

WISPAN BOD MEETING MINUTES
Friday Sept 17, 2010
3:00-5:45PM
Landmark Resort- The Cove Meeting Room

Members Present: Ann Marie Van Kuzor, Bonnie Holzheimer, Marlene Nahavandi, Carroll Peeper, Sue Matheys, Cyndi Siebel-Mohler, Jill Katz, Paula O'Neal, Sharon O'Hara, Cindi Haddeman, Stephanie Kassulke, and Pattie Miller. Guests: Amy Beth Kurth, Martha Clark (Region 3 director), Kathy Paskewitz (ABPANC director).

Secretary's Report: Pattie Miller

The meeting was called to order by Sue Matheys at 3:00pm. Minutes from the May 15, 2010 board meeting were read. One correction was identified. It was noted that WISPAN paid out 4 scholarships for the ASPAN National Conference for 2010, not 3. Motion to approve the minutes by Sharon O'Hara and seconded by Sue Matheys and approved by all.

Treasurer's Report: Paula O'Neal

- Paula handed out a current financial statement. Paula reported the numbers are not all in yet from the spring seminar as we are still waiting to pay food bill and two speakers have not cashed checks yet. Sue Matheys will follow up with Mary Raspanti, the chair of the spring seminar.
- May investigate putting some of WISPAN savings into CD's for a greater rate of return.
- Paula asked for volunteers to help her check on the status on our non-profit to get tax exempt status. Stephanie Kassulke will contact an accountant for guidance on tax exempt.

President's Report: Sue Matheys

- Sue announced that this spring there were 6 CPAN nurses certified in Wisconsin. They include Eric Engelke, Lori Ertz, Paulette Deremer, Catherine Pippin, Ruth Thickpenny, and Lisa Koepfel. In addition, one CAPA nurses was certified, Diane Paulsen. Congratulations to all.
- Also a \$1000 MSN degree scholarship was awarded to Caroline Trimberger through ASPAN.
- There is a link on the WISPAN website to the Region 3 newsletter.

President Elect Report: Stephanie Kassulke-no report

Immediate Past President Report: Cyndi Siebel-Mohler

- Cyndi passed around a sheet for the BOD to update email and home addresses.
- Cyndi read a "thank you" note from retired board member Marilyn Nadelhoffer.
- Last spring a survey went around to leaders on storage of documents. Cyndi spoke to Region 3 director, Martha Clark about this. Also, this was a topic at CDI. It is recommended that we go back into our records and scan in Articles of Incorporation, Bylaws, and BOD meeting minutes onto disks. We should keep a copy with the President and one in a safe deposit box.

Government Affairs: Marlene Nahavandi

- Marlene sent out highlights from the Sept 2010 WNA meeting. She noted WNA will be increasing their dues. Also it was noted that WNA is renaming the Excellence in Nursing Research Award. The new name is the Norma Lang Excellence in Nursing Research Award.

- Marlene encouraged all members to contact any legislatures with any concerns. She noted the link www.congress.org is on our website to check on current legislation issues.

Membership: Bonnie Holzheimer

- Bonnie sent out 57 postcards to WISPAN members whose membership had lapsed. She got a response from 3 members.
- Currently we have 279 WISPAN members. 28% of the members are certified.
- Bonnie presented a new poster with this year's logo "Reinvest in your Potential". Bonnie will be asking board members to display this poster at their places of work to encourage more membership.
- Bonnie will be offering a \$10 discount to those who sign up at the Fall Seminar.

Standard Operations: Jill Katz

- Jill received hand off from outgoing Standard Operations lead, Marilyn Nadelhoffer.
- Noted that all policies and job descriptions were reviewed Feb 2009. Bylaws need to be reviewed every three years and they were reviewed Feb 2009. Strategic Goals need to be set yearly, and they were done in spring. At the next meeting, we will have to work on Strategic Goals for 2011.

Education: Cindy Hademann-no report

Scholarship: Cyndi Siebel-Mohler for Mimi Spence-no report

Historian: Sharon O'Hara

- Sharon noted WISPAN has been in existence since 1982. She is trying to locate some of the existing board members to get more history information. Sharon will write up some script for Awakenings to try to find the original group.

Research: Ann Marie Van Duzor

- Ann noted UW libraries would support looking for articles for research.
- Ann will write a note for the Awakenings to encourage research.

Webmaster: Carroll Peeper

- Scholarship forms are current on the website.
- Carroll noted the organizational chart needs to be redone. Jill will look at this.

Awakenings Editor: Stephanie Kasselke

- Stephanie noted that when the Awakenings was reviewed at Nationals, the judges recommended that we have more research bases articles for Awakening.

Old Business

- Cyndi noted at May's meeting we updated the Clinical Practice and the Outstanding Achievement Awards and they are now available on the website.

New Business

- Cindi Haddeman and Stephanie Kasselke attended CDI this year.

▪Stephanie attended a session on team building based on the Emergenetics Theory. This theory looks at the differences between men and women related to communication. It also touches on the different characteristics people have to be part of a team. Some of the characteristics are analytical, structural, social, conceptual, expressive, assertive, and flexible. A combination of all of these is needed to make a good team.

▪Another session they attended, suggests each component evaluate their structure to see if it is working. Is restructuring need? What are our strengths and weaknesses?

▪Cindi attended a session on Dollar and Sense. She noted that 60-65% of our budget should be member related seminars/website. 35% should be administrative. Some other tips included, always getting receipts for reimbursement, writing on the memo line of the check as to what it is for, and to avoid a “miscellaneous” category on our budget spreadsheet.

▪Stephanie disused that WISPAN should look into getting the right insurance to fit our needs. What do we need—Director and officer insurance, Bonding insurance, liability insurance? Paula to contact an insurance agent to get quotes.

▪**Membership involvement in strategic planning-** At the winter seminar, Stephanie plans to have an interactive discussion with the attendees on our Strategic Goals and making them specific and timely.

▪**Letter of retention-**Stephanie suggested that we get to people before their membership lapses. Suggestions were made to send out postcards listing the benefits of joining WISPAN/ASPAN.

▪**Upcoming Seminars-**Cyndi Siebel-Mohler is working with Fort Atkison Area for the spring seminar. The fall seminar may be with Wheaton Franciscan. This is not all worked out yet. Cyndi will follow up. The group discussed having an ASPAN certification review session. It was decided at the Feb. meeting we will look into a location. Possibilities include Aurora in Green Bay or Milwaukee.

▪**Component Membership Dues-** Membership dues will remain the same for the Jan 2011-Dec 2012 period. This was approved by Jill Katz, seconded by Bonnie Holzheimer and approved by all.

▪**Going Green-**For the Winter seminar, the group will make attempts at “going green”.

Motion to adjourn the meeting by Sue Matheys and seconded by Cyndi Siebel-Mohler. The meeting adjourned at 1745.

Minutes respectfully submitted by Pattie Miller, RN, CAPA, WISPAN Secretary