

**ELPNA Meeting**  
**March 18, 2014**  
**3 PM via Conference Call**

**Attendees:** *Carol DeSchepper, President*  
*Andy West, Secretary and Region 2*  
*Nancy Deetz, Treasurer*  
*Marilyn Johnson, Region 1*  
*Phyllis Bruce, Region 3 and Membership Chair*  
*Norma Anderson, Region 4*  
*Michelle Knapp, Region 5*  
*Marilee Tollefson, Ruth Manchester, Region 8*  
*Mana Master, Region 9*

| <b>Topic/Agenda Item</b>       | <b>Discussion</b>   | <b>Action</b>          | <b>Responsible Person/Timeline</b> |
|--------------------------------|---|------------------------|------------------------------------|
| 1. Welcome and Introductions   | The group was welcomed and introductions made as individuals joined the call  | None                   |                                    |
| 2. Opening Prayer              | Mana Master offered opening devotions.  | None                   |                                    |
| 3. Approval/Addition to Agenda | Carol asked for additions to the Agenda.  | Accepted as published. |                                    |
| 4. Approval of Minutes         | Andy West presented the February minutes.   | Approved as published. |                                    |
| 5. Treasurer's Report          | Nancy Deetz presented the Treasurer's Report.<br>a. Treasury Audit – The audit is still pending, the books with the auditors.<br>b. Current Financial Report – No questions. Current balance is \$3,403.22<br>c. PayPal update – No report. |                        |                                    |
| 6. Membership Report           | Phyllis Bruce presented the membership report. Currently we have 90 nationally members, 58 from Region 3; 32 from other regions. The members list are listed on   |                        |                                    |

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|   | each regions web page on the website. A potential new Board Member from Region 7 is Liz Marcis, East Greenbrook, NY. Phyllis has also contacted other current members from Region 6 and 7 with little response.  |  |  |
| 7. Update of the ELPNA Brochure and Display | Nancy D participated on the conference call with Portico who indicated that they would take the brochure and “jazz” it up and print it. There were comments about the content. The decision was made that we would continue the term “parish nurse” on our brochure and use “faith community nurse” in parentheses.  | Both names will be used on the brochure.   |  |
| 8. Westberg Event                           | <ul style="list-style-type: none"> <li>a. Booth Logistics – Carol reviewed the information on the Discussion Document attached to the Agenda. Specific person responsible for bringing the poster has not been determined. Carol will work with June on the specifics. The list of handouts was reviewed. Mana suggested that we show what is on our web site and how it can be helpful to them to encourage membership. She has a list of Health Tips that she put in the information sent out to her congregation. She also suggested that we have the Occasional Services Book on display to show the Prayer for Healing. It was also suggested with have a United States map with the regions outlined. So Lutheran parish nurses can pinpoint where they are. Carol will work with June/Nancy for other handouts, such as the List of Board members with list of states behind name. Those attending will take turns staffing the booth. Names/cellphone numbers/arrival send of those going will be collected and sent to every attending..</li> <li>b. ELPNA Event - Carol presented the Discussion Document sent out with the agenda. The names on the topic list are just suggestions. It was suggested that we print out the front page of our website and use as a handout to the group.</li> </ul> | <p>Mana will send Prayer for Healing and Health Tips to Andy, who will copy on card stock and have available at the booth.</p> <p>Andy will get the map and mark the regions, call Carolyn to ask her to bring a foam board since she is driving.</p> <p>Andy will bring a sign-in sheet with e-mail plus Membership Applications.</p> |  |
| 9. Website                                  | <ul style="list-style-type: none"> <li>a. Volunteers for Devotions – April, May, June. Please consider being responsible.</li> <li>b. Listing of open positions on the website? Do we wish to do it? How do we define parameters? Andy suggested that a policy be developed before we consider placing on our website. Information should be consistent. It was suggested that the information be sent out in an e-blast since it is a timely event – possibility sent to only the people in the region.</li> <li>c. Board Information on the website: Perhaps a Board Information on the website – how much information do we list on the website, should it be the comprehensive list we all have or a shorter version? Discussion centered on confidentiality of personal information. It was suggested that we have only the name, position, region, church affiliation, and email address.</li> </ul>   | <p>The Communication Committee (Nancy D., June, and Phyllis) will review this idea.</p> <p>Phyllis will create the list.</p>   |  |

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| 10. WELCA Meeting Update   | Planning Subcommittee (Nancy D., Michelle, Lori and Tammy) had a conference call recently; a second call has not been set up. It was suggested that we collect a List of name, city, church and e-mail address for those who have a parish nurse. It was also suggested that we need a lapel pin “I have a Parish Nurse” to give to attendees. Planning has started and more updates will be available at the next meeting. Michelle reported that Tammy wants to put together a wall of pictures from the beginning of parish nursing to show the face of parish nursing. |                           |  |
| 11. Goals for 2014   | Discussion of the Goals was tabled due to time constraints. Marilyn Johnson discussed the issue of conflicts with the pastoral team – pastoral disconnect. This issue was addressed in the brochure. Can we place issues like this on the website with a chance for discussion between all our members?  | None                      |  |
| 12. Regional Reports   | <b>Region 2:</b> Andy reported that she and Sheryl Stenseth met with Bishop Gonia to explore idea of a FCN at the Synod level. The proposal was well accepted.<br><b>Region 3:</b> April 14 spring gathering with Scott Morris as speaker.<br><b>Region 8:</b> Marilee – welcome Marilyn Johnson as new board members.   | None                      |  |
| 13. Prayer/other concerns  | Continue prayers for Phyllis’s classmate who had surgery yesterday.  | None                      |  |
| 14. Volunteer for Devotion/prayer for April 16 <sup>th</sup> meeting | Carol will contact Nancy Roberts for next month.   | Carol will contact Nancy. |  |
| Closing Prayer   | Marilyn Johnson offered closing prayer.  | None                      |  |

Respectfully,  
Andrea West, Secretary