget.	Additions made	All
Approval of Minutes	MSC to accept the June minutes with suggested changes by consensus.	Make appropriate changes and put on the elpna web site	Phyllis
Business			
a. ELPNA Startup Grant Update: Mary Nordtvedt	Update of the application form is completed. Thank you to Mary and Jean for working on this.	Completed – no further action	
b. Region 3 Synod List Update: Mary Jo Hallberg	Mary Jo thanked all board members for their timely response to approve the hiring of a former administrator at Mary Jo's church to work on this project. She has completed 27 hours and has completed synods of St. Paul, Minneapolis, and North Dakota. A letter was sent via e-mail to all the congregations in these synods with the application attached. A reminder will be sent out in September. The applications are due in October. In January, another e-mail will be sent to announce who was selected and to remind the congregations that another two grants will be awarded in the following year. Motion by Mary Nodtvedt: I move that we hire the administrative assistant at \$10.00/hr for 25 hours (total \$250) to compile lists of churches, pastors and parish nurse (including their email addresses) in a data base of congregations using the priority list below into Excel spreadsheets to be used by our organization to promote parish nurse ministry. The motion was seconded and carried. Judy is 1/3 done and if she could complete one more section, then we could fund for the completion of this project next year. Discussion followed. Should we spend the money this year to finish the project? It was suggested we should finish the top 4 Synods on our priority list. The motion was amended to state that we will fund 25 hours or enough additional time to do the top 4 synods on the list. This includes South East MN, North East MN, North West MN, and Eastern ND. The amended motion was seconded and carried.	Send out grant reminder to congregations in September Send out announcement in January Complete election slate for new board members.	Mary Jo TBA Nominating Committee
Election of Officers for 2013-14	We will need 3-5 members for the board to replace those who are going off the board. The Nomination Committee will be our new Chair: Rose Umland, Mary Jo outgoing Chair, and Marilyn Pucossi		

Budget	Phyllis stated she will renew another term. Mary Jo will be going off the board, and Deb is still considering. The slate of nominations must be out by Sept 28. 2014 budget is due by Sept 9 so board can review and vote.	Prepare 2013-14 Budget	Deb Bowman
Executive Committee Reports	Chairman: Mary Jo Hallberg - No report Vice-Chairmen - Rose Umland – No report Treasurer: Deb Bowman Current balance in checking is \$1736.24, savings \$5246.20 Secretary: Phyllis Bruce - No Report	None	
Standing Committee Reports Communications: Mary Jo Membership: Phyllis By-Laws: Jean	Mary Jo will be doing e-blasts reminding of the Fall Gathering and Grants. It would be helpful to have guidelines for what goes into e-blasts. Region 3 = 73, (29 not renewed since 2012, 11 since 2011 = 40) Other 8 Regions = 52 (17 not renewed since 2012 and 15 since 2011 = 32) Total membership = 125 Last year = 136 The 2013 membership form was reviewed and changes were suggested for the 2014 format.. National continues to work on suggested changes. Will be discussing this at the conference call tomorrow	Send out e-blasts and work on a list of possible guidelines Revise membership form for 2014 to have ready for the Fall Gathering Mailing None	Mary Jo Phyllis
Ad Hoc Committee Reports Program/ Education Membership Task Force: Deb Bowman Outreach/Mission Task Force: Marilyn Pucossi Outreach Marketing/Promotion: Gale Thomson	Pr Cost of speaker is \$200. Jeanne and Rose will be meeting to get the mailing ready. The Gathering will be at Augustana Lutheran Church in West St. Paul. This meeting includes the annual meeting. Suggestions are needed for the education tables. See above discussion of Synod Listing update. Suggest Marilyn talk a few minutes about this at the annual meeting. The purpose of this task force is to help accomplish our goal of having a larger presence, and promoting Parish Nurse ministry in the Region 3 Synods. No Report	Prepare letter, agenda for the Gathering and complete the mailing. Get mailing labels updated and sent to Rose or Jeanne Presnet at Annual Meeting None	Jeanne and Rose Phyllis Marilyn
National ELPNA News: June Sand	a. By-laws: Phyllis reported that the National Board is working on the by-laws and they will need to be voted on in October. It was suggested that the by-laws, section 4:2 state the percentage of the dues that goes to a members region and national, rather than the 1/3, 2/3 that is currently in place, this would give more flexibility as the dues change. Another suggestion is to add an explanation about how regional funds are held at the national level until a region is organized enough (as Region 3) to hold it's own funds. b. Web site: The web site is now organized for the national level.	Continue to work on web site changes and updates.	National Board Members.

	Phyllis has sent out an e-blast reminding members to check out the new changes. We will be working on getting a “members only” section. We are also working with a staff person from the Journal of Christian Nursing to have a discount offered to ELPNA members, and allowing us to have a link to their continuing educational materials. An e-blast was sent out to members encouraging those who meet the eligibility criteria for the ANA Faith Community Nurse Certification Committee to send in applications. We would hope to have at least one ELPNA Faith Community Nurse on the committee.		
Future Agenda Items	Next meeting: September 9,, 2013 at LSS Headquarters, Conf. Room 1E, 2485 Como Avenue, St Paul, MN 55108 at 1:00 PM (651-287-2564)		
Closing Prayer	Given by Marilyn		
Adjournment	MSC to adjourn at 2:43 pm		

Respectfully Submitted,
Phyllis Bruce, Secretary