

Wisconsin League for Nursing – Date: June 5, 2018

RETREAT MINUTES

MEETING CALLED BY	April Folgert
TYPE OF MEETING	Annual Retreat
FACILITATOR	April Folgert
ATTENDEES	Sheryl, Maureen, April, Chris V., Julie, Suzanne, Chris S. By phone: Emily H.

DISCUSSION	Agenda for the day approved

DISCUSSION	NLN/WLN Mission and Values
	<ul style="list-style-type: none"> • Discussion and overview

DISCUSSION	Icebreaker
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- Introductions, hobbies, how we got to the WLN

DISCUSSION	Bylaws discussion
	<ul style="list-style-type: none"> • Need to make sure our board member turnover does not all occur at the same year

DISCUSSION	President-Elect Report: April Folgert
	<ul style="list-style-type: none"> • Happy to hear that Emil Herbert has decided to join the Nominations Committee as director • Advertising in The Wisconsin Nurse – next edition in July will have a save the date for our fall conference • Could we advertise in Nursing Matters? • Future meeting location – August meeting in Fond du Lac at Marian. Will continue to discuss options in the future. Possible locations: Ascension outpatient center in Tosa, Wisconsin Lutheran College, St. Francis Hospital • NLN summit – April and Maureen will be funded through WLN.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Could we get access to the paper since we are advertising in the paper? 	April	
<ul style="list-style-type: none"> • Find out advertising cost for Nursing Matters 		
<ul style="list-style-type: none"> • Should also connect with Nancy and Linda regarding advertising scholarship information in publication 	Trish	

DISCUSSION**Board Member Show and Tell**

- Emily – Nominations: Extensive discussion regarding board positions. New member will be joining the nominations committee (Ashley Hurst). Working on recruiting open positions, but will work on appointment for open positions now until we can add them to the ballot for next election. Need to think about those positions that will be opening in 2019 (director of programs, treasurer, director/co-director of scholarships). Emily will be appointed to co-director of programs to work for one year with Julie and then be eligible for the ballot for treasurer position in 2019. Maureen will mentor Emily in the coming months. For right now need to appoint: co-director scholarship and co-director of programs to be appointed to learn the roles because the two scholarship directors are leaving in spring of 2019. Also need to appoint chair of nominations.
 - April – President:
 - Mission, vision, bylaws
 - Encourage directors' roles (support and accountability)
 - Primary signatory
 - Archive materials
 - Preside at meetings
 - Complete agenda
 - Chair executive committee
 - Monitor public policy (WCN, WNC)
 - File annual report
 - Sheryl – Secretary:
 - Document minutes at each meeting
 - Maintain minutes in google drive – suggestion to note minutes as DRAFT until approved at next meeting
 - Other duties as assigned
 - Judy – President-Elect:
 - Monitor WLN email
 - Solicits and coordinates vendors for fall conference
 - Covers in the absence of the president
 - Learns role of president
 - Strategic planning
 - Annual report
 - Other duties as assigned
 - Maureen – Treasurer:
 - Fiduciary responsibility
 - Signatory
 - Checkbook
 - Investments – bank account TCF, Deutsche
 - Taxes
 - 990-N – need to complete as a non-profit organization
 - Workers Compensation – we should no longer need to have this since we do not have any employees
 - Liability insurance
 - Annual report
 - Budget Year to Year Comparison
 - Julie – Programs:
 - Plan fall and spring programs (includes vendors, venue, speakers and honorarium, caterer, CEUs for fall, posters, baskets)
 - Nominations:
 - Establish relationships with members
 - Develop/communicate call for nominations
 - Develop and distribute ballots
 - Recruit for nominations
 - Calculate ballot and announce results
 - Collaborate with membership director
 - Marketing and Communications
 - Keeper of the promotional materials
 - Promote conferences and membership
 - Administrator of Facebook page
 - Website maintenance
 - Final formatting/creation/printing of programs for conferences
 - Communique creation and distribution
 - Membership
 - Payment due trigger alerts (work with consultant)
 - Monitor membership renewal
 - Increase membership
 - Maintain membership list
 - Collaborate with marketing to increase membership
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- Member engagement
- Explore member benefits
- Increase diversity

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Need to get more representation from baccalaureate programs ● Need to map out terms and rotations for better staggering of positions 	<p>April and Sheryl</p> <p>Board at next meeting</p>	

DISCUSSION	Fall conference	
<ul style="list-style-type: none"> ● Survey was done – request for conference topics: top items were test writing and academic integrity ● Look at four breakout sessions ● Theme for fall conference: Academic Integrity ● Discussion about possible speakers ● Call for abstracts needs to be sent out ● CEU application process needs to be done as well ● Raffle tickets for baskets – Maureen will do 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● April will contact Nurse Tim about possible speakers and to find out if a subscription to webinars is available for an organization like WLN ● Need to send out call for abstracts for posters 	<p>April</p> <p>Julie will send out through ANEW, ambassadors, WLN members</p>	

DISCUSSION	Other things that need updating	
<ul style="list-style-type: none"> ● WLN information brochure ● Board member information on website 		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>April to contact Trish regarding updating of WLN brochure</p> <p>April to meet Trish regarding updates for website</p>	<p>April</p> <p>April</p>	

Respectfully submitted,

Sheryl Scott, DNP, RN, CNE