

# Wisconsin League for Nursing – Date: June 21, 2017

## MINUTES

<b>MEETING CALLED BY</b>	0828 by Suzanne Williamson
<b>TYPE OF MEETING</b>	Board Retreat at I-MET center Sturtevant, Wisconsin
<b>FACILITATOR</b>	Suzanne Williamson
<b>ATTENDEES</b>	Attendees: Jennifer Kowalkowski, Cheryl Petersen, Julie Teeter, Nancy Stuever, Maureen Greene, CherieTenfel, Sheryl Scott, Linda Matheson, Jacquelyn Griesbach, Susan Mours, Suzanne Williamson Via phone: Excused: Diane Skewes (resignation as of today), April Folgert, Vicki Hulback, Absent:

### Agenda topics

<b>DISCUSSION</b>	Introductions	
	Welcome to all!	
<b>CONCLUSIONS</b>	Please do your best to communicate if you are not able to attend meetings. As a volunteer organization, every amount of time and talent that is shared is valuable and appreciated.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Use the NLN constituent league activities calendar to guide the work of WLN		
Eileen is working with Vicki to transition and build the new website.		pending
<b>SPECIAL NOTES</b>		

<b>DISCUSSION</b>		
	Motion by Maureen G., seconded by Nancy, all approved.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Need to find out how to get minutes published on the WLN website	Suzanne, Jacquelyn	
<b>SPECIAL NOTES</b>		

DISCUSSION	President's report	
	<ol style="list-style-type: none"> <li>1. Reports, conflict of interest forms</li> <li>2. Bylaws               <ol style="list-style-type: none"> <li>a. Bylaws are from 2013. Maureen Greene revised bylaws within the past 6 months. Need to have these approved by the board, then send to NLN, then to general membership.</li> <li>b. Bylaw revisions reviewed. Revisions: Article IV, section 2, last sentence. Concern about anniversary dates of members and lack of ability to effectively track these dates. Data base (Ragic) does not have that capability. Method needed for this tracking. No auto renewal notices are sent.</li> <li>c. In subsequent years, dues shall be payable in either April or October depending on when membership commenced. Strike last sentence.</li> <li>d. Article VII, section 12, compensation. Approved</li> <li>e. Article VIII, section 1, method, sec 2 votes (approved).</li> <li>f. Article IX, section 6. Administrative assistant – title changed from executive assistant (approved). Additional discussion - Who should be able to hire or fire the administrative assistant– not the executive committee alone. Should be the whole board involved in the decision.</li> <li>g. Article IX, section 8. Will accept the suggested revision of the word “member” before director. Need to do a search throughout the document to make sure the word “member” is inserted before “director” as appropriate to be in alignment with the NLN Constituent League uniform bylaws. Motion and seconded (Maureen, Nancy). Approved.</li> <li>h. Article IX, section 9. Delete the words “officer director committee” (approved)</li> <li>i. Article XI, section 3. Delete “member” before directors, “directors” after officer(s) (approved)</li> <li>j. Motion Maureen G. to approve revisions as discussed. Seconded by Cherie T.</li> </ol> </li> <li>3. Review of WLN board roster               <ol style="list-style-type: none"> <li>a. Discussion regarding terms of directors and how to avoid everyone's terms ending at the same time. Want rolling three year terms. If someone leaves early, then a member who steps in to replace the individual will finish out the amount of time left in that term. In the director position, individuals can move around to a variety of responsibilities – membership, programs, marketing/communication, scholarship. Because of Diane Skewes' resignation from the board, need to appoint a member to the nominations committee and will need to identify a director who will chair the committee.</li> </ol> </li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Those who have not sent reports need to send them to Suzanne.		
Send conflict of interest of forms to Suzanne.		
Need to do a search throughout bylaws to make sure that the word “member” is inserted before the word “director”.	Suzanne, Sheryl	
Suzanne will update the roster.	Suzanne	
Need to appoint a member to nominations committee	Table until August meeting	
Need to determine who will be the chair of the nominations committee	Table until August meeting	
Need rep for WCN (Wisconsin Center for Nursing) and WNC (Wisconsin Nursing Coalition)	Table until August meeting	
SPECIAL NOTES	Suzanne approved minutes, Maureen seconded. All approved.	

DISCUSSION	Treasurer Report	
	<ol style="list-style-type: none"> <li>1. Finished 2016 at a deficit of \$8283.24 due to the funding of people who went to the NLN summit. Also had extra costs for administrative assistant(s) during 2016. Intent of investment dividend is to fund the attendance of the NLN summit. Need to monitor funds in months prior to the summit.</li> <li>2. Review of investment fund options. Currently money is in a safety fund. Discussion about diversifying funds a bit. Maureen (motion made) would like permission to investigate diversifying WLN investments, seconded by Julie. Approved by all.</li> <li>3. Use the invoice and expense sheet for personal expenses related to the board (found on the google drive in the forms section).</li> <li>4. Maureen made some strategic plan changes</li> <li>5. Spring conference – 100 attendees. Net \$2602.54, split in half with the Illinois League for Nursing. Maureen motion to send the check for half of revenue (\$1301.27) to Illinois, seconded by Susan. Approved.</li> <li>6. Discussion of revenue and expenses, historical and proposed. Working document for everyone to study and consider in preparation for 2017 activities. Proposed budget is in deficit.</li> </ol>	
CONCLUSIONS	<ol style="list-style-type: none"> <li>1. Motion by Maureen, seconded by Julie. Approval for payment of tax accountant in the amount of \$1773.50 for services rendered in 2016.</li> <li>2. Concerns about cost of accountant's services for our organization. Would like to get bids. Susan Mours will contact Jennifer Pine. Maureen also has other possible contacts.</li> </ol>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look at budget proposal and discuss at August meeting	All	August 2017 board meeting
Send CPA referrals to Maureen for bids	All	August 2017 board meeting
Treasurer's report minutes approved by all.		

<b>DISCUSSION</b>	Programs Report
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<b>CONCLUSIONS</b>	
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<b>CONCLUSIONS</b>	
<ol style="list-style-type: none"> <li>1. Spring program review - first ever joint meeting with Illinois League for Nursing. Parking was a concern, but nothing different that could have been done. Good attendance.</li> <li>2. Fall conference plans. Dr. Jean Nagelkerk called in and spoke about her plans for her presentation. <ol style="list-style-type: none"> <li>a. Hoping to be able to offer CEUs. Would like to do it digitally. Will go through WNA via WCTC as the provider of the CEUs.</li> <li>b. Want to get information on the new website, but concerns about timing and the registration links because the new website goes live 8/1/17. Jacquelyn will follow up to make sure the links in the poster flyer are working and the affiliations of the speakers are included.</li> <li>c. Honorarium - \$75 per breakout session, \$250 keynote</li> <li>d. Vendors – contact is being made by April F. Hoping for ones that support nursing education. Consideration should be given to increasing the cost for the vendor table.</li> <li>e. Posters – consider giving certificate to each presenter.</li> <li>f. Raffle baskets – board members can contribute to a basket or provide a basket. Susan will create a google doc with a list of suggested items</li> </ol> </li> </ol>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
F/U with Ann Cook at WCTC regarding CEUs and any questions about the checklist	Susan M	August board meeting
F/U with Eileen and Vicki on website and save the date information	Jacquelyn	
Vendors	April	August board meeting

<b>DISCUSSION</b>	Membership Report
<ol style="list-style-type: none"> <li>1. Current membership 86</li> <li>2. Recruitment is ongoing</li> <li>3. Information is in Ragic – everyone has access, but only Eileen has editing rights at this time</li> <li>4. G-mail account is being monitored by April F.</li> <li>5. Discussion regarding membership, ideas for increasing membership</li> <li>6. Need to determine who the NLN ambassadors are and work with them to improve recruitment efforts</li> <li>7. Consider member only benefits</li> </ol>	

<b>CONCLUSIONS</b>	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Member only access to certain areas of the website	Jacquelyn	
Cherie to work with Vicki		
Need to determine who the NLN ambassadors are and the NLN affiliated schools	April	August board meeting
Section minutes approved.		

<b>DISCUSSION</b>	Marketing and Communication		
	<ol style="list-style-type: none"> <li>1. Simulator company (CAE) will have a simulator available at the conference</li> <li>2. Marketing items – would like to order items soon so they are available for the summit and the fall conference</li> <li>3. Logo criteria must be followed – logo on google drive. NLN website also has specific guidelines to follow</li> <li>4. Facebook page – Jacquelyn will need to contact Eileen for administrative access</li> </ol>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Jacquelyn will work with Eileen regarding Facebook access	Jacquelyn		
Jacquelyn will investigate possible marketing items for purchase	Jacquelyn		
Concern about conflict of interest between simulation companies and possible scenario that will be presented during the session	April and Vicki		
Section minutes approved.			

<b>DISCUSSION</b>	Scholarship Report		
	<ol style="list-style-type: none"> <li>1. Currently in the midst of the scholarship cycle. Deadline was June 30, but will be extended to July 31.</li> <li>2. Number of applicants are down. Discussion regarding the reasons why. Discussed various ideas of how to get information to students. Recommend another mailing coupled with the extended deadline to July 31.</li> <li>3. Scholarship applications will be reviewed in August and September.</li> </ol>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Jacquelyn will follow up regarding problem with link on website that requires applicant to click through two screens before they reach the application form	Jacquelyn		
Deadline to be republished	Jacquelyn		
Section minutes approved.			

<b>DISCUSSION</b>	Strategic Plan		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>DISCUSSION</b>	Nominations Report		
	<ol style="list-style-type: none"> <li>1. Need lead person to oversee the nominations committee</li> <li>2. Next election in 2018 will be for president-elect, director, and nominations committee (4 people)</li> <li>3. Nominations will be closed in February/March, with an announcement in April 2018 of final results.</li> <li>4. Plan to have Suzanne make an announcement at the fall conference about open positions for the 2018 election.</li> <li>5. Announcement about open positions will be added to the program flyer at the fall conference.</li> <li>6. Section minutes approved.</li> </ol>		

<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>DISCUSSION</b> Wisconsin Nursing Coalition Update		
Susan Mours reported on the last meeting which included discussion regarding recent workforce survey. Concerns about need to increase diversity in nursing education. Also concerns about aging nurse educator workforce. Jenn K. will be the new representative for the WLN at WNC.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b> Wisconsin Center for Nursing Update		
No report available. Jenn K. offered to be the liaison between WLN and this group.		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Jenn K. also offered to send minutes from the board of nursing meetings to WLN		

Adjourn: 1409

Next Meeting: August 16, St. Francis Hospital

Respectfully submitted,

Sheryl Scott