

Wisconsin League for Nursing

MINUTES

OCTOBER 19, 2016

1730-1930

MEETING CALLED BY	Suzanne Williamson Meeting called @17:39
TYPE OF MEETING	WLN BOD meeting
FACILITATOR	Suzanne Williamson
ATTENDEES	Suzanne Williamson, Vicki Hulback, Frank Hicks, April Folgert, Julie Teeter, Chris Peters, Vickie Ohlers Via phone: Heidi Neuhauser, Ann Aschenbrenner, Susan Mours, Frank Hicks, Maureen Greene, Linda Matheson, Eileen Absentees: Diane Skewes

Agenda topics

DISCUSSION	Approval of 10/18/16 minutes		
	Suzanne asked if there was anything from the minutes from last month. We talked about putting in the hyperlinks in the minutes of the board meeting minutes. Frank moved to approve and Julie seconded and the motion carried.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
No Actions			
SPECIAL NOTES			

DISCUSSION	Presidents Report		
	Approval of the minutes was called for a vote if there are no edits – Suzanne submitted and it was approved.		
CONCLUSIONS	Suzanne made a motion and Frank seconded it and the vote passed unanimously.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None required as no changes needed to be made			
SPECIAL NOTES			

DISCUSSION	President-Elect Report		
	April presented her report – and there was a request to accept her report, and is requesting a strategic planning meeting sometime in November. Possibly the 17 th . This would be a pre-meeting prior to a select meeting in January. She also suggested that we invite our general membership to participate in the November meeting. She provided the WLN fall conference vendors and discussion regarding nursing programs hosting tables and she would like to suggest it be discussed in future meeting after the conference. Ann		

brought up how our organization is different than other committees. There was further talk about the conference venue as there is question as to if WCTC is big enough for our program. Maureen also brought up that we want to set up the program to meet the need of the content and opening it up to not only educators but also students. Maureen also talked about what is the goal of the speaker and vendors saying we're not reaching the right audience. PayPal - she went through orientation with Eileen.

CONCLUSIONS April will continue to update and she will send out a doodle poll for November date.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Doodle poll	April	ASAP

SPECIAL NOTES

DISCUSSION Treasurer Report

Maureen stated that the Summit cost \$8,_____ and Maureen will send to me.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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DISCUSSION Marketing & Communications Report/WLN Google Drive: placing documents, who, how, etc.

Eileen presented updated things as they came through like the agenda for the conference.

CONCLUSIONS Eileen will give April access to Ragic and PayPal so she can look at the payments to confirm they are correct.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Access to April for Ragic and PayPal to confirm payments	Eileen	ASAP

DISCUSSION Programs Report

Sue and Julie have some questions regarding honorariums for the keynote and for the breakout sessions. Keynote speaker is \$225. And we didn't pay any honorariums for the panels previously. For the keynote speaker, Dr. Joan Darden \$500 with the two afternoon breakouts. The breakout sessions would be \$75. Each for a total of \$150, to Barb Selley, Katie Selley, and Elizabeth Doria. There was also talk about the paying for travel expenses, and that the keynote is not being compensated as a representative for NLN. Maureen made motion the costs for \$500, and plus the \$150 for each providing the 2 breakout sessions for a total of \$950. Vicki Hulback seconded motion. I asked for clarification for the minutes and Frank suggested that the expenses related be as such: Expense related to speakers and honorarium The motion is to offer the keynote speaker \$500 for keynote and her 2 breakout sessions and the breakout sessions be at \$75 each. Frank called for a vote on the motion, April seconded, and the motion carried.

Eileen has the agenda ready for the conference. Suzanne will be the MC and welcome from the WLN, April will do something also, and Anne Cook will do the welcome from the WCTC. Suzanne will contact Eileen with regard to the changes needed on the agenda to add names.

It was suggested that Julie and Sue introduce the speakers. Sue will introduce the keynote and Sue and Julie will share the introduction of the breakout session speakers.

We need a meal count to go to programs committee. Julie is using 60 for the current numbers and it is approximately \$13. For meals for the day. We will be adding in the guest speakers and vendors and April will contact Julie the estimate count. Julie needs to let them know about food count by November 1st.

Maureen also suggested that we have a program brochure with the board members and the structure of the WLN for advertisement.

Julie will work on the evaluation form.

Vicki Hulback and Judy Kintner, Janet Levy, and Kristin from Carthage will bring poster presentations. Sue stated that there are tables and easels for us to display. April also asked if we could have an easel for the advertising for WLN and what size poster she could put on it.

Registration numbers we have 60+ and we have the magnets, chip clips and table cloth for the table. We will need a registration table and membership table and we will have brochures. We will have the affiliation certificate and advertising for the membership. Raffles will be at the back of the room and Bob has the raffle ticket. April will have a list of the names for the IPAD mini and choose prior to the meeting.

Julie asked if we are giving out any certificates for the participation for the poster presentations. It was suggested that we just put their names in the brochure.

Suggestion was made that we make a formal platform for poster presentations. Frank suggested that we add this to our next meeting for the agenda.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Add names in the agenda

Suzanne

ASAP

Mock up of working day agenda

Sue Mours

ASAP

DISCUSSION

Scholarship Report

There were 169 for traditional scholarships, and 10 for Bader, which were reviewed. 8 were chosen and are in Nancy's report, the Deaconess, and letters were sent to them for RSVP's and we are awaiting responses. Bob will confirm their responses and touch base with the school to be able to get the monies to the schools. April was asked about the RSVP forms but there was two responses to date. April will forward anything regarding scholarship on to Nancy. Nancy also stated she will continue to vet the 169 applicants if she is contacted by Anthem.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Calls to Nursing schools financial offices

Bob

ASAP

Maureen will contact Eileen regarding advertising for Bader

Maureen & Eileen

ASAP

DISCUSSION

Membership Report

Eileen was not on the phone for the meeting so this will be set-aside until the next meeting.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

WLN Brochure

April/Eileen

ASAP

DISCUSSION

Marketing and communications Committee

Bob spoke about the website and stated that the current website is extremely hard to maneuver. Also the NLN website is limiting as well. Bob spoke that it's not easy to get things done as well. Bob has worked with a different system that is extremely user friendly and universal. Maureen stated one of the challenges with the site is that we do want to have all our information and the links for signing up for scholarship, etc. but it's not turned out that way. Bob when asked stated that the cost if 19.99 a month and if we pay the fees yearly we would get 2 months free. Maureen stated that we need to move forward with this type of structure. Maureen is

requesting that Bob work up the site and he stated that he could to do a mach up for website and he will bring back to us to review. Judy motioned that we move forward with this mach-up and Frank seconded it and the motion carried.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Nominations Committee	
Vicki – according to Raget we have 62 active members. She is also stating that having the “nurses day at the capitol” will put out our name there as well. Vicki will get with Bob and see what she needs to do to get photos out there. Nothing more for nomination also. There is a list of active members in our email.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Wisconsin Center for Nursing Report to WLN & ANEW	
November 17 th Judy may		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ANEW MEETING	Diane and April will attend	Oct. 5

DISCUSSION	Old Business	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Summit Summary	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Adjourn: Adjourned at 7:30pm Suzanne motioned to adjourn and Vicki seconded it.

Next Meeting: November (April will send out doodle poll)