

ELPNA Meeting January 16, 2019
3:30 PM CST via Conference Call

Attendees: *Carol DeSchepper, Chair*
Marie Wiegert, Region 3, Vice Chair
Andy West, Secretary
June Sand, Treasurer
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
Nancy Roberts, Region 9

Topic/Agenda Item	Discussion	Action	Responsible Person/Timeline
1)Welcome and Introductions	The group was welcomed and introductions made as individuals joined the call.	None	
2) Opening Prayer	Karen Setzer offered opening devotions.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda.	Motion made to accept the agenda as circulated, seconded and passed.	
4)Approval of Minutes	Carol presented the October 2018 Board Minutes and the November Annual Meeting Minutes for approval. Carol was disappointed that only 6 additional members attended the Annual Meeting. June suggested that reminders continue to be made before the meeting to increase attendance. Carolyn suggested that we invite members at Westberg to attend by announcing the date of the next meeting. June suggested that we invite the ones who	Motion made, seconded and passed to approve the October Minutes. Motion made, seconded and passed to approve the Annual	

	<p>attended the annual meeting to join a committee or the board. Marilee and Ruth talked about the person they have connected with and asked about having her join the board. June suggested that we invite one person that we know to join us on the board. Various names were suggested.</p>	Meeting Minutes.	
5)Treasurer's Report	<p>June Sand presented the Treasurer's Report. The November and December reports were sent to the board before the meeting. The December 2018 Financials - National Funds: \$15,206.87 which includes the Regional funds; Regional Funds: \$6,829.87. Big Expenditures included a \$400 grant from Region 4 funds to a start-up ministry and the \$350 check to Cosgrove for website management; \$240 amount to Region Three for national's share of the Constant Contact app. June reported also that an extra gift of \$1,000 to the Education Fund was received from an anonymous member. Teresa Keller from William's Wishes also donated \$500 to the Education Fund.</p> <p>June reviewed the 2018 Expenses which included \$200 for stamps and the postal box, \$450 for the brochures, \$240 for Constant Contact app. A budget for 2019 will be considered at the February meeting. She reported that the major income for the organization is from membership dues.</p> <p>June reported that an audit will be necessary. It was decided that it would be done for 2018-2019 account at the end of 2019.</p> <p>Carol stated that we have approximately \$2700 in the education account. She will place on agenda for February to discuss ways to use these funds.</p> <p>Phyllis stated that she had interactions via email with Teresa Keller (William's Wishes); both are concerned that the money available for use in both education programs and projects in health ministry has not be applied for.</p>	<p>Motion made, seconded and passed to pay Cosgrove the \$362 bill.</p>	
6)Membership Report	<p>Phyllis Bruce reported that the 2019 current membership total is 49; last year there were only 47 members at this time. Phyllis reminded the board members to call those who did not renew from 2017 and ask if there was a reason they had not renewed. June reported that 15 membership applications have been received in the post office box and will be sent to Phyllis for processing.</p> <p>William's Wishes website is connected to ELPNA's web site, but Phyllis has reworked site to make access to William's Wishes easier to locate.</p>		<p>Board members are asked to contact those who had previously been a member.</p> <p>Phyllis will send out a new membership list when she has processed the latest</p>

	Phyllis will send updated list when the new applications are processed. Contact those that you know that have never been a member.		applications.
7) Election and Bylaws Revision	Carol thanked Phyllis for her reminders to the members concerning voting for Board Officers and Members plus the Bylaws revisions voting. The approved Bylaws will make the election process more streamline next year	The revised Bylaws will be placed on the website.	Carol will provide Phyllis a clean copy with the revision approval date.
8) Communications Committee Report	<p>Phyllis reported on the committee meeting. They have been working on goals regarding keeping the website up and management of the blog. Yvette will reconfigure the site to make the blog more user friendly. Phyllis suggested that additional people are needed to monitor various aspects for the blog, perhaps taking a topic and developing a question for members to respond to. Phyllis suggested that it might be possible to send out alerts when new comments have been added.</p> <p>Phyllis will continue to send out E-blasts every two months; last fall there was a 58% open rate and the committee has set a goal of 60% open rate for 2019. June has been adding information to the ELPNA Facebook page; she will continue to do this. Phyllis encouraged members to use Yammer which CHC now calls “the knowledge sharing platform”.</p> <p>Phyllis asked that the regional board members continue to contribute information from their regions to the regional pages on the website. Yvette provided the committee a comprehensive utilization report, Google Analytic Report; this was attached to an e-mail from Phyllis. She pointed out that users accessed the website from all over the world. The report shows new users and repeat users.</p> <p>Information has been placed on the Resource Page including books for seniors about caregiving; included is information about the book and how to order.</p>	<p>Blog will continue for the time being.</p> <p>E-blasts will be sent out every 2 months.</p>	<p>Regional board members are asked to send in new information about their regions for the website.</p> <p>Phyllis</p>
9) Westberg Symposium	<p>Carol asked who was going to the symposium this year. The registration will continue to be reduced through the end of the month. Carol asked if we wanted a display. Those going include: Nancy R., Andy W., Carolyn C., Susan Richards, Nancy D. The denominational meeting was discussed.</p> <p>Discussion about the display was held. It was pointed out that it was not necessary to have someone at the display all the time, only during breaks. Marie will check on the location of the display. Carol will send the brochures. Nancy moved to have a display. Nancy will help set it up. June will locate display and make arrangements for shipping to church.</p>	A motion was made, seconded and passed to have a display table at Westberg.	Marie will check on the display location; June will make arrangements for shipping to the church.

10) 2019 goals	<p>Carol reported that of the 11 2018 goals three have been completed. The 2019 Goals will be placed on the February agenda. Carol asked the board members to think about which of 2018 goals that have not been completed and come with recommendation how to complete those goals and any additional goals for 2019.</p> <p>Megan Neubauer, program associate ELCA Strategy on HIV/AIDS Churchwide Dialogue on the HIV/AIDS initiative, has contacted Carol about our organization working with them on this initiative. It was unclear exactly what she asking from us. Carol will ask her to join us for our next meeting.</p>	<p>Board members are asked to review the goals for suggestions for 2019.</p> <p>Ask Megan to join the Feb. meeting.</p>	<p>Board members</p> <p>Carol will contact her.</p>
11) Board Retreat in 2019	Tabled		
12) Churchwide assembly	Tabled		
13) Volunteer for devotion/prayer for February Meeting	Phyllis Bruce		
14) Prayer and other concerns	Nancy R. – son-in-law Jamie, radiation RX tomorrow, unpaid federal workers.		
15) Closing prayer	Karen Setzer closed the meeting with a prayer.		

Respectfully,
Andrea West, Secretary