ELPNA Meeting February 17, 2016
3:30 PM CST via Conference Call

Attendees: ***June Sand, Vice President***
Andy West, Secretary
Nancy Deetz, Treasurer
Cindy Harris, Karen Setzer, Region 2
Norma Anderson, Region 4
Michelle Knapp, Region 5
Deloris Bills, Region 6
Marilee Tollefson, Ruth Manchester, Region 8
Nancy Roberts, Region 9

Topic/Agenda Item	***Discussion***	***Action***	***Responsible Person/Timeline***
1)Welcome and Introductions	June Sand welcomed the group and introductions were made as individuals joined the call.	None	
2) Opening Prayer	Marilee Tollefson offered opening devotions.	None	
3)Approval/Addition to Agenda	June Sand asked for additions to the Agenda. Moved and seconded to accept the agenda.	Motion passed	
4)Approval of Minutes	Andy West presented the January, 2016 Minutes for approval. No corrections were voiced. Moved and seconded to approve the minutes.	Motion passed.	
5)Treasurer's Report	Nancy Deetz presented the Treasurer's Report. a. Current financial report - National Funds: $3,283.87; Regional Funds: $6,200.00. b. Major expenditure approval – none. c. Audit of 2015 Financials – Nancy reported that we have members/board of directors to do an internal audit. Nancy R. stated that her church uses this system. Discussion was held. It was suggested that every "X" years a professional person (CPA) be retained to validate that the previous financials were correct. Another suggestion would be that the "person" be outside the organization. Are there rules for non-profit organizations and auditing of the financial records? For this year, an internal audit will be	Group agreed by consensus for this process.	June will get books from Nancy D. and she will arrange for an audit with members from Region 3. June and Nancy D. will take this project.

	done “in house”.		
6)Membership Report	Phyllis submitted the membership report via e-mail previous to the meeting. Membership: National – 34, Region 3 – 53, Total – 87. This is slightly above last year membership (81) at this time. June indicated she just sent 10 more members to Phyllis for a total of 97. Phyllis suggested in her report that the regional directors send out membership reminders to those in their region with the membership application or suggest that they access the web site under “Join Us”.	None	
7) Communication Committee Report	Phyllis reported via previous e-mail. The web site has been updated. Board minutes are current. All the regional sites are current except for 4 and 6 which still need information. The committee will meet again in March.	None	
8) Bylaws revision - status of voting	Phyllis reported via previous e-mail. Currently 36 members have voted to accept the revisions. She will send out another reminder in two weeks. The Bylaws were sent to 119 members, 79 affirmative votes will be needed for a 2/3 majority.	None	
9) Faith Formation Summit	June will be attending.	None	
10) Westberg 2016	Board members attending: Phyllis, Andy, Michelle, Nancy R., Ruth, Marilee, Carol, Carolyn C. Send cell phone numbers to Nancy R. to stay connected. Michelle is arranging for dinner – possibly 14 or 15. June will bring the display to Westberg and set it up Wednesday afternoon, come over Thursday morning to finalize the display, and take it down at the end of the conference. Those attending will staff the display. The t-shirts will be sold for $20.00, cash or check. Money will be held by A. West or Nancy R. We will use a Sign-up sheet for those attending to staff the display.		A. West will bring a receipt book. Nancy R. and A. West will manage the money.
11) Goals for 2016	Each goal was discussed. Only changes were made to Goal 1. June stated that if anyone had suggestions for changes or additional goals, please sent to Carol.		A.West will attach to the minutes.
12) Conflict of Interest policy draft	June presented the policy. There was no discussion.	None	
13) Churchwide Assembly, August 8-14, New Orleans	ELPNA has been present at three (3) Churchwide Assemblies. In the past, this has taken time and effort, at least 8 hours every day for those attending. Nancy R. asked about contacting the local committee to check about the upcoming assembly in New Orleans. It was suggested that Carol contact this committee about ELPNA attending the New Orleans assembly.		Carol will be responsible for contacting the local committee.
14) Regional Reports	Tabled until next meeting.		
15) Prayer and other concerns	Nancy R‘s friend Kay, newly diagnosed with cancer.	None	
16) Volunteer for	Karen Setzer volunteered.		

devotion/prayer for March Meeting			
17) Closing prayer	Marilee Tollefson closed the meeting with prayer.		

Respectfully,
Andrea West, Secretary