

***ELPNA Meeting October 18, 2017
3:30 PM CST via Conference Call***

***Attendees: Carol DeSchepper, Chair
Nancy Deetz, Vice Chair
Andy West, Secretary
Karen Setzer, Region 2
Phyllis Bruce, Region 3 and Membership
Carolyn Crowe, Norma Anderson, Region 4
Michelle Knap, Region 5
Deloris Bills, Region 6
Marilee Tollefson, Ruth Manchester, Region 8
Marilyn Kranich, Region 9***

<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.	None	
2) Opening Prayer	Marilee Tollefson offered opening devotions.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda – which included By Laws and Annual Meeting.	Accepted with additions.	
4)Approval of Minutes	Carol presented the September Minutes for approval. No changes were noted.	MSP to accept as circulated.	
5)Treasurer’s Report	Carol presented the Treasurer’s Report from June. June asked in her e-mail about whether the board needs to decide what funds are to be used for the Board retreat. Carol felt that it should be left up to the individual board member for use of their region’s funds. Question came up whether the board would contribute national funds to be sure that all board.	The board members would utilize regional money but national money is available if the region’s money is not sufficient.	Andy will attach the request form to the minutes.
6)Membership Report	Phyllis reported that the total membership for 2017 is 133, highest in the last five years. She noted that Region 3’s membership is 73 which has been consistent for the		Phyllis has the

	<p>last few years. Nationally, the membership has increased by 10 from last year. Marilyn K. presented information from a recent synod assembly where she talked with interested faith community nurses about ELPNA; some she talked with were interested in beginning a program in their congregation. There is still a problem identifying parish nurses in ELCA congregations. Some congregations have a “church nurse” functioning as a “nurse” but not a parish nurse. Michelle reported on accessing the congregations’ web site to determine if the congregation has a parish nurse – over 40 were found. She plans to contact these congregations. It was questioned whether we have contacted the parish nurses who signed up on the list from Westberg. Ruth/Marilee sent a letter to parish nurses; they will make this available at the retreat.</p> <p>Phyllis reported on the recent Region 3’s fall meeting. She learned that professional membership is tax deductible and should be included in our “benefits” list.</p> <p>Phyllis reported that the starting count for 2018 is 28, most are from Region 3 due to the recent meeting.</p>		<p>Westberg list.</p> <p>Phyllis</p>
7) Communication Committee Report	<p>Phyllis reported on the meeting last week which was spent reviewing the web site, page by page. A survey was suggested about the use of the web site via Survey Monkey which could be linked to the web site; maximum number of free questions is 10. Another item to be included on the web site is Liability Insurance; the church’s insurance policy should be checked for coverage of the position of parish nurse or any volunteer position. Several stated that they carry their own personal insurance. Should we list information about insurance companies that provide liability insurance? Disclaimer should be included.</p>		
8) Update of ELPNA Brochure	<p>Carol presented the suggestions for the back panel. One suggestion was made to the last bullet point inserting the words “faith educational and worship offerings” after the word “provide”. It was discussed whether Portico would assist us with the changes or if we can make the changes on the CD that was provided when the current brochure was developed. Phyllis will check the CD to see if making changes is a possibility before contacting Tammy. Carol stated that we have completed Goal #6.</p> <p>Update: Phyllis checked the CD with the brochure information. It is possible but an</p>	<p>Phyllis will check the CD to determine if changes can be made.</p>	<p>Andy will prepare the final copy. Phyllis will determine how to edit the CD to reflect the changes.</p>

	Acrobat Reader program is required. Cost is about \$25.00 for a month's membership or about \$15.00 /month for yearly membership.		
9) ELCA Youth Gathering, June 27- July 1, 2018	<p>Carol reported on her concerns about participating in this event, i.e. the cost. Norma reported that for the Youth Event in New Orleans six years ago, we were not charged. We did not attend the event in Detroit. Carol will contact the ELCA Youth Gathering contact person about waving the cost of the table which is stated to be \$500. Norma reported that all the literature on parish nursing was taken by pastors and other adults at the NO Event. Those attending interested in nursing picked up the information about the nursing programs in Lutheran colleges. Equipment for handicapped was available to teach the youth about disability challenges. There was always someone in the room all the time.</p> <p>Staffing is also a question to consider – who would be willing and available to help. It was suggested that we contact with Lu Kimpel about the availability of parish nurses in the area. If the registration fee is not waived or lowered, we would still participate? Another conversation with the planning committee is in order, outlining the benefits of participating in the event.</p>	Contact Lu about possible parish nurses in the area and Rita Carlson about nurses in the Houston area who might be able to help.	Marilee will contact Lu; and Andy will contact Rita. Carol will contact the planning committee chair to determine if they will reduce/eliminate the registration fee.
10) Retreat	Carol asked about any change of plans for those attending the retreat. Current number is 13, some will come on Thursday with varying plans. Suggested that we develop a list of board members cell phone numbers and arrival and departure time. Michelle recommended that we be prepared to pay cash for the meals.		Carol will start list. Michelle will add restaurants for us to check menu.
10) Annual Membership Meeting, November 15, 2017	<p>Carol stated that we can use the Portico conference call number for the meeting. An e-blast needs to go out soon. Carol will prepare the agenda that includes Committee reports, review of goals, web site, membership report, how to become involved with the organization. Election of officers will be done by e-mail so all members can participate. Draft agenda will be developed and sent to board members for comment. By Laws are silent on what would constitute a quorum. The only item that would require a vote would be to accept the minutes of the previous meeting.</p> <p>Ruth volunteered to do the devotion for the annual meeting.</p>	An e-blast will be sent to membership on the meeting date and time.	Phyllis will send e-blast. Carol will prepare the draft agenda.
11) Handout for Display Table	Merilee and Marilyn reported that a beginning has been made from material developed by Nancy R.	It will be discussed at the retreat.	
12) Election of Officers for 2017	Vice chair is vacant but no one has indicated an interest. It was presented at Region 3's meeting but no one was identified. If no candidate emerges, the organization		

	can still function without this position, but we need to elect June as Treasurer.		
13) Regional Reports	Tabled. Marilee recommended two books that the board may be interested in reading: "What is the Bible?" by Rob Bell and "Waking up White".		
14) Volunteer for devotion/prayer for January 17, 2018 Meeting	Phyllis Bruce		
15) Prayer and other concerns	June, Xander with his broken foot, Shelly with relationship problems, Karen's cousin due to a car accident (Ted and Jan)		
16) Closing prayer	Marilee closed with a prayer.		

Respectfully,
 Andrea West, Secretary