



## 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.

<b>Date:</b>	July 17, 2017	<b>Start / End Time:</b>	5:51 p.m.- 8:15 p.m.
<b>Location:</b>	NHNA Office	<b>Chair (facilitator):</b>	C. Ferrier
<b>Purpose:</b>	Board Meeting	<b>Recorder:</b>	P. Kallmerten

**BOARD MEMBERS AND GUESTS:**

Bobbie Bagley (excused)	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	<ul style="list-style-type: none"> <li>C. Ferrier welcomed attendees</li> </ul>	N/A	N/A	N/A
Additions/New Business –	<ul style="list-style-type: none"> <li>Additions include announce ED accomplishments and an update of the NE-MSD marketing group promotional activity</li> </ul>			
Approve Minutes	<ul style="list-style-type: none"> <li>Reviewed June 2017 minutes, on page 2 second column remove the following statement <del>“the invoice for the ED salary due at the end of June. Previously the ED salary was a component of administrative expenses and was expensed through NHNA rather than the NE-MSD”</del> Replace with “an accrual for NEMSD expenses for Jan through May, which has not yet been billed by NEMSD. These expenses include salaries that were in administrative expenses in 2016”</li> </ul>	<ul style="list-style-type: none"> <li>C. Petrin motioned to accept the June minutes with revision. Seconded by BJ Bockenbauer. One member abstained and the remainder were in favor. Motion carried.</li> </ul>		



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	<p>Add information in last column regarding anticipated date of completion</p> <ul style="list-style-type: none"> <li>Discussion regarding posting the board minutes on the NHNA website as a pdf document.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes will be posted for 6 months, an announcement to be placed in the October edition of <i>Nursing News</i></li> </ul>	J. Widmer	
Financial Report	<ul style="list-style-type: none"> <li>Distributed to all board members via email. An area of concern is noted in the decreased revenue from Continuing Education. Recent meeting between NEMSD and ANA to discuss financial concerns was cancelled due to a member family illness.</li> <li>Financial commentary, graphs and summary are posted on the website. To date there has not been any feedback on this practice but is in keeping with NHNA goals for transparency with members.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Report will continue to be posted for 6 months as well.</li> </ul>	J. Widmer	
ED Report	<ul style="list-style-type: none"> <li><u>Membership Drive</u> Grace Period Call Script needs revision to direct the members to renew via the website and delete the offer to accept credit card information when calling those in the grace period.</li> <li>J. Widmer is working with the NHNA and NEMSD communications/membership coordinator (E. Rodgers) to update the membership email as part of the membership drive.</li> <li>C. Ferrier asked if 7.2% growth as noted in the ED report can be detailed so that we could ascertain the percentage that represents new membership.</li> </ul>	<ul style="list-style-type: none"> <li>Board members are to delete the credit card renewal offer from the script when calling</li> <li>A promotional video for new members will be created and available on the NHNA website</li> <li>J. Widmer will email the requested information to board members</li> </ul>	J. Widmer	
Call for Nominations	<ul style="list-style-type: none"> <li>Discussion regarding whether the call for nominations should include a Membership Assembly (MA) delegate ensued. Four delegates with voting rights should attend the MA inclusive of the current president, president-elect, and past president as automatic delegates with 2 delegates elected at large, one in an even year, one in an odd year. The ANA will likely provide attendance for two delegates so our budget should address the additional delegate attendance. The ED should attend as well but is not considered a voting member of the MA.</li> <li>Other positions to be included on the ballot include the offices of the Treasurer, Board Member at large, and</li> </ul>	<ul style="list-style-type: none"> <li>A draft of the call for nominations email will be revised to reflect the addition of the 4<sup>th</sup> (odd year) MA delegate and sent within the week</li> </ul>	J. Widmer with E. Rodgers	



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	<ul style="list-style-type: none"> <li>recent graduate member.</li> <li>The NHNA By-Laws need revision to Article 5/Section 6 reflective of changes to the ANA MA.</li> </ul>	<ul style="list-style-type: none"> <li>The revision will be drafted, circulated via email for comment and vote and final version will be sent to the ANA</li> </ul>	C. Petrin	
Quorum	<ul style="list-style-type: none"> <li>Discussion regarding Article XI of a quorum as a simple majority. As this is a 7 member board, four members in attendance would represent a quorum</li> </ul>	<ul style="list-style-type: none"> <li>Decisions made by the board must reflect at least 4 members as a quorum</li> </ul>		
Visa Card and Loan Programs	<ul style="list-style-type: none"> <li>Continuing discussion regarding the opportunity for revenue sources. In a proposed credit card program NHNA receives \$50 for every Visa credit card application approved. However, the agreement would include releasing our membership information for their marketing purposes.</li> <li>One Main Unsecured Loan Program is currently being pursued by the NEMSD and many other CSA are currently utilizing this program. There is the potential for a modest revenue source. However, there is a perception that NHNA is profiting from a loan program. Opt in deadline is the end of this month.</li> </ul>	<ul style="list-style-type: none"> <li>The vendor will be contacted to obtain more information regarding revenue that other states are realizing and an email will be circulated for the vote.</li> <li>One Main unsecured loan program will not be used at this time.</li> </ul>	J. Widmer	
Mentor program	<ul style="list-style-type: none"> <li>An email sent to 25 mentors in the NHNA “Be a mentor” program but the respondents report minimal activity since the program launch in 2013. Since creation of the website feature, ANA now has online communities for mentoring. This was a priority of the Commission on Nursing Practice and initial implementation was robust but has not been sustained.</li> </ul>	<ul style="list-style-type: none"> <li>Final decision to be referred to the Commission on Nursing Practice but the feature will not be promoted in the interim. A work order to disable the feature has been submitted.</li> </ul>	J. Widmer	
NEMSD Website	<ul style="list-style-type: none"> <li>Both the NHNA and NE-MSD NEMSD websites are provided by ANA. NHNA website updates are maintained by our ED with assistance of NEMSD Membership/Communications Coordinator (NMCC).</li> <li>A new member email, issued by the NMCC, was revised by our ED but is still under discussion at this time. A concern is the emphasis on the NEMSD in NHNA</li> </ul>	<ul style="list-style-type: none"> <li>Clarification on why the revision was not accepted was sought and is pending.</li> <li>A NEMSD Board meeting is scheduled for July 21, 2017</li> </ul>	J. Widmer  B. Bagley and J. Joy	



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	<ul style="list-style-type: none"> <li>member emails.</li> <li>The approved provider for continuing education is the NEMSD which is a concern as well as the low level of revenue this year.</li> </ul>	and specific topics on the agenda include CE revenue and expenses.	will be in attendance	
ANA Finance Update	<ul style="list-style-type: none"> <li>ED report regarding the ANA revenue and expenses and plan to balance the ANA budget was discussed. The budget plan from the ANA has not been submitted to date.</li> </ul>	<ul style="list-style-type: none"> <li>To be discussed at NEMSD meeting</li> </ul>	J. Widmer to discuss issue with B. Bagley who will participate in the NEMSD Board meeting.	
Announcement	<ul style="list-style-type: none"> <li>Although the ED performance appraisal is still in progress, the ED is to be commended for the performance of the roles/responsibilities in this time of change with the NEMSD. Her expertise, business acumen and initiative are valuable contributions to NHNA.</li> </ul>			
NE-MSD Marketing group promotional activity-State Fair	<ul style="list-style-type: none"> <li>An opportunity to encourage membership would include renting space and manning a table for the four days of the Hopkinton Fair. The cost for the space is \$250 and the space must be manned by volunteers from 12 noon to 8 p.m. all four days. Estimates include an attendance of 75,000 persons of which 1200 may be nurses who could be encouraged to join.</li> </ul>	<ul style="list-style-type: none"> <li>The cost/ potential benefit is not thought to be beneficial and includes the upcoming Labor Day Holiday weekend. This will not be pursued.</li> </ul>		
Adjournment	<ul style="list-style-type: none"> <li>Meeting adjourned at 8:15 p.m.</li> </ul>			