

**ELPNA Meeting November 4, 2017**

**4:00 pm Immanuel Lutheran Church, Chicago and via Conference Call**

**Attendees:** *Carol DeSchepper, Chair*  
*Andy West, Secretary*  
*June Sand, Treasurer*  
*Marilyn Johnson (via conference call), Region 1*  
*Karen Setzer, Region 2*  
*Phyllis Bruce, Region 3 and Membership*  
*Carolyn Crowe, Region 4*  
*Michelle Knap, Region 5*  
*Deloris Bills, Region 6*  
*Marilee Tollefson, Ruth Manchester, Region 8*  
*Nancy Roberts, Marilyn Kranich, Region 9*  
*Tammy Devine - Advisor*

| <b>Topic/Agenda Item</b>      | <b>Discussion</b>  | <b>Action</b>  | <b>Responsible Person/Timeline</b> |
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| 1)Welcome and Introductions   | The group was welcomed.  | None   |                                    |
| 2)Approval/Addition to Agenda | Carol asked for additions to the Agenda.   | Added items: Brochure, Scope and Standards, and Certification. Accepted with additions |                                    |
| 3)Approval of Minutes         | Carol presented the October Minutes for approval. No corrections   | Accepted   |                                    |
| 4)Treasurer's Report          | June Sand presented the Treasurer's Report.<br>a. Current financial report - National Funds: \$3,754.73; Regional Funds: \$8,274.96. Total national funds with saving account of \$9,774.30 is \$13,529.03. June encouraged the Regions to plan ways to use their money. |  |                                    |

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|  | <ul style="list-style-type: none"> <li>b. Major expenditure approval: Cost of the Retreat will be under \$250.00. Motion was made and seconded to pay for the retreat costs.</li> <li>c. Audit of 2015 and 2016 financials: Pending</li> <li>d. T-shirts – there are 46 left with the break-even point very close. Several board members will take some home.</li> </ul>   | Motion was passed   |   |
| 5)Membership Report                              | <p>Phyllis Bruce reported that there are 20 members for 2018. She will send out a reminder to current members.</p> <p>Annual Meeting reminder will be sent out next week.</p> <p>An update on the membership will be provided at the January meeting.</p>  | To be sent out the middle of November.                      | Phyllis Bruce                                 |
| 6) Annual Membership meeting, November 15, 2017  | <p>Carol presented the agenda for the Annual meeting. A review of the 2017 Goals will be presented. Deloris reported that she is working on another director from Region 6. There is still no director(s) for Region 7. Additionally, the new focus for the organization, Emotional Well Being, will be discussed as part of presenting the 2018 goals.</p> <p>The 2018 goals will be introduced to the membership for input.</p>  | Agenda approved.  |   |
| 7) Handout to be used at display table           | Nancy Roberts, Marilyn Kranich and Marilee Tollefson presented “How to Call a PN To Serve”. The committee continues to work on this resource. They will present at the January meeting.  | Committee meeting tonight<br>Add to January meeting agenda. | Carol DeSchepper                              |
| 8) Appointment of Susan Richards                 | Carol presented Susan Richards’ name as a new director from Region 5. A motion was made and seconded to approve Susan Richards to represent Region 5.  | Motion was passed.  | A.West will prepare a notebook for her.       |
| 9)Follow-up with parish nurses in congregations. | <ul style="list-style-type: none"> <li>a. Letter used in Region 8 – Ruth and Marilee created a letter to the bishops that they used in Region 8 with mixed results. Other regions can use the letter and revise it according to their region. Karen Setzer reported that the Communication Coordinator from Sierra Pacific Synod was instrumental in placing information in that synod’s e-letter.</li> <li>b. Other strategies – it was suggested that the brochure and membership</li> </ul> | Post the letter on the web site.                            | Marilee/Ruth will send the letter to Phyllis. |

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|                         | <p>application be included in the letter.</p> <p>c. Parish nurse to follow-up (WELCA, Synod meetings) – the list of parish nurses from WELCA was circulated for board members to check for parish nurses in their region. How to follow-up with these nurses was discussed. A draft letter template will be developed for use in the follow-ups. Marilyn K. sent a personal letter and business card; she will share her letter. It was suggested to use e-mail, if the address is obtained, rather than postal mail.</p>  | Develop a letter template; include the membership form and brochure.                    | Marilyn K. will forward her letter to Phyllis for distribution to the board.  |
| 10) Survey of members   | <p>Phyllis Bruce suggested using Survey Monkey to obtain information from our members. Board members were asked for suggestions for content. A survey through this company is free for up to 10 questions.</p> <p>a. Purpose of survey is to determine why they joined, what suggestions they have for the web site or facebook page. A possible link from the web page and/or an e-blast to the survey was discussed</p> <p>b. Questions to ask – board members discussed different ideas.</p>  | Ten questions will be develop for the survey  | Board members are asked to contribute the questions they feel are important. Phyllis will check with Survey Monkey for costs for greater than 10 questions. |
| 11) Scope and Standards | <p>Nancy R. discussed her disappointment with the 3<sup>rd</sup> edition of the <i>Faith Community Nursing Scope and Standards</i>, i.e. no recommended specific education for the specialty, no stated minimum number of education hours either in college courses or CEUs, and the comparison to public health and home health nursing. She suggested that we voice our concerns since it is already published through a letter of comments. The group discussed submitting a letter to ANA/ANCC requesting inclusion in the next revision committee and a letter to Westberg Institute (Sharon Hinton) asking if the <i>Scope and Standards</i> will be discussed at the next national meeting next spring.</p> | General agreement on the suggestions  | Carol and Andy will draft a letter to ANA/ANCC requesting inclusion in the next revision committee and sharing our concerns on the 3 <sup>rd</sup> edition. |
| 12) Certification       | <p>The board expressed their concern about the elimination of the portfolio process for certification. Various reasons were put forward, i.e. cost, too few applications, number of rejections, etc. It was discussed whether an exam for certification could be developed.</p>  | No action was taken.  |   |
| 13) Brochure            | <p>Carol opened the discussion on the brochure. It was suggested that:</p> <ul style="list-style-type: none"> <li>• A revision date be placed on the bottom inside page.</li> <li>• The information about education be revised to say that our organization (ELPNA) recommends a minimum of 34 CEU for a foundations course in faith community nursing. As an organization, we can establish our own</li> </ul>  | <p>Final approval will be done at the January meeting.</p> <p>Add to January agenda</p> | <p>Phyllis will check about costs involved in changing the text and photos.</p> <p>Carol DeSchepper</p>   |

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|                              | <p>standard even though we do not eliminate prospective members who have not completed this criteria, i.e. we have no mechanism for policing members. The reference to the <i>Scope and Standards</i> will be eliminated.</p> <ul style="list-style-type: none"> <li>• The roles, as previously accepted by the board, will be connected to the foundations curriculum. Comments from Tammy will be discussed at the January meeting.</li> <li>• Photos may be updated if appropriate ones can be found, i.e. it was suggested that we try to include diversity in the photos. Phyllis reminded everyone who might obtain photos to obtain a signed permission for use from the persons included in the photo.</li> </ul>   | Seeks photos that represent diversity in our practice  | Ruth Manchester    |
| 14) Evaluation of 2017 goals | Carol presented the 2017 Goals with the status for each goal. Questions on Goal #6, should the roles be tied to the Scope and Standards or the curriculum. Tammy suggested that we document the board retreat in the 2017 goals.  | It was decided to have the roles tied to the curriculum. Add Board retreat to 2017 goals   | Carol DeSchepper   |
| 15) Approval of 2018 Goals   | Pending completion.   | Pending<br>Will send draft 2018 goals via email  | Carol DeSchepper   |
| 16) Strategic Planning       | <p>While not on the business meeting agenda, Strategic Planning was on the retreat agenda. During the discussion it was decided that the organization focus on one theme for the next 1-2 years. Many activities will center around the focus with each region customizing the focus for the needs of the region including answering the questions of “What can we do nationally, for individual synods, for synod staffs, for congregations and their staffs, and for the communities?” Ideas were generated for how we could accomplish a “focus”:</p> <ul style="list-style-type: none"> <li>• Social media</li> <li>• New video for distribution</li> <li>• Seminary education</li> <li>• Collaboration with other faith groups and ELCA ministries</li> <li>• Identify parish nurses in the various regions</li> <li>• Increase marketing through e-blasts and a survey</li> </ul> <p>The focus will cross all age groups and be accessible to other Lutheran partners. While there is abundance of resources on a variety of topics around mental health, the regions will select those local resources to highlight the particular needs of the regions.</p> | Emotional Well Being was selected from the Wholeness Wheel. The national organization will work on creating awareness, provide information and develop resources. Each region will decide what aspect they will feature. | All board members. |

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|                 | <p>Tammy made additional suggestions:</p> <ul style="list-style-type: none"> <li>• Develop a personal goal on emotional well being</li> <li>• Have a Regional and Synod goal</li> <li>• Make a presentation at WI on Emotional Well Being by ELPNA, perhaps a pre-conference</li> </ul> <p>In relation to the educational course for FCN, it was discussed whether ELPNA should teach the curriculum. It was decided that we collaborate with Augustana (SD) and/or Concordia (MN) to develop an on-line course. This would show support for the growth of our specialty practice. It was suggested that we add this idea to the 2018 goals.</p> | Add to 2018 goals |  |
| 17) Adjournment | 5:30 pm  |                   |  |

Respectfully,  
 Andrea West, Secretary