**Date:** 7/11/2019

**Time:**  11:30-1:00

**Location:** Teleconference

**Recorder:** Pat Olson

**ATTENDANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **Present?** | **NAME** | **Present?** |
| **Renee VandenBusch** | **X** | **Cecile Pohl** |  |
| **Jessie Kois** | **X** | **Cindy Schaefer** | **X** |
| **Sarah Schmitz** | **X** | **Jean Doty** | **X** |
| **Chris Mol** |  | **Nicole Meighen** | **X** |
| **Melanie Rivet** | **X** | **Nicole Kalscheur** |  |
| **Wendy Darm** | **X** | **Cindy Groves** | **X** |
| **Ward Evenson** | **X** |  |  |

**AGENDA TOPICS**

| **Topic (Lead)** | **Notes** | **Action items** |
| --- | --- | --- |
| 1. **Call to order and attendance (Renee)** | Meeting was called to order at 11:32 AM |  |
| 1. **Secretary Report (Nicole Kalscheur)** | The secretary’s report of the minutes of the May 9th, 2019 meeting have been approved via email and posted on the website. [https://wsaohn.nursingnetwork.com/](https://urldefense.proofpoint.com/v2/url?u=https-3A__wsaohn.nursingnetwork.com_&d=DwMGaQ&c=S45CfGgG2DnJufDl2zQlS5Cx3WZzz2VHifJShPcdcR4&r=v-ES0iZegVRCMILkoJsiTYZYWgjyUFHsinxHyc_mPN0&m=KKJTvhguGABabvIabfNKIwDeHK8gOfe0RLoPA4mbKr8&s=ycdAEj_yxz534r9jt4wffNpY76H8mfodc8roIFsnORw&e=) |  |
| 1. **President Report (Renee)** | CEU opportunites update sent last month. If anything missing, contact Renee. Message from new AAOHN president Barb Maxwell, highlights of her message touched on the topics below.  We cannot forget our history, we need to reflect upon our past, but not live there. Times have changed. We have to take a proactive progressive way to grow our membership and meet membership needs. Her focus: multi-generational membership, retaining current members, procuring new members. Guide our profession, produce standards and continue to lead.  National financials: As of March 31, 2019, total expenses were $427,665 and total revenue was $1,442,307, showing a net gain of $994,642 of revenue over expenses. As of March 31, 2019, total assets including all investments, cash, liabilities and revenue received year-to-date (YTD) amounted to $3,678,565.  The 2019 National Conference in Jacksonville was a success bringing in registration numbers of 1,029 bodies onsite. As of March 31, 2019, annual conference income made up 56% of YTD revenue. The second highest revenue category as of March 31, 2019, was membership dues, comprising 40% of AAOHN’s revenue.  The largest expense category as of March 31, 2019, was operations related expenses at 46% of total expenses. The next largest expense category as of March 31, 2019, YTD was conference expenses, at 40% of total expenses.  As of March 31, 2019, AAOHN had 3,582 members, excluding 696 student members. In March 2018, AAOHN had 3,742, excluding 842 student members.  Renee sent the results of the WI Occupational health nurses survey out to all who were sent an initial survey. Of the 139 surveys sent 51 were returned. Email responses have been collected as received. The major theme was the importance of continuing education and difficulty to attend meetings/ goal to provide more access. Renee initiated a continuing education team and is waiting for volunteers. Perhaps we could do educational offerings at key areas across the state to offer more educational offerings.  To date we have 2 local chapters that have made the brave but difficult decision to dissolve and immerse into the state chapter. We have two chapters (NE and SE) who are working out the decision with their members. By the end of calendar year 2019 we should have a clear picture of the demographic of our groups going forward. Renee would like to discuss next steps for our WI chapter to take to welcome these members and try to meet the needs of all of our members later in the meeting. |  |
| 1. **Treasurer Report (Chris Mol)** | Sent to group in early July. Chris on vacation and not able to join today but in his report he states he plans to have an accountant review the books prior to the August meeting. He does remind us we need to find a mechanism to track and collect from non-National members.  One new member from Ascention in Kenosha per Renee.  Group to think about upcoming CD which comes due in Sept. Recommendations from Chris: Allow CD to mature and roll into checking account. Will then be available for new treasurer to open new account. | Determine what to do with CD that matures in Sept 2019 |
| 1. **Director Reports** | Each report submitted and posted to website  **South Eastern (SE)**-next meeting will discuss outcome of decision to stay or dissolve  -Dinner meeting May  -Matching scholarships for MWROHN-2 + additional scholarship for member  -Conference hosts  - lost nonprofit status temporarily due to lack of submission  **Northeast (NE)** -no clear plan for maintaining group. Changed bylaws and board. Elections coming at end of year. Laptop purchased for secretary.  **Western (W)**-board meeting June –voted to dissolve local chapter. Descisions on local treasury-use to send members to conference, some donated to education committee for speaker fee and an AAOHN Foundation gift.  **South Central (SC)** -no meeting since last BOD meeting. 8 people being sent to conference. Dissolving at end of year. | Sarah to send Jessie the list of names of those members who may use scholarship from Western |
| 1. **Committee Reports** | **Nominations-**sent email to Eric at Bufflehead. Ballot runs through tomorrow and committee will go through them and results will be sent to Renee. Renee will contact each candidate to get their acceptance.  **Awards-** Have anAwardee for Medique and WSAOHN Leadership & Mentoring Award choosen. Member from each chapter tapped to help determine winners. Poster submissions (2) received. Had planned to explored using electronic submission on poster submission votes but since there are only 2, they will use paper. Scholarships sent from NE, SC and SE. Recommending that the state reciprocate and award 1 scholarship to a member from each of these chapters  **Education-**17 people registered for conference and 8 exhibitors and 1 diamond sponsor who is sponsoring a speaker. Medique is registered and communication was sent to them that they are registered. Agenda on the website. Continuing to get exhibitors and registration. Renee believes the website is showing that exhibitor option is stating it is notavailable. Hotel code had by hotel, just ask when registering. Help needed: moderating rooms, introducing speakers, reminders for housekeeping. Hosting committee will be asked, but if anyone would like to help contact Jessie/Sarah. Need someone to take photos-award winners (after signing release). Melanie R has volunteered to take photos. Jessie will contact Melanie to let her know what photos she wants. Website question: does conference go until 2:30 or 5? Waiting for confirmation from last speaker. Per Sarah, last speaker will end at 3:30 or 4. Melanie asks about bags for stuffing, Cindy Schaeffer will talk with Melanie about the bags. Cindy S asks if there will be a communication about the agenda being posted. Sarah will push out a communication to membership. Reminder early bird registration ends July 28.  **Website**-all questions have been about the conference, Nicole working with Jessie to answer these. | Sarah will look into why exhibitor link on website is not working properly  Jessie contact Melanie Rivet to discuss photos for conference  Cindy Schaefer will put a communication together and send it out. |
| 1. **Old Business** 2. **(Renee)** | **Goals progress:**  **Chapter Challenge-Renee’s ideas to get members involved**   * + - 1. 1.New representation/ways for members to get involved   **Education Committee**-Christine Hawley has expressed interest once SE dissolved. Renee will reach out to Western. To do both local & conference offerings. Provide list of tasks (sign up genius). Delineate tasks. Good communication tool.  **Financial committee**- Could help the treasurer with new tasks. Break tasks down into small chunks.  **Directors at large**-representation from all geography. AAOHN has published a bylaws kit. Cindy Groves & Renee believe bylaws update can wait until next year when we have the decisions of the 2 chapters that have not made decisions yet.  **Mentorin**g group  **Marketing**-currently we have 2 websites for WSAOHN, one on the AAOHN website and our nursing network WSAOHN site. Do we use the AAOHN site or keep our current nursing network website? Nicole spending < 1 hour to maintain the current website. If we maintain a presence on the AAOHN website Renee would like to add the cost to join each chapter. We will need to decide on this number for each chapter. Which would the group like to use?  Jessie proposed to keep both but have the AAOHN one link to our site. BOD determined this is the idea that we will go with.  A Marketing committee could be developed to update website for WSAOHN. The committee could be tasked with developing a marketing plan to nurses & businesses.  Could a booth be used at the conference to communicate with attendees so they could sign up for a committee?  **Conference Scholarships**-many have been received. No questions from the group. Jessie reports the registration from scholarships are going well especially if she is copied on the notification to the scholarship winner. In the future, we can create a coupon code that scholarship winner can use when registering for conference.  **Member Engagement**-Cindy Schaefer leading calls with the presidents. Renee thinks this has been helpful especially during the chapter challenge. Group will determine how this evolves in the future.  **BOD orientation**-could pieces be used at the WSAOHN table? Pat to send Renee an updated copy. |  |
| 1. **PNew Business (Renee)** | Bylaws Review-push off until 2020.  Onsite employee health seminar is looking for speakers for next conference in January 2020. Renee has received a communication from business research intelligence and asks if anyone has heard of group. The group appears to be legit and looking for speakers. Renee will forward the email to the BOD. Send to anyone else that may like it.  Next Meeting-Sunday night before the conference-no formal meeting but informal meeting around 6 PM to help out with last minutes needs.  Proposing January 17 2020 – Sarah will check with The Wilderness Conference Center to confirm availability. Renee will send date once confirmed.  Meeting ajourned at 12:36 PM | Renee to forward email from Business Intelligence Research to BOD.  Sarah to check on conference center availability for January 2020 F2F meeting. |

**ACTION ITEMS**

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| --- | --- | --- | --- |
| **ITEM** | **OWNER** | **TARGET DATE** | **STATUS** |
| **See above** |  |  |  |
| **Send Jessie the list of names of those members who may use scholarship from Western** | **Sarah Schmitz** |  |  |
| **Determine why exhibitor link for conference on website is not working properly** | **Sarah Schmitz** |  |  |
| **Contact Melanie Rivett to discuss photos for conference** | **Jessie Kois** |  |  |
| **Develop and distribute a conference announcement and send it out.** | **Cindy Schaffer** |  |  |
| **Send Renee an updated copy of the BOD orientation slide deck** | **Pat Olson** |  |  |
| **Forward email from Business Intelligence Research to BOD** | **Renee VandenBush** |  |  |
| **Check on conference center availability for January 2020 F2F meeting.** | **Sarah Schmitz** |  |  |

**PARKING LOT**

|  |  |  |
| --- | --- | --- |
| **ITEM & OWNER** | **DATE ADDED** | **ACTION** |
| **CD / Incoming treasurer** | **7-11-19** | **Determine how to invest money in the CD** |
| **Welcome & engagement of incoming members of local constituencies dissolving at year end.** | **7-11-19** | **Develop plan to engage new members into WSAOHN and BOD** |
| **Scholarship coupon/Education chairs** | **7-11-19** | **Develop scholarship those awarded can use when registering for conference** |