

***ELPNA Meeting  
December 19, 2012  
3 PM via Conference Call***

***Attendees: June Sand, Vice President  
Carol DeSchepper, Secretary  
Nancy Deetz, Treasurer  
Andy West, Region 2  
Carolyn Crowe, Norma Anderson, Region 4  
Marilee Tollefson, Ruth Manchester, Region 8  
Mana Master, Region 9  
Tammy Devine, Advisor***

<b><i>Topic/Agenda Item</i></b>	<b><i>Discussion</i></b>	<b><i>Action</i></b>	<b><i>Responsible Person/Timeline</i></b>
Welcome and Introductions	The group was welcomed and introductions made as individuals joined the call. June convened the meeting, as Lori was unable to be with us.	None	
Opening Prayer	Norma Anderson offered opening prayer. She read a Christmas prayer and also expressed prayers of concern and support for those affected by the tragic shootings in Connecticut.	None	
Approval/Addition to Agenda	June asked for additions to the agenda. The Treasurer's report was not mentioned as an agenda item. That will be added to the agenda.	None	
Approval of Minutes	Carol DeSchepper presented the minutes for the November 20, 2012 meeting for consideration. They were approved as published.	None	
Treasurer's Report	Nancy Deetz presented the Treasurer's Report. We are holding \$2850 in funds for the regions and \$2101.84 in National Funds. The only item of note is that a refund was issued to Ellen Liddle as her position was eliminated at her church and she would no longer be a member of the organization. Nancy refunded the national portion of her dues and asked Region 3 to refund the regional portion of the dues. The treasurer's report was accepted as presented.		

Membership Report	No report as Phyllis was not on the call. June mentioned that she had just forwarded to Nancy about 15 more envelopes that contained memberships/renewals.	Continue recruitment and send in your renewal, if you've not done so.	Board Members
Regional Reports	<p><b>Region 1:]</b>  <b>Region 2:]</b>  <b>Region 3:]</b>  <b>Region 4:]</b>  <b>Region 5:]</b>  <b>Region 6:]</b>  <b>Region 7:]</b>  <b>Region 8:]</b>  <b>Region 9:]</b></p> <p style="text-align: center;"><b>No Regional Reports were submitted</b></p>		
Westberg Pre-conference Discussion	<p>Discussion followed regarding having an ELPNA pre-conference at the Westberg. There earlier also had been discussion about a Wheatridge facilitated meeting with the LCMS parish nurse group. Marilee offered to contact the Missouri Synod group. It was suggested that a contact with both Marcia Schnorr and with Wheatridge might be appropriate and will move the conversation forward. Andy will contact Wheatridge. Marilee will contact Marcia.</p> <ul style="list-style-type: none"> <li>• Discussion followed regarding the Westberg/CHC Conference and how much content there would actually be related to parish nursing. We know the keynote addresses, but the specific FCN track is not yet developed. The deadline for proposals for presentations and posters is Friday.</li> <li>• For the pre-conference we could use the curriculum <i>Healthy Congregations/Healthy Leaders</i>. We could meet Thursday morning or even start this session on Wednesday afternoon. The proposed curriculum content is available on the Portico Benefit Services website. Nine marks of a healthy congregation is the content. Questions are provided with the material. We could also build in some information around spiritual practices and other conversations. This idea to host this preconference came out of the October retreat, as this provides another opportunity to get together as ELPNA leaders/members.</li> </ul>	<p>Contact Marcia Schnorr re: meeting with LCMS parish nurses</p> <p>Contact Wheatridge about earlier conversations of a joint ELPNA/LCMS parish nurse meeting</p>	<p>Marilee Tollefson</p> <p>Andy West</p>

	<ul style="list-style-type: none"> <li>• Carol commented that there is also a pre-conference for Coordinators on Thursday morning – so coordinators that are also ELPNA members will need to make a choice. Therefore it might be helpful to have at least part of the ELPNA pre-conference on Wednesday afternoon.</li> <li>• Tammy asked how many plan to attend the Westberg? Several members on the call are planning to attend. Andy would consider attending the pre-conference, but may not stay for the full meeting. Andy also mentioned that she has about 50 copies of the book <i>Healthy Congregations/Healthy Leaders</i> available, which could be mailed out to board members and/or be provided to other members who attend the conference.</li> </ul> <p>The key questions are:</p> <ul style="list-style-type: none"> <li>• Where would we meet?</li> <li>• If we are inviting other ELPNA members to attend, do we need to apply for CEUs?</li> <li>• Is this being offered for board members only or the ELPNA membership? If so, how can that be orchestrated?</li> <li>• What is the schedule? When would we start/finish the event?</li> <li>• Is there a cost/fee? We might just want to charge enough to cover the costs, but first we need to know our costs.</li> <li>• Publicizing – We can use the website and our connections. We could send out an eblast. Let’s ask if the CHC will send information as well.</li> <li>• Tammy suggested that we could use some time just for the leaders and some time for the general membership. Tammy also offered to help facilitate the retreat.</li> <li>• Carol stated that she feels we need to offer something to the general membership. We could continue board development, but this board will not continue to serve as a board ad infinitum. If the board is afforded some time together we may need more discussion on the election process, bylaws, etc.</li> <li>• If we meet Wednesday afternoon and evening, then people could travel Wednesday morning. Carolyn suggested meeting starting at about 1 pm.</li> <li>• Andy earlier researched some Lutheran Churches in the area.</li> </ul>	<p><b><u>FOLLOW-UP</u></b>  Seek a venue for the event – contact churches in the area of the convention center</p> <p>Draft program content and proposed schedule. Include time for the board to meet.</p>	<p>June Sand</p> <p>Tammy Devine</p>
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	<p>These assignment should be pursued and then informational updates shared with the board. As much information as possible will be shared before our next meeting. At the January meeting we can begin to look at other items such as cost/registration fee, publicity options, the program plan, etc.</p>	<p>Talk with the LCMS group about meeting</p> <p>Check with Maureen Daniels about CEUs and what is needed.</p> <p><b>Send out emails as you do your part to follow-up.</b></p> <p>Add to the January agenda</p>	<p>Marilee Tollefson</p> <p>Carolyn Crowe</p> <p><b>Board members with assignments above</b></p> <p>Lori Tormey</p>
Other Thoughts	<ul style="list-style-type: none"> <li>• The WELCA Biannual will be in 2014 in North Carolina. Nancy has drafted a letter offering our involvement and support. She was encouraged to make the contact.</li> <li>• Lori is working on church-wide August 12 – 18 in Pittsburgh, Pennsylvania</li> <li>• Next call we need to talk about election of officers and bylaws.</li> <li>• Have we found anybody to represent Region 1? We have not followed up on the names received. We also need board members from Regions 6 and 7.</li> </ul>	Contact WELCA about ELPNA presence/support	Nancy Deetz
Prayer Concerns	<p>Mana asked for prayer for the VA synod They just lost an assistant to the Bishop. Prayers were requested for the Synod and for the family of Pastor Chip Gunston.</p>	Lift up these intentions in prayer	Board members
Closing Prayer	June offered the closing prayer and thanked everyone for their ministries.	None	
Next meeting	The next meeting will be held on January 15, 2013	Plan now to attend	Board members

Respectfully,  
Carol DeSchepper, Secretary