

***ELPNA Meeting August 16, 2017
3:30 PM CST via Conference Call***

***Attendees: Carol DeSchepper, Chair
Nancy Deetz, Vice Chair
Andy West, Secretary
June Sand, Treasurer
Karen Setzer, Region 2
Phyllis Bruce, Region 3 and Membership
Carolyn Crowe, Region 4
Deloris Bills, Region 6
Marilee Tollefson, Ruth Manchester, Region 8
Nancy Roberts, 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. Carol welcomed Marilyn Kranich, Region 9 new board member and thanked Lu Kimpel, who moved to Region 4, for her service as Region 5 board member.	None	
2) Opening Prayer	Nancy Roberts offered opening devotions.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda.	Approved by consensus with the addition of a WELCA report.	
4)Approval of Minutes	Carol presented the June Minutes for approval. No additions with one editorial correction.	Motion moved, seconded and passed was approved with an editorial correction.	
5)Treasurer's Report	June Sand presented the Treasurer's Report. National Funds: \$5,379.66; Regional Funds: \$7,801.00; Savings account: June has received the report from Region 3; in the future Region 3's report will be forwarding to June every other month. More brochures were needed and in making arrangements locally, the cost was greater than	Motion seconded and passed.	

	<p>ordering them online. A gift was accepted of offset the cost. Motion was made to accept the report.</p> <p>Audit – June is still trying to find a person to audit the books. The cost might be close to \$1,000. In checking the By Laws, an auditing committing is required but not necessarily from an accountant. .</p>	<p>June ask members in her area to serve as an auditing committee.</p>	
6)Membership Report	<p>Phyllis reported that 132 members. Goal Three of 10% increase in membership has been met.</p> <p>Phyllis reported receiving a letter from an interested nurse in Arkansas asking about how to become a parish nurse. It was suggested that we refer her to the Church Health Center for information.</p>	<p>Phyllis will correspond with this person with the suggestion.</p>	
7) WELCA Report	<p>The group reported that the meeting went well. The hand massage was well received. Many knew about parish nursing but some said that the size of the congregation prevented them from having the financial resources to employ a parish nurse. Those going felt this was an excellent opportunity to talk about parish nursing to a group of people. It was suggested that we attend the conference for rostered personnel in the future. At WELCA, participants were asked to identify their PN; Phyllis will check to determine if she is a member, if not, membership information will be sent.</p> <p>Nancy asked if we have any information on how to call a parish nurse to work in the congregation. It was suggested to create an information sheet with this information to have available on the web site and at meeting that we attend. Nancy, Marilee, Nancy and Marilyn to work on this.</p>	<p>None</p> <p>Nancy, Marilee and Marilyn will work on this suggestion.</p>	
8) Communication Committee Report	<p>Phyllis reported on the Communication Committee conference call meeting. The web site has been checked for connecting links to other sites and an information update. The blog is not being used. The Yammer platform through CHC is going well. Questions were asked: should we promote the Yammer Lutheran section rather than our blog? Is there a need for the blog?</p> <p>Web Monthly Devotion – It was suggested that each region could take a month to write the devotion or to ask someone from that region to contribute. The Board was asked to think about what would make the devotion unique for our web site.. Another question was asked about e-blasts. Nancy stated that she appreciated e-blasts sent by HMA on a quarterly basis with information with activities; she felt that e-blasts show members that the organization is interested in them and keeps</p>	<p>Phyllis discuss idea of e-blasts with committee. Possible discussion at Board Retreat.</p>	

	members up-to-date with information. The possibility of quarterly dates for e-blasts for our membership was discussed; Regional Directors could provide information to include particular to their region.		
9) Update of ELPNA brochure	<p>Carol opened the discussion about the ELPNA brochure by outlining her suggestions previously e-mailed to the board members.</p> <p>Inside, left panel, bullet point 2: Revise to read “Has completed a Foundations of Faith Community Nurse Course that meets ANCC requirements by the directive of the <i>Scope and Standards of Practice: Faith Community Nursing</i>.”</p> <p>Inside, left panel, bullet point 3: editorial correction “<i>Scope and Standards of Practice: Faith Community Nursing</i>. “</p> <p>Inside, left panel, bullet point 4: meaning of this point was discussed, will continue at the next meeting.</p> <p>Inside, middle panel, bullet point 3: Change “wage” to “compensation.”</p> <p>Inside, right panel, first sentence: Change “Parish Nurse Preparation Course” to “Foundations of Faith Community Nursing Course”.</p>	<p>Approved</p> <p>Approved</p> <p>Carol will discuss with Tammy about inclusive language. Approved</p> <p>Approved</p>	
10) Board Retreat, November 3-5, 2017	<p>Carol discussed questions suggested by board for Scott Morris or someone from CHC. Strategic Planning and meal might be appropriate for CHC representative to attend. The time frame should be specific with objectives for the interaction. Pictures could be included in the web site and <i>Perspectives</i> discussing how WI helps ELPNA plan for the future. Question is how much time would we set aside vs. how much time is spent in travel to attend the meeting. An invitation will be extended to attend the meeting in total but just as an observer. Possible suggestions included addressing the board, sharing a meal and responding to the questions we had put forward. Has everyone submitted her questions? Carol asked about room reservations.</p>	<p>Carol and Tammy will discuss how this will fit in the established agenda.</p>	
10) Annual Membership Meeting	<p>Carol discussed the annual membership meeting last year in conjunction with Region Three Fall Conference. Do we want to attempt an annual meeting via a conference call or other media? Questions were asked about the numbers of callers that Free Conference Call permitted. It was felt that we should consider a fall meeting but unsure as to method. Is there sufficient time to plan for this fall or should be work toward early next year tying in with a membership drive? Possible late November or early January. The date/time for the November Board Meeting could be used as the national meeting; the election of officers and final reports to the membership could</p>	<p>Carol will check with Tammy about using their conference call system. Andy will check with Free Conference Call about number of permitted callers.</p>	

	be included. We would have our board meeting at the retreat to discuss the annual meeting.		
11) Election of Officers for 2017	Election of officers will require development of a ballot and voting procedures. The V-Chair and Treasurer are up for election this year. Since these officers switched places last year, both can be re-elected. Nancy would like to step down from this position so there would be a need for someone to agree to be nominated for Vice Chairman. Carol asked for members to consider this officer position. Phyllis will send out an e-blast asking for candidates for V-C, Regions 5, 6, and 7.		
12) Program/Process for Membership Assistance	Tabled		
13) ELCA Youth Gathering, June 27- July 1, 2018, Houston	Tabled		
14) Regional Reports	Tabled		
15) Volunteer for devotion/prayer for September Meeting	Deloris Bills		
16) Prayer and other concerns	ELPNA and mission, Anita and Neal's recovery, Len West upcoming surgery.		
17) Closing prayer	Nancy offered the closing prayer.	None	

Respectfully,
Andrea West, Secretary