

WSNA retreat March 26th- 27th at Thermopolis

1. Nonprofit Corporation article of Incorporation: form completed with Alicen's address then each year form sent by the state to update officers. When we change President's then form will be updated with new President's address. We should get state form annually around the same time we applied in the previous year. This form will probably come annual in April prior to our Spring WSNA meeting. Provisions of the dissolution clause is in the articles of incorporation, so does not need to be in your bi-laws. This form has been completed and sent to Carol Boal to write the check for \$25.00 and send in to the state. If this form is not approved as written, Alicen has another 3-page conflict of interest policy that we can send in as amendment, which is recommended by the IRS. We can also use this as a reference tool to be sure we do not have any conflicts of interest. This form will be kept with the President as a guideline book.
2. 501c3 application: Decision was made to have application with Alicen's address and contact information, since Carol will be retiring at spring WSNA meeting. After working all afternoon, 501c3 forms completed by 5 pm, Alicen will type up clarifications in the narrative and fill in a few blank areas. We will present at the Spring WSNA meeting on April 30th.
3. By-Laws: Chris placed the WSNA and NASN on one sheet so we could compare and discuss the changes needed. So they can be placed on the website at least 2 weeks prior to spring meeting. This group reviewed the old by-laws, by-laws revised by Carol, and NASN by-laws and did a final revision. Moving some aspects that will be added to guidelines for officers and committee chairpersons. Guidelines will be more tasks and actual duties of these officers and chairpersons. (We will work on these guidelines at a later date.) Chris will do an update and forward to WSNA executive board for review this next week. Then once approved by the executive board these updated by-laws will be posted on the Website, and blast e-mail will be sent to the membership to read updated bylaws.
4. School Nurse evaluation: Rubric sent to the WSNA executive board to review. Jan's has meeting in June 2011.
5. Medication Manual: Jan and Chris continue to work on these.
6. Scholarships: Chris has put together spread sheet of the various scholarships and we briefly discussed how we can have one application for whichever scholarship you are trying to request. We also as an executive board need to discuss which committee this falls under we think education committee. Also we need to discuss what to do with funds if the president

or school nurse of the year, or NASN director chooses not use their scholarship. We discussed need of guidelines for use of scholarships as well what funds can be paid up front such as registration and air fare to help those who wish to go but can't afford to pay out of pocket and be reimbursed after the conference. Chris will try to get feed back from the sub-committee who worked on this at the fall meeting. Then will bring forward to the membership at spring meeting.

7. Grant committee: We discussed the need to have a grant committee if we are approved for the 501c3 so we follow the grant proposals as they are outlined. Something to bring up at the spring meeting. Discussed how funds will be used and discussed need for guidelines for these funds.