

***ELPNA Meeting September 16, 2020  
3:30 PM CST via Zoom conferencing***

***Attendees: Carol DeSchepper, Chair  
Marie Wiegert, Region 3, Vice Chair  
Andy West, Secretary  
Karen Setzer, Region 2  
Phyllis Bruce (Membership), Region 3  
Carolyn Crowe, Lu Kimpel, Region 4  
Michelle Knap, Region 5  
Deloris Bills, Region 6  
Marilee Tollefson, Ruth Manchester, Region 8  
Marilyn Kranich, Region 9***

<b><i>Topic/Agenda Item</i></b>	<b><i>Discussion</i></b>	<b><i>Action</i></b>	<b><i>Responsible Person/Timeline</i></b>
1)Welcome and Introductions	The group was welcomed, and introductions made as individuals joined the call.	None	
2) Opening Prayer	Marilyn Kranich offered opening devotions.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda. Motion made and seconded to approve the Agenda.	Motion passed.	
4)Approval of Minutes	Carol presented the August Minutes for approval. Asked for correction or additions. Motion made and seconded to approve the minutes.	Motion passed	
5)Treasurer’s Report	Carol presented the Treasurer’s Report. Total Funds: \$18,584.77; Regional Funds: \$8,945.17. Checking account has \$11,221.35; Savings Account: \$7363.42. Phyllis asked about the notation on the bottom of page 1. Carol explained that there is not a dedicated use for Thrivent and William’s Wishes so June lists these separately. Marilee corrected the amount in savings – this amount should be \$7,363.36 not \$7.363.42. Motion made and	Motion passed.	

	seconded to accept the report as corrected.		
6)Membership Report	<p>Phyllis Bruce reported that there are currently 119 members for 2020; of this number 37 have paid positions, the others are unpaid or retired. 48 have not renewed from 2018 or 2019. The Membership Committee has tried to connect with each of those not renewing and left a message if no answer. The committee met last week and discussed the possibility of an Associate category of membership; it felt that the current Bylaws addressing membership included those people who might be interested in the organization but were not a parish nurse or a registered nurse. Cost of membership was also discussed in relation to membership. The committee felt that the current cost is low enough to be affordable. Discussion was held on ideas for increasing membership. Several suggestions included continuing the meet and greet meetings that have been held in several regions, provide an incentive to join, place an ad in <i>Living Lutheran</i>, connect with leaders/coordinators of educational programs to find names of students or graduates of the course that are Lutheran, and connect with the Yammer platform at Westberg which has a group of Lutheran nurses. Ruth and Carolyn indicated problems logging into Westberg web site. Carol suggested a packet about our organization that would include the brochure, web information and benefits of being a member of a professional organization be prepared and sent to Coordinator of programs to give to Lutheran students. Michelle stated that she mailed out information to parish nurses she identified in Region 5 which resulted in one new member Michelle also spoke about a connection she had made with the Lutheran Church located where she vacations. This church previously had a parish nurse and is interested possibly having another. She told the pastor that the ELPNA had a grant program to assist congregations in developing and/or supporting a parish nursing ministry. Discussion was held about the value of membership in our organization. It was pointed out that anyone can go on the web site to gain information therefore do we need a members-only section on the web site so people would have some value for their membership? Lu suggested that parish nurses really want to be connected. The regional “Meet and Greet” are good start for reaching out to members and getting members connected.</p>		

<p>7) Goal and Strategies, 2020</p>	<p><b>Goal 1 Membership:</b> Discussion continued from the Membership Committee report concerning an incentive to increase membership. The question of what an incentive for someone would be to join. Board members admitted that they have not thought about an incentive before and wondered if having one might be more work and cost than we would realize in dues.</p> <p><b>Goal 2: Infrastructure:</b> Andy presented the proposal via the documents sent to the BOD before the meeting. Several questions were discussed about the Organizational Chart, the position of Executive Director, the qualifications of the Executive Director. Board members indicated that they liked idea of the pilot project and felt that the Executive Director should be a Lutheran. It was pointed out that the job description would suggest a Lutheran due to Position Requirements regarding Lutheran theology and connecting with Lutheran agencies. Marilee agree that the Pilot Project would be necessary before considering the big step of this commitment without more information. A motion was made and seconded to accept proposal for the Pilot Project. June will research Minnesota non-profit regulations for employment status regarding salary.</p> <p>Job Description of the Executive Director – It was suggested to add “Minimum of a” to #1 under Position Requirements. Carol asked if making being a Lutheran should be added to the Position Requirements or is the information under #4 sufficient. It was suggested that this Job Description may modified if it becomes a permanent position. Motion was made and seconded to accept Job Description for Executive Director with the suggested addition to #1.</p> <p>Job Description of Chair. Motion was made and seconded to accept the Job Description of the Chair.</p> <p>Organizational Chart. Several suggestions were made at the beginning of the meeting. Carol asked the board to think about the chart and send suggestions to Carol. This will be reviewed at a future meeting of the TF.</p> <p><b>Goal 3: Scholarship:</b> Lu reported that two grants had been approved for funding:</p> <ul style="list-style-type: none"> <li>• Marilyn Kranich, Peace Lutheran Church, Ft. Meyers, FL.</li> </ul>	<p>Motion passed.</p> <p>Motion passed.</p> <p>Motion passed.</p> <p>Send suggestions.</p>	<p>Board Members and Carol</p>
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	<ul style="list-style-type: none"> <li>• Susan Ruedebusch, Spirit of Life Lutheran Church, Port Orchard, WA.</li> </ul> <p>She also shared that the grant application and rubric are being updated.</p> <p><b>Goal 4: Education:</b> Lu reported that an educational event is planned for November 10 via zoom, 6 to 8 pm CT. Keynote speaker is Rev. Dr. Tim VanDuivendyk. While the title has not been selected, the topic is health, healing and grief. Save the Date will be sent out with full details.</p> <p>Phyllis reported on the web site statistics (Google Analytics) showed 913 hits during August, 52 visitors in one day. Michelle sent out 31 letters to parish nurses in Region 5 and perhaps that was some of the reasons for the increase. Phyllis indicated that Google analytics offers lots of information. The elpna.org web site is now a secure site.</p> <p>The Newsletter sent out September 9 with a 50% open rate. There was a 57% for July/August issue. There are more posting on Facebook and the task force will be developing guidelines for posting on sites.</p> <p><b>Goal 5: Connection to ELCA, Seminaries, and Synods:</b> Carol will continue to try to connect with Joe Young at ELCA. Questions were asked about what else could be done with <i>Living Lutheran</i>. Carol shared that <i>Living Lutheran's</i> web site also has features and it might be possible to have an occasional article on health and wellness as way to be more visible. Michelle shared with the group that the current Secretary of the ELCA is a member of her church. She agreed to contact him about the issue of identifying parish nurses in congregations church wide. ELPNA is recognized by the ELCA as one of several independent Lutheran organizations.</p> <p><b>Goal 6: Public Health Advocacy:</b> Karen reported that Marilyn had downloaded the ELCA Social Statement on Social Justice and the task force will be working on summary. Karen has talked with the Director of Justice and Poverty in CO on the possibility of communicating with people who are incarcerated or recently released as an outreach project. An issue is the confidentiality and safety of the persons involved in the project.</p>		
8) Ad in <i>Gather</i> Magazine	Previous to the meeting Carol presented to the Board the possibility of having an advertisement in <i>Gather</i> . A motion was made, seconded and		

	passed via e-mail to place an advertisement in the December issue. Upon further investigation, a motion was made, seconded and passed via e-mail to negate the first motion due to time constraints for developing and submitting the advertisement. Further investigation will be necessary for this project.		
9) Annual Membership Meeting, November	Carol reported that the Annual Membership Meeting is usually held in November with the possible date being the 11 <sup>th</sup> or 18 <sup>th</sup> . Since the board meets the third Wednesday and the educational zoom program is being scheduled for November 10, November 18 was selected for the Annual Meeting. Phyllis will send out a “Save the date” announcement via e-mail to members. Agenda will be developed next month.	“Save the Date” announcement will be sent out via e-mail.	Phyllis Bruce
10) Roundtable Discussion regarding Covid	Various board members shared what was happening at their churches during the pandemic. Marilee reported that the services have been successful with increasing attendance. Marilyn shared that guidelines have been developed in preparation for reopening the church. Michelle indicated that their church services were continuing on zoom plus offering communion on Wednesdays inside the church, Andy stated that “church in tent” would begin the last Sunday of September and continue until weather prevents it. Karen’s congregation is pairing up people who live alone with a church member who contacts them every day; there are instructions for a police house check if the person cannot be reached. Carolyn reported on a program called “Letters against Isolation”, a system of connecting members with stay-at-home members, was being investigated in her congregation.		
11) Vacant Board Positions	tabled		
12) Upcoming Events	tabled		
13) Volunteer for devotion/prayer for October Meeting	Marilee Tollefson		
14) Prayer and other concerns	Jan who is a Stephen minister, those affected by fires, hurricane, Covid-19.		

15) Closing prayer	Marilyn Kranich closed the meeting with the prayer.		
16) Adjournment	Meeting adjourned at 5:04pm CT.		

Respectfully,  
Andrea West, Secretary