

WISPAN BOARD MEETING MINUTES
Saturday September 26, 2009

Members Present: Cyndi Siebel-Mohler, Sharon O'Hara, Carroll Peeper, Pattie Miller, Mary Raspanti, Marilyn Nadelhoffer, Marlene Nahavandi, Paula O'Neal and Bonnie Holzmeier.

Members Absent: Stephanie Kassulke, Cindi Haddemen, Sue Matheys

Secretary' Report:

The meeting was called to order at 9:05am.

Minutes of the May 9th, 2009 Board meeting were read. Mary Raspanti made one correction to the minutes-WISPAN is applying for the Shining Star Award (not the Silver Star Award). Motion to approve the minutes as read was moved by Sharon, seconded by Marlene and approved by all.

Treasurer's Report:

- Paula distributed copies of the treasurer's report.
- Paula noted WISPAN is doing well financially.
- She encouraged board members to write "this is my free seminar" on the seminar registration form for the seminar they choose as their one paid conference per year.
- Paula will be working on the budget and will plan to email it out later this fall.

President's Report:

Welcome New Board Members/updated contact list of board members

- Treasurer-Paula O'Neal
- Historian-Sharon O'hara
- Secretary-Pattie Miller
- President Elect-Sue Matheys

Job Duties

- Cyndi will review each position and look at their job duties and send updates to Marilyn.

Discussion on "old WISPAN" paperwork

- Patti and Paula mentioned that as they took on their new role on the WISPAN board, they were handed down boxes of information from the out going board member.
- The group thought they should use the ASPAN guidelines for deciding how long to keep attendance records. Also discussed they can get rid of WISPAN info with old logo on it. Pattie and Paula will go through their boxes of info and keep the pertinent information.

President Elect:

No Report

Past President:

No Report

Government Affairs:

Marlene distributed highlights from the WNC September meeting. See attachments.

Standard Operations:

Marilyn is retiring, but will stay on the board until we find a replacement.

Membership:

- Bonnie reported there were 15 new WISPAN members since May.
- Bonnie asked board members to take brochures to their places of employment to recruit for new members.
- Bonnie will investigate sending a postcard to members whose membership is close to expiring/or has expired.
- We brainstormed recruitment ideas and decided to offer \$10 off of membership if new members sign up at the winter conference. They will also get a free WISPAN cookbook.

Education (report given by Cyndi)

- Mimi approved a couple scholarships for the CAPA/CPAN review.

Historian:

No Report

Research: (no chair)

No Report

Web Master:

No Report

Awakening Editor:

No Report

Old Business:

Incorporation Process

- Paula to investigate the incorporation process and will update board in Feb.
- Paula will also check on being bonded (insurance policy)

Scholarship

- Mary developed a point system for awarding scholarships.
- The executive board will meet to review Mary's point system and bring the revised system to the next meeting.

Shining Star Process

- Mary passed out information and the application form for the Shining Star Award. She will go forward in applying for this for this year.

Door County Seminar

- Val secured the Landmark.
- Val is looking for volunteers. Contact her if you are interested in helping out.
- Carol will send out "save the date" postcards for the Feb and Sept conferences.

New Business:

CDI report-Mary and Paula

- We could investigate doing web meetings, Go to Meeting through ASPAN.
- When seminar topics are chosen we must be careful to make sure ASPAN will accreditate contact hours.

- Mary and Paula were given info on How to Write P&P and bylaws.
- National Certified Nurses Day will be March 19, 2010.

Strategic Plan-Cyndi

- We updated the WISPAN Strategic Goals for 2010. We eliminated "biannually provide a WI certification test site" as the test is now done online. Also, we removed "in meeting their individual needs" after "provide scholarship funds to assist members". Bonnie motioned to approve the changes. Marlene second the motion to approve the changes

Spring Seminar 2010

- Marlene will talk to some contacts in the Oshkosh area to see if they would like to host the conference. Other ideas were in Wausau or LaCrosse. Cyndi will also investigate a lead on possibly having the conference in the Milwaukee area.

Policy Review

- Policies 8 and 9 were reviewed and they will have no change.

Motion to adjourn the meeting by Bonnie and seconded by Sharon. The meeting was adjourned @ 12:05pm.

Minutes respectfully submitted by: Pattie Miller, RN WISPAN Secretary