



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:	01/09/2017	Start / End Time:	5:47 PM – 8:00 PM
Location:	NHNA Office	Chair (facilitator):	Bobbie Bagley
Purpose:	Board Meeting	Recorder:	P. Kallmerten, Reviewed by C. Petrin

BOARD MEMBERS AND GUESTS:

Bobbie Bagley	Carmen Petrin	J. Widmer, ED
Carlene Ferrier	Kristine Herring	
Barbarajo (BJ) Bockenbauer (excused)	Dana Mott	
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	J. Widmer welcomed new and returning board members.	N/A	N/A	N/A
Additions/New Business –	<ul style="list-style-type: none"> Healthy Nurse campaign Nursing News Deadline 2/13/17 			
Approve Minutes 12/5/16	Reviewed December Minutes <ul style="list-style-type: none"> Re: MSD: Delete “Marketing”, change to Membership Communications Coordinator. Re: 2017 Budget: add “to remove erroneous duplication of salary data”. Re: Financial Report, Revenue: change “least” to “last”. 	K. Herring motioned to accept with revisions, C. Petrin seconded. All in favor unanimously. Motion carried.		
Financial Report	<ul style="list-style-type: none"> Net loss \$10, 864.99 YTD 2016 due to expenses associated with P. Cipriano’s visit at the NHNA Annual Meeting, which had not been budgeted for. Discussion regarding template for 2017 budget, comparing YTD vs Budget and inclusion of pie charts, bar 			



BOARD MEETING AGENDA & SUMMARY

Agenda Topic/Link to Mission and Vision	Discussion Summary	Action / Follow-Up	Responsible Person(s)	Due Date
	<p>graphs an trend graphs; also summary report comparing current month to same month of previous year, including narrative for explanations.</p> <ul style="list-style-type: none"> • November Treasurer Report: Monthly data always lags one month behind. • Bookkeeper currently comes in twice per month and is responsible for payroll. Discussion regarding ANA taking over payroll at \$31.00/month and decreasing bookkeeper work time to once/month to decrease bookkeeper expense from \$1500/year to \$1000/year. 	<p>J. Widmer will discuss timeliness of data for monthly reports with NHNA bookkeeper.</p> <p>J. Widmer will obtain in writing what ANA expense will be to process NHNA payroll through the NE-MSD.</p>	<p>J. Widmer</p> <p>J. Widmer</p>	
2017 Budget Approval	<p>Budget was sent to BOD members by email on 12/6/16. Discussion led by J. Widmer, noting revisions to be made to 2017 budget related to payroll processing fee transitioning to the NE-MSD and reduction of NHNA bookkeeper expense.</p>	<p>K. Herring motioned to accept 2017 budget, C. Petrin seconded. All in favor unanimously. Motion carried.</p>		
MSD Update	<p>MSD Update:</p> <ul style="list-style-type: none"> • Faith Wilson's new role includes 75% with MSD and 25% at NHNA. She will work from home and will continue to do routine office work for NHNA. • Discussion regarding use of current office space. Lease recently renewed for one year. J. Widmer discussed options with landlord. Future needs for storage, computer access, phone line and internet access and bookkeeper duties. Grasshopper will be available by this Friday for phone system. • Christine Ryan was approved as the Interim MSD ED on 12/22/16; effective 1/23/17 while a search for an ED is undertaken. P. Policastro will continue as the ED through January. • NHNA to host the February MSD meeting in Concord on 02/04/17. • MSD Articles of Incorporation were accepted. 	<p>Review Office Manager job description for guidance during transition.</p> <p>J. Widmer will work with landlord to decrease costs if possible.</p>	<p>B. Bagley and J. Widmer</p> <p>J. Widmer</p>	
By-Laws Revision	<p>C. Petrin presented the proposed revision to Article VIII: Commissions, Section 3. Composition:</p> <ul style="list-style-type: none"> • Delete the following: "C. Assure that commission members appointed to increase the size of a commission shall hold appointed positions only until the next election cycle, wherein they must be elected by 	<p>C. Petrin motioned to accept the bylaws revision, C. Ferrier seconded. All in favor unanimously. Motion carried. C. Petrin will send the revised bylaws to the ANA Bylaws Committee for review and possible</p>	<p>C. Petrin</p>	



BOARD MEETING AGENDA & SUMMARY

Agenda Topic/Link to Mission and Vision	Discussion Summary	Action / Follow-Up	Responsible Person(s)	Due Date
	<p>members or leave the commission.</p> <ul style="list-style-type: none"> Insert the following paragraph after letter B: "The chairperson of a commission may be either an elected member of the commission or a commission member appointed by the Board of Directors. The chairperson shall be elected by the commission members. If no commission member is prepared to assume chairperson duties, the Nurse Executive Director will become the pro-temp chairperson." Following discussion, the following statement was added to the end of that statement: "until a commission chair is appointed or elected." 	<p>recommendations. The final revised bylaws will be presented to the NHNA membership at the annual meeting in October, with advance notice as per Article XIV: Bylaws Amendments.</p>		
Membership Goal	<p>Current membership data presented by J. Widmer: net loss of 8 members. Question why some nurses don't renew membership. J. Widmer is meeting with CNOs and advocating for increasing NHNA membership. Discussion regarding a membership drive.</p>	<p>J. Widmer will review membership data from ANA.</p>	<p>B. Bagley, J. Widmer</p>	
Board Development-Video	<p>"Over-thinking it: Managing Fear to Resolve the Nagging Feeling" by Shelley Row. Link will be sent via email by J. Widmer to all board members</p>	<p>All board members to watch video to enhance development.</p>	<p>B. Bagley, J. Widmer</p>	
Updates	<p>Provided in J. Widmer's ED monthly report sent by email to BOD members:</p> <ul style="list-style-type: none"> Membership report Follow up from November meeting Governor's Task Force Alcohol/Drugs Commission on Healthcare Workforce Commission on Continuing Education Commission on Government Affairs Commission on Nursing Practice 	<p>BOD members refer to January ED monthly report.</p>		
Legislative Town Hall Forum	<p>Packet of information given to all site coordinators. Panel will be at Concord location. Webinar scheduled for 1/24/17, snow date 1/26/17. Members in attendance will receive contact hours. Members may log in from home but will not receive contact hours. Agenda reviewed. Email blast will be sent to all members. Only NHNA members will be allowed to vote.</p>			
February Commission on Government Affairs Meeting	<p>Specialty groups will be invited to attend February meeting.</p>			



BOARD MEETING AGENDA & SUMMARY

Agenda Topic/Link to Mission and Vision	Discussion Summary	Action / Follow-Up	Responsible Person(s)	Due Date
New Business	<p>Healthy Nurse:</p> <ul style="list-style-type: none"> • 5K race planned in May as NHNA's contribution to ANA's Healthy Nurse campaign. • B. Bagley discussed free classes offered by Yoga Caps in Nashua. NHNA can promote this on our website. <p>Commission on Nursing Practice:</p> <ul style="list-style-type: none"> • Currently only five members. <p>Student Conference:</p> <ul style="list-style-type: none"> • J. Widmer reported recruiters and sponsors are being solicited. Students should bring their resumes to conference, scheduled on April 4, 2017. 	<p>Commission on Nursing Practice will provide feature story for Nursing News.</p> <p>J. Widmer will promote Commission on Nursing Practice membership when meeting with CNOs.</p>	<p>J. Widmer</p> <p>J. Widmer</p>	
Adjournment	Meeting adjourned at 8:00 PM.			