

***ELPNA Meeting October 21, 2020
3:30 PM CST via Zoom conferencing***

Attendees: Carol DeSchepper, Chair
 Marie Wiegert, Region 3, Vice Chair
 Andy West, Secretary
 June Sand, Treasurer
 Anita Huntley, Region 1
 Karen Setzer, Sue Ann Gluesenkamp 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
 Nancy Roberts, Region 9
Visitors:
 Vickie Carlson, Region 9
 Mary Ann Mette, Region 6
 Norah Bertschy, Region 6
 Charla Dunlop Region 2
 Becky Hulden, Region 3

<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. Visitors introduced themselves.	None	
2) Opening Prayer	Marilee Tollefson offered opening devotions.	None	

3)Approval/Addition to Agenda	Carol DeSchepper asked for additions to the Agenda. Motion was made by Marie to approve the Agenda as presented, seconded by Lu Kimpel.	Motion passed.	
4)Approval of Minutes	Carol DeSchepper presented the September 16, 2020 Minutes for approval. Several editorial changes were made. Motion was made by Karen Setzer to approve the September 2020 Minutes as amended, seconded by Marilee Tollefson.	Motion passed.	
5)Treasurer’s Report	June Sand presented the Treasurer’s Report which was sent to the Board previously to the meeting. Currently the Total ELPNA account: \$18,222.84. Of that amount, Regions have \$8,945.17; \$4,175 in the Education Fund, \$500 in William’s Wishes; \$733.00 in Thrivent leaving \$3,869.67 for operational costs. The two grant checks of \$750.00 each have been sent. Motion was made by Ruth Manchester to accept the Treasurer’s Report, seconded by Anita Huntley.	Motion passed.	
6)Membership Report	Phyllis Bruce reported that the 2020 membership is 119. June Sand indicated that she had received 4 new membership forms. Phyllis reported that there were 2 first time members from region 5 making a total of 6 members so far for 2021.		
7) Goals and Strategies for 2020	<p>Goal 1: Increase ELPNA membership to 130. Phyllis Bruce and Sue Ann Glusenkamp reported the following initiatives:</p> <ul style="list-style-type: none"> • 2021 Membership form has been developed. • Educational coordinators for the Foundations of Parish Nursing course will be contacted to alert them to grant opportunities to Lutheran graduates of their program. • Letters to remind members to renew their membership will be sent out in November and January. Additional letters will be sent to those who have been a member in the past but are not current. • An effort will be made to contact non-member parish nurses who attended the “Meet and Greet” zoom meeting. • Membership dues were revised. The Task Force moves that the dues structure be as follows: <ol style="list-style-type: none"> 1. One-year membership - \$40 2. Two-year membership - \$60 3. Lifetime membership - \$300 	Motion passed	

	<p>4. One-year membership for new graduates for the Foundations Course - \$25 plus the opportunity to connect with a member mentor.</p> <ul style="list-style-type: none"> • As an incentive, those joining ELPNA for 2021 before Jan 31 will be entered into a drawing for a gift box, containing self-care items. • Other discussion points were: when members were called only one person voiced the cost of the dues for not renewing; the dues may need to be increased in the future as the goals of the organization change; the Board has the responsibility for setting the amount of the dues; the rationale for the increase should be discussed at the Membership Meeting. <p>Goal 2: Strengthen organizational infrastructure and succession planning for organizational leadership. Carol DeSchepper discussed the work of this Task Force. She pointed out that the Job Description for the Executive Director and President were previously accepted (see September Minutes). The Goal 2 Task Force made the following motion:</p> <ul style="list-style-type: none"> • Retain Carol DeSchepper as the Executive Director of the organization for the pilot project beginning January 1, 2021 and ending December 31, 2021; • Utilize the Job Description for the Executive Director approved at the September 2020 Board meeting as the guiding document for the position; • Compensate Carol DeSchepper in the amount of \$20.00 per hour for 20 hours a month totaling \$4,800 for the project year; and • Take the necessary funds from current accounts of William’s Wishes, Thrivent, and the Regional accounts at the rate of \$15.00/region ELPNA member. Remaining required funds would come from ELPNA liquid assets. <p>Carol DeSchepper pointed out that William’s Wishes and Thrivent are not restricted in their use; are to be used to support parish nurses. Becky Hulden reported that Region 3 has sufficient funds to contribute \$40 per</p>	<p>Motion passed with Carol DeSchepper abstaining.</p>	
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	<p>member (52 members) for a total of \$2,080 toward the Executive Director pay and challenged other regions to match that amount. Anita Huntly accepted the challenge for Region 1. June Sand pointed out that some regions may not have sufficient funds to meet the challenge.</p> <p>Carl DeSchepper presented a revised Organizational Chart. A motion was made by the Task Force #2 to accept the Organizational Chart.</p> <p>Goal 3: Continue efforts to provide resources and support that will sustain and support existing and new Lutheran ministries. Lu Kimpel reported that two (2) scholarships have been awarded and thanked Phyllis Bruce for the note that accompanied the check. The Task Force has redone the rubric for the grant. Phyllis Bruce will send out the new scholarship forms in January and post it on the web site.</p> <p>Goal 4: Offer education and networking opportunities to ELPNA members. Carol DeSchepper reported that the first education program is scheduled for November 10; the flyer will be sent out this week; 2 continuing education hours have been applied for. There is no cost for members, but registration is \$25 for non-members. This will be the first attempt for a virtual program. All registrations will be sent to Carol DeSchepper.</p> <p>Phyllis Bruce discussed the Google Analytics and web site viewing. The top ten places that people that people look at include the Regional Pages, Covid resources and the Home page. The September/October Newsletter has a 55% open rate, the average is 55 to 60%. Guidelines are being developed for placing information on our Facebook page. These will be shared with the board.</p> <p>Goal 5: Further ELPNA’s relationship with seminaries, Lutheran denominational and Synod leaders, and the national ELCA office. Carol DeSchepper reported that she will be contacting Joe Young at ELCA national office to share with him the progress on the goals that were</p>	<p>Motion passed.</p>	
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	<p>established for 2020 and possible area for focus for 2021.</p> <p>Goal 6: Enhance participation in public health advocacy. Karen Setzer stated that there is a problem getting a response from prison ministry that she had contacted. Global Health Ministry was discussed as a possible focus in the future. This organization is concerned with people living in poverty.</p>		
8) Proposed Bylaws Revisions	Carol reviewed suggested changes to the Bylaws. The proposed changes have been sent to the Board along with a short summary of the changes. Carol DeSchepper asked the Board to review and comment	Board will review and make comments before the Membership meeting.	
9) Draft Ballot for Election of Board members and officers	Carol presented the ballot previously sent out to the Board. She thanked all who have agreed to serve.		
10) Membership Meeting, November 18	Carol discussed the Agenda for the Membership Meeting. The following will be included: Minutes from 2019 Membership meeting; Financial Report, update on the 2020 Goals, timeline for election of officers, and a report of the Bylaws revisions. Carol asked the election timeline for distribution of the proposed changes and subsequent vote on bylaws. She will request that various Board members help report on the goals. Carolyn Crowe volunteered to provide the Opening Devotion.	Board will send Carol any suggestions for the Agenda.	
11) Roundtable discussion re. Covid	Tabled. Carol DeSchepper suggested that e-mails be utilized if anyone has idea/suggestions/questions concerning Covid/the Pandemic.		
12) Vacant Regional Board positions	Tabled		
13) Upcoming Events	Tabled		

14) Volunteer for devotion/prayer for November Annual Membership Meeting	Carolyn Crowe volunteered to provide the devotion.		
15) Prayer and other concerns	All those impacted by the pandemic, Steve Swanson suffering from West Nile virus, fires in CO and CA, senior ministry team chair, Vivian, of Augustana Lutheran Church in Denver who died following surgery, Karen's friend, Carolyn, who health is improving; Becky Hulden and her health care providers in determining cause of and treatment for her health issues.		
16) Closing prayer	Marilee Tollefson closed the meeting with a prayer.		
17) Adjournment	At 5:15 p.m.		

Respectfully,
 Andrea West, Secretary