



BOARD MEETING AGENDA & SUMMARY

MISSION: As a state association of ANA, exists to promote the practice, development and well being of NH nurse through education, empowerment and healthcare advocacy.
VISION: Cultivate the transformative power of Nursing.

Date:	November 20, 2017	Start / End Time:	5:48 p.m. – 7:59 p.m.
Location:	NHNA Office	Chair (facilitator):	Bobbie Bagley/Carlene Ferrier
Purpose:	Board Meeting	Recorder:	Pamela Kallmerten

BOARD MEMBERS AND GUESTS:

Bobbie Bagley	Carmen Petrin	J. Widmer, ED
Carlene Ferrier	Kristine Hering	
Barbarajo (BJ) Bockenbauer	Dana Mott (absent)	
Pamela Kallmerten		

MEETING AGENDA & MINUTES:

Agenda Topic/Link to Mission and Vision	Discussion Summary	Action / Follow-Up	Responsible Person(s)	Due Date
Welcome/President remarks	B. Bagley and C. Ferrier	N/A	N/A	N/A
Additions/New Business –	<ul style="list-style-type: none"> AMA Position on APRN practice Request for assistance to Cuba 			
Approve Minutes	October minutes reviewed. K. Hering motioned to accept as written and seconded by C. Ferrier. All in favor unanimously. Motion carried			
Q & A on the ED Report	Relative to the services that we are exploring, K. Hering asked for clarity. To be addressed later in the meeting. B. Bagley will reprise her presentation for the Legislative Town Hall Forum. Fee structure for the student presentation in the spring to be revised. Slight increase for exhibitors with a slight reduction for sponsorship will be noted.	J. Widmer will secure more representation from long term care in addition to acute care facilities at the student conference.	J. Widmer	
Bylaws Update	The revised document has been currently uploaded to our website. C. Petrin received an email from a representative from the ANA	The policy manual needs to be updated. Plan to synchronize the	Board	



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	thanking us for the updated Bylaws. C. Petrin also replied to the representative that our members voted to keep the name of the organization as NHNA rather than ANA-NH. C. Ferrier clarified the language in the Bylaws for representatives and delegates to the assembly. C. Ferrier also asked for clarification on the establishment of a quorum at the annual meeting which J. Widmer replied that the policy manual states that 30 persons in attendance establishes a quorum. C. Petrin replied that the Bylaws state that 5% is necessary for a simple majority for a quorum. Without prior notice, 99% representation is necessary. With two weeks' notice, a two-thirds of those in attendance must approve of the motion.	quorum policy with the Bylaws quorum section at that time.		
Financial Report	An invoice from the NEMSD for the payroll has not been received to date.	NHNA will issue a check by December 13, 2018 with an estimate for payroll if an invoice is not received.	J. Widmer	
Membership	J. Widmer called most of the new members. Members who are in the grace period were contacted via phone and email by the board of directors' members. J. Widmer distributed an example of a cancelled member email the Alabama State Nurses Association sends to its cancelled members. It contains a link asks for feedback on why the member cancelled in order to improve future member experience.	The NEMSD plans to create a similar email campaign for cancelled members	J. Widmer	
Insurance Renewal	Two quotes were received from Davis and Towle for coverage for the organization, one for D&O insurance, the other for business and worker's comp insurance. The D&O quote currently obtained was for \$1142. An opportunity exists for a reduction in the cost for a policy with Arch Insurance, estimated at \$757.	The application will be completed and submitted for a final quote from Arch. If final is at least 10% less than Davis & Towle, we will transition to Arch.	J. Widmer	
Payroll Services	Two quotes obtained: Paychecks in Bedford will cost \$855/year for a once/month payroll while Checkmate cost \$1,236/year for the same service.	Decision made to utilize Paychecks services starting in January.	J. Widmer	
Telephone/Internet Services	\$240 per year for a single telephone line. We have a verbal agreement with the Associate Dean of Granite State College for the use of the GSC guest wireless. In return, they will be noted as a sponsor for the upcoming Legislative Town Hall Forum. The same service from Comcast costs \$2,262/year.	Verification that the GSC wireless and telephone services can support our Zoom Conference and dial-in number functionality must be noted prior to cancellation of the current services.	J. Widmer	
Board Orientation/Manual	The ANA Standards for Excellence: An ethics and accountability code for ANA and C/SNAs as well as the ANA Standard for Excellence: Board Excellence Handbook books will be obtained for	C. Petrin will organize a task force to update our current policy and procedure manual reflective of	C. Petrin	



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	all board of directors' members. The NHNA current policy and procedure manual has not been updated since 2011. We could use the recently created NEMSD HR Manual as a start point for this update. C. Ferrier suggested that we ask our membership for volunteers for the task force. A NHNA Board of Directors' Manual will be prepared for all new members and distributed at the December Board of Directors meeting.	NEMSD and other documents in the new year. J. Widmer will print a hard copy of the NHNA Board of Directors Manual for each new member and a thumb drive for existing officers.	J. Widmer	
AMA Position Paper on APRN Practice	The AMA has drafted a position paper to oppose the granting of independent practice to APRNs. The chair of the Commission on Government Affairs, P. DiNapoli has been asked to help prepare a statement to be sent to local newspapers.	C. Ferrier offered to draft a reply and will send it to P. DiNapoli prior to their upcoming meeting.	C. Ferrier	
Request for professional educational exchange to Cuba	Minimum of 10 nurses would travel to Havana, Cuba that are interested in service via educational programs, etc. Experienced nurses are requested as delegates rather than students in service learning programs. B. Bagley has a web link that will be circulated that describes the program goals, costs, itinerary, etc. J. Widmer asked for clarification of the role of NHNA. B. Bagley replied that NHNA would provide a vehicle for communication for the opportunity.	B. Bagley to share web link on this program with other Board members.		
Application for membership handout	Revised by J. Widmer to emphasize the NHNA logo and member benefits. One page application will be distributed.	J. Widmer to arrange for printing.	J. Widmer	
Legislative Town Hall Forum	Opportunity for individual home-based participation via webinar exists. However, the concern is that actual attendance at the face to face webinars will be reduced. P. DiNapoli has asked for publication of the availability of the zoom conferencing prior to the event. Three new sites this year including Portsmouth Regional Hospital, Concord Hospital and St. Anselm College. A need for a site in the north country exists.	Board decided to hold off on publication of home-based participation until one-week prior to event. J. Widmer will contact the CNO of Androscoggin Hospital to explore an opportunity to be a host site.	J. Widmer	
Conference Call with Senators Shaheen and Hassan	Announcement: J. Widmer will participate in the call as requested by the senators.			
Annual Meeting Review	The overlap of the Annual Business Meeting with the networking portion of the Awards Banquet was not ideal this year. Some participants were not happy with the room used for the Business Meeting. Senior members have suggested to C. Ferrier that a day-long continuing education day with the annual business meeting at the conclusion be considered. Ideas discussed included partnering with the college and university Student Nurses Associations to host at their school.	C. Ferrier and J. Widmer will collaborate to submit a proposal for the 2018 Annual Meeting		



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Recent Graduate Member	J. Widmer corresponded with D. Mott regarding her move to Florida and her service to NHNA. She mailed a thank you note and plaque. Discussion ensued regarding the policies regarding attendance per the bylaws. The new graduate member currently resides and practices in the state.			