

WEN executive meeting, April 26, 2011

Present: Alicen, Suzey, Wendy, Ruth, Chris, Chellie, Jan, Karen.

Called to order: at 4:05

Agenda:

1. Update on Wyoming State application and 501c3: The application to the State Non profit application came back to me to add one sentence " WSNA is not operating as a private school under Wyoming Statues". I added that and resent it 04/19/11. Alicen will check with the state before Saturday's meeting to see if it was approved. 501c3 updates made to the narrative are done and the 501c3 application is ready to mail once the articles of association are approved and a copy of the update bylaws are enclosed.

2. Start a draft of committee duties for guidelines and policy book: What committee does Scholarships fall under, education? or finance? Discussed having all scholarships come through the President-Elect to be voted on by the executive board. Discussed having scholarship forms on the website for people to apply. Alicen was approved by her district to attend NASN, so her scholarship will be available. Wendy will not be attending NASN so the scholarship for her will also be available. Discussed adding this scholarship money's to the national director line items, or to help with 501c3 application.

3. What committee would a "Grant Committee" fall under for future use to monitor grant guidelines and rules for donation funds received. I suspect a subcommittee under the Finance Committee? Discussed having them sent to an officer such as the Treasurer or the Secretary, to help follow up on the Grants as we collect them, to be voted on by the executive committee. Discussed guidelines for the application for a grant.

4. Outline highlights/agenda items for Committee chairs for Spring Conference.

Legislative Committee: Sue Fabian needs to step down as the chair. We need to bring this up at the meeting to see if anyone is interested. Discussed that possibly not having this committee.

Bylaws committee: proposed changes should be discussed at the meeting and make sure they get posted on the website 2 weeks prior to the meeting. This would effect the 501c3, we need to also make

amendments to the mission statements. Discussed sending 501c3 to send the draft of the by-laws, or a copy of the old by-laws. Then see if we need to make further changes after we send this into the IRS.

Education committee: Fall agenda set, with Kathleen Dixon RN and Attorney who works for NCSD#1. A presenter for 504 to get nurses on board as nurses are often the school 504 coordinators. Saturday October 1st, 2011.

Spring meeting we have 35 members attending, and all is set up for this Saturday.

Financial/ Membership/ PR: discussed need to have a membership chair, or a person on the committee. Discussed giving \$500 for the endowment fund in honor of Carol Boal this year. (Agreed on by executive committee.)

5. Discuss Guide Lines Policy and Procedure book. Please type a detailed Job/duties description of your officer/director/committee chair position. If possible please have a copy to Alicen at the next meeting. This will be used in the future to place in the Policy and Procedure book and to pass on to the next officer. Thus keeping the bylaw generalized and saving us from frequent bylaw changes.

6. Job postings we could put them on the website. Discussed that we don't want to post to put on and take off. Discussed links on the website for summer job opportunities. Voted to not post.

7. Next March of Dimes 2011 Nurse of the Year is Nov 3rd and 4th. In Casper. We missed the deadline last year. The deadline to submit is in August and the award banquet is Nov 3rd and 4th. In order to participate, we would have to send the previous nurse of the year to the Nov award banquet because we don't nominate the new nurse of the year until the fall Oct meeting and then it is too late to submit the new nurse of the year. (deferred until next year).

8. Nominations for Karen Patton for treasurer, Chellie is considering continuing as Vice President.
President.

9. Purses for nurses, Suzey will have at the meeting.

10. Cindy Lowe will be speaking on VA outreach.

11. Jan and Chris are working on the Medication manual and hope to have it ready for review in the fall.

Dinner (on our own) at Firerock Steakhouse Friday night at 7:00 pm.
Making a reservation for 10 people.

Meeting adjourned at 5:20pm