

# Wisconsin League for Nursing – Date: 2/21/18

## MINUTES

<b>MEETING CALLED BY</b>	Suzanne Williamson
<b>TYPE OF MEETING</b>	Board
<b>FACILITATOR</b>	Suzanne Williamson
<b>ATTENDEES</b>	Person: Suzanne Williamson, Cherie Tenfel, Vicki Hulbach, Nancy Stuever, Julie Teeter, Cheryl Petersen, Phone: April Folgert, Kris Voigt, Susan Mours, Linda Matheson, Amanda Schenk Excused: Sheryl Scott, Jacquelyn Griesbach, Emily Herbert, Maureen Greene Absent: Jennifer Kowalkowski

### Agenda topics

<b>DISCUSSION</b>	Secretary Report: Suzanne Williamson for Sheryl Scott
Call for approval of January 17, 2018 Minutes. Motion made and seconded to approve: Unanimous approval.	

<b>DISCUSSION</b>	<b>President's Report: Suzanne Williamson</b>	
<ul style="list-style-type: none"> <li>CL Annual Report submitted by 1.31.18 deadline.</li> <li>Bylaws revision to go to NLN BOD in March, 2018.</li> <li>Nurses Day at the Capital: Sheryl Scott will work the WLN booth on 3.1.18, will receive marketing materials from Vicki to Nancy. Will submit \$300 fee and complete reimbursement and submit to Treasurer.</li> <li>Have not moved forward with removal of member Jennifer Kowalkowski..need to read bylaws for process and language. She will be going off board in April with transition, but should still draft letter.</li> <li>Abstract on <b>IntercolLEAGUEate Collaboration: Two States, One conference</b> not accepted per Carmella.</li> </ul>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Removal letter for Jennifer Kowalkowski .</li> </ul>	Suzanne Williamson	April meeting

<b>DISCUSSION</b>	<b>Treasurer Report: Maureen Greene</b>
<ul style="list-style-type: none"> <li>Maureen on vacation. Deferred until next meeting March, 2018. Meetings for 2018/2019 TBD with new leadership.</li> <li>Greater Milwaukee Foundation confirmation letter needs to be completed by Suzanne And Maureen to continue with receiving funds.</li> </ul>	

### CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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<b>DISCUSSION</b>	<b>Programs Report: Susan Mours &amp; Julie Teeter</b>	
<ul style="list-style-type: none"> <li><b>Speaker:</b> Dr. Jane Paige confirmed for 4/25/18. Requested her meal choice. She is very appreciative of the \$250 honorarium.</li> <li><b>Venue:</b> Will work with facilities at GTC on room arrangement and technical support. I do need</li> </ul>		

the exact amount of people we can accommodate (90?) GTC will provide water, coffee and paper cups. WLN needs to purchase tea and coffee.

- **Contract:** Suzanne and Carm need to complete the co-sponsored agreement document.
- **Catering:** Final count needed a week before April 18, 2018. How many extra meals does the board want me to order, approximately 5. Vicki will provide #'s to Julie at one week out. Vicki will pay for up to 5 additional meals for staff who will be facilitating at Inspire Center.
- **Desserts:** Who will be purchasing cake or cupcakes, Susan Mours will purchase cupcakes.
- We will also need creamer and tea.
- **Marketing:** Flyer looks great. I have distributed it to UWM and Edgewood college.
- **Other marketing:** Jeremy to put flyer on Fb page, Vicki sent to ANEW, Members to send to their schools & contacts. Suzanne will send to Wisconsin Nursing Coalition.
- **Fall Program date** at WCTC is Friday November 16th, 2018. Suggestion to make a “save the date” card to place at table settings. Suggestion 3 D printer.
- **Jane** needs clipped microphone and will have powerpoint slides.
- **Agenda:** Suzanne will create with welcome for new members and introduction for speaker.
- Could Jodene and Vanessa be there to show off the new sim center? Tour and open house is from 5p-6p, Dinner & Program 6p-7p.
- **Plants for centerpiece** with sticker on chair is winner.

**CONCLUSIONS**

Plans are moving forward for spring program

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

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| ● Contract with ILN                                    | Suzanne & Carmella | March Meeting |
| ● Ask ILN to work registration and develop evaluation. | Suzanne            | March Meeting |

**DISCUSSION**

**President-Elect Report: April Folgert**

- No Report at this time. Discussion as to where to hold monthly board meetings. NLN suggests rotate meetings to different schools of nursing. Students could be invited, tables could be displayed and hosted by the school/students. Faculty invited.

**CONCLUSIONS**

April will send out a survey monkey for future dates and locations

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

**DISCUSSION**

**Nominations Report: Jennifer Kowalkowski and Cheryl Petersen**

- **The following timeline was previously agreed upon for nominations:**
- January 5<sup>th</sup> – Send out call for nominations via email, Facebook, and Instagram (weekly reminders will be sent by email thereafter)
- January 26<sup>th</sup> – Close nominations
- February 22<sup>th</sup> – Send out ballot
- March 8<sup>th</sup>– Close voting
- March 12<sup>th</sup>-18<sup>th</sup> – Notify new board members
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- **The call for nominations resulted in the following nominees:**
- **President elect (1): 2018-2020**
- · Judy Kintner (Corvel, Marquette University)

- **Directors (3): 2018-2021**
- · Patricia Flannery (Carthage College)
- **Nominations Committee Members x 4 (2018-2019)**
- · Christina Sima (Gateway Technical College)
- · Kristine Voight (Gateway Technical College)
- **In process:**
- As written in the strategic plan, we will plan to send out a survey to members of ANEW (administrative group for WI nurse educators) to request feedback regarding how the Wisconsin League for Nursing can best serve nurse educators. Vicki Hulback has kindly volunteered to send out a survey to ANEW on behalf of WLN once it is compiled. Kris Voight has agreed to spearhead Nominations Committee efforts to compile this survey to send out to Wisconsin faculty. We would like to request input at the next faculty meeting for items for the survey.

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Send Ballot out tomorrow.</li> <li>• Develop a needs survey to send out via ANEW and NLN Ambassadors list.</li> </ul>	Cheryl Petersen	2/21/18

<b>DISCUSSION</b>	<b>Marketing and Communication Report: Vicki Hulback and Jacquelyn Griesbach</b>	
	<ul style="list-style-type: none"> <li>• Communique' completed, consensus is to send out as soon as possible.</li> <li>• Vicki going off the board in April. One Director position (out of 3) coming on board. Jeremy will need to have a steady contact on board. To be determined.</li> <li>• Suggestion to offer several short educational opportunities throughout the year. Larger event during summer or Saturday. Will add a specific question to needs assessment survey to go out to ANEW and other contacts.</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Vicki and Jacquelyn will publish in next week	Vicni & Jacquelyn	7-10 days

<b>DISCUSSION</b>	<b>Membership Report: Cherie Tenfel</b>	
	<ul style="list-style-type: none"> <li>• Draft letter to new members (6). Sent out during meeting.</li> <li>• Cherie will be sending out renewal notices for April membership and program.</li> <li>• She will develop a work request for Jeremy to set up auto renewal with payment.</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Letter being drafted during meeting Work request for Jeremy to set up auto renewal and payment for membership.	Vicki Hulback Cherie Tenfel	ASAP ASAP

<b>DISCUSSION</b>	<b>Scholarship Report: Nancy Stuever</b>	
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<ul style="list-style-type: none"> <li>• Maureen and Nancy met with Helen Ramon, revisions include: No cost extension to December 15, 2018 that will require WLN to directly contact 7 schools that offer some form of a gerontology program. Offer each of the schools (2) \$2500 scholarships. Whatever is left over, will go towards certification.</li> <li>• Bader application still live on website.</li> <li>• Call for traditional scholarships begins end of March.</li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Nancy will write the letters to the Dean or Program Directors and financial aid.	Nancy Stuever	Mid March, 2018
Proposal back to Helen Ramon end of February.	Nancy Stuever	End February, 2018

<b>DISCUSSION</b>	<b>Website/Media Needs</b>	
<ul style="list-style-type: none"> <li>• Call for scholarships.</li> <li>• Program Flyer</li> <li>• Call for Scholarships/Application end of March through end of July.</li> <li>• Needs to revamp application.</li> <li>• Set up database in Homestead.</li> <li>• Discussion on unsolicited scholarship rep "reveys.com". Nancy recommends not moving forward.</li> </ul>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Application revision	Nancy Stuever	March, 2018
Will not move forward with reviews.com	Suzanne Williamson	ASAP

<b>DISCUSSION</b>	<b>Wisconsin Center for Nursing Report and Wisconsin Nursing Coalition: Jennifer Kowalsowski</b>	
<ul style="list-style-type: none"> <li>• No Report</li> </ul>		
<b>CONCLUSIONS</b>		
Adjourned 0720.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>