

ELPNA Meeting June 17, 2020
3:30 PM CST via Zoom

Attendees: *Carol DeSchepper, Chair*
Marie Wiegert, Region 3, Vice Chair
Andy West, Secretary
June Sand, Treasurer
Anita Huntley, Region 1
Sue Ann Gluesenkamp Region 2
Phyllis Bruce (Membership), Region 3
Carolyn Crowe, Lu Kimpel, Region 4
Michelle Knap, Region 5
Marilee Tollefson, Ruth Manchester, Region 8
Nancy Roberts, Marilyn Kranich, Region 9

<i>Topic/Agenda Item</i>	<i>Discussion</i>	<i>Action</i>	<i>Responsible Person/Timeline</i>
1)Welcome and Introductions	The group was welcomed and introductions made as individuals joined the call.	None	
2) Opening Prayer	Phyllis Bruce offered opening devotions.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda. Motion made and seconded to accept the agenda,	Motion passed	
4)Approval of Minutes	Carol presented the May 20, 2020 Minutes for approval. Motion made and seconded to approve the May minutes.	Motion passed	
5)Treasurer’s Report	June presented the Treasurer’s Report. Total Funds: \$18,989.59. Available unencumbered money is \$4,881.42. There have been no change in the Regional Funds. No major expenditures have occurred this past month. Motion was made and seconded to accept the May report.	Motion passed	

<p>6)Membership Report</p>	<p>Phyllis Bruce reported that current membership is 113 members. There has been an effort to contact all members who have not renewed. Positive responses have been received from the contact calls. There will be a follow-up e-mail for those who couldn't be reached. Phyllis suggested that we share some of the stories that were shared during the calls. One parish nurse shared that she has been sending out health letters to the congregation; examples will be placed on the website. Marilee shared that one returned her call and reported that she has been a member since 2006, probably the longest, continuous member, and that she is very committed to parish nursing and ELPNA. Ruth shared a story from a parish nurse in PA and reported that the nurse was delighted that someone reached out to her and would send Ruth an e-mail for a record of her e-mail address. Although she hasn't been a member since 2016, she wants to keep in touch. Michelle asked about a letter of introduction about parish nursing that she could send out to congregations including a brochure. Carol suggested she look at web site under "What is a Parish Nurse?" Marilee reported that she had talked with a parish nurse who really lives in Region 4 but is closer to Region 3 and is very enthusiastic about parish nursing. Sue Ann called a church in California to find a parish nurse and talked with the pastor to discover that the parish nurse is no longer working with congregation and they will begin a search when the Covid pandemic is over. Marilee suggested that we should ask a pastor to serve on the board.</p> <p>Phyllis reported that she is going to recognize all those who have been members since national organization since 2008 and Region 3 since 2003.</p>	<p>There was group agreement about the pastor suggestion.</p>	<p>Ruth will follow up in trying to reach her.</p> <p>Phyllis will organize the list of long-time members for the web site. Newsletter</p>
<p>7) Communication Committee Report</p>	<p>Phyllis Bruce reported that we now have a "search" function on the web site works; it is a google search so ads may come up. Non-profit organizations may sign up to have the ads removed but the application requires a physical mailing address (not a Post Office Box) in addition to the non-profit ID number, and on-line contact information. Carol wondered if a g-mail address would work.</p> <p>Other changes to the web site include: the security certificate still waiting to be installed; under the "Resources for Parish Nurses" a separate tab for</p>		<p>Carol and Phyllis will work on this issue.</p>

	<p>Covid resources added; the link to our Facebook page is installed with a link from the Facebook page to our web page; Phyllis is completing the addition of the 2020 membership list on each Region’s site. It was suggested that Covid resources be a task for the student intern if an intern is available.</p> <p>Late in the meeting, Phyllis brought up the Google analytics that are currently in place to track website viewing. She did not feel that the information was helpful and did not know if there was additional cost for that service. Carol suggested that the reports do not change what we do as an organization.</p>		
8) Student Internship Update	<p>Carol reported that she had turned in the template and they would post on web site. She will wait for a week to contact the university about interest. Lu asked about the summer session, everything is online. Phyllis asked to send her any stories for the next newsletter.</p>		Carol will follow-up on the intern possibility.
9) 2020 Goals and Strategies	<p>Goal 1: Increase ELPNA membership to 130. Nothing additional at this point.</p> <p>Goal 2: Strengthen Organizational Infrastructure and succession planning for organizational leadership. The task force met in June to review the time study done by the Carol, Andy, June and Phyllis for the month of May. Carol, as Chair, had a variety of tasks amounting to 17.75 hours; Andy, as Secretary, had 3.3 hours mainly involved with recording minutes and distributing to the board; June, as Treasurer, had 11.75 hours preparing financial reports, banking, and post office duties; Phyllis, Membership Chair, had 19.25 hours with a variety of duties involving membership, newsletter, and web site. Carol reviewed the reasons given by the board members about serving in leadership roles. Other discussion points from the task force: possibility of a part-time paid staff person with restructuring of Board officers responsibilities; using software like Wild</p>		

	<p>Apricot to streamline membership information; reallocating the percentage of dues from \$10 national portion and \$20 regional portion to \$20 national portion and \$10 regional portion; restructuring of Region 3 with a vote of that group sometime this fall from an officer configuration to a committee structure. One issue that will be determined by Region 3 is the finances. June shared that originally it was thought that each region would have officers and control of funds but that did not occur due to the small numbers of parish nurses and fewer Lutheran congregations in some of the other regions.</p> <p>Goal 3: Continue efforts to provide resources and support that will sustain and support existing and new Lutheran ministries. Lu reported that the date for submitting grant request has been changed and that at this time, there were not applications for the grant monies. Phyllis asked about additional ways to advertise the grant availability – perhaps through an article in <i>Living Lutheran</i> or placing the information on the Membership Application. Marilee indicated that she discussed the scholarships on the calls she made.</p> <p>Goal 4: Offer education and networking opportunities to ELPNA members. Carol reported that a virtual education event is being planned for this fall and perhaps the membership should be asked about content ideas. Offering continuing education units is being investigated. Discussion was held about the success of the Zoom meetings held in some regions. Lu and Carol discussed the need for developing suggestions for organizing those Zoom meetings such as “Tea and Zoom”; using the membership from the Region’s webpage; developing an e-mail list so those attending can connect with each other after the zoom event.</p> <p>Goal 5: Further ELPNA’s relationship with seminaries, Lutheran denomination and Synod leaders, and with the national ELCA office. Carol talked with Joe Young on May 29 who encouraged us to reach out to group outside our membership. Carol is not sure what the next step will be during this pandemic.</p> <p>Goal 6: Enhance participation in public health advocacy. Nothing as been done since the last report. Phyllis recommended that board members submit any “story” from the parish nurses in their region for placement on</p>		
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	the Newsletter		
10) Vacant Regional Board Positions, Regions 1,5,6,7	Tabled		
11) Upcoming Events	Tabled		
12) Need for July Meeting	Carol asked if there was a need for a July meeting.	Consensus determined no need.	
13) Volunteer for devotion/prayer for August Meeting	August 19 th – Nancy Roberts		
14) Prayer and other concerns	None voiced.		
15) Closing prayer	Phyllis Bruce		
16) Adjournment	Meeting ended with each board member updating the group on plans for re-opening the church services for their congregation. Meeting adjourned at 5:30 pm, CT		

Respectfully,
Andrea West, Secretary