**Faith Community Nurses International**

**FCNI Board Meeting**

**9:30am CST**

**Date: 02/19/2021**
(ZOOM meeting)

**Attendees:** Ann Solari-Twadell, Mary Lynne Knighten, Kathey Sanchez-Nelson, Teri Darnall, Liz Sturgeon, Katrina Goodrich, Lorie Hacker, Paula Staab-Polk, Linda Garner, Donna Callaghan, Laura Kingsbury, Deb Rivard

**Those Unable to Attend:** Esther Brown, Eugenia Graves, Debbie Duke, Deborah Ziebarth

| **Agenda Item** | **Discussion** | **Action Taken** |
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| **Welcome and Call to Order** | Meeting Called to Order at 9:30 AM CST |  |
| **Opening**  | Knighten opened in prayer |  |
| **Introduction of New Board Members** | * Introduced Liz Sturgeon-will chair the Journal and Publication Committee.
* Introduced Katrina Goodrich—will serve as interim chair of Technology Committee.
* Laura Kingsbury will chair Membership and Outreach Committee.
* Other members introduced themselves to new members.
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| **President’s Report** | Solari-Twadell gave the President’s Report1. Solari-Twadell has been meeting monthly with Sharon Hinton of Westberg Institute to continue to collaborate.
	1. Will collaborate on survey of members to gather information to help shape the research agenda.
	2. Discussed FCNI’s interface with next year’s Spiritual Care Association annual conference. Presenting above research survey results will be included, as well as research agenda.
2. A discussion ensued regarding accuracy of Westberg’s list of Faith Community Nurses and the content of the survey.
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| **Treasurer’s Report** | Darnell gave the Treasurer’s Report1. Over $21K in bank account now.
2. 501C3 documents are due at end of month.
3. Education Committee has requests:
	1. FCNI has completed set up in Wild Apricot. But storage is small. Need to use Vimeo as storage for presentations. Could live-stream using Vimeo. Need $900/Year.
	2. Need to upgrade Survey Monkey subscription to “Professional” for $249/year.
 | Goodrich moved Staab-Polk seconded-to invest in Vimeo. Discussion followed. Motion Passed.Darnall and Goodrich to work on incorporating new recording storage.Darnall moved to upgrade Survey Monkey to “Professional” subscription. Staab-Polk seconded. Discussion followed about advantages. Motion passed. |
| **Membership and Outreach Committee Report** | Kingsbury shared the Membership and Outreach Committee Report1. Kingsbury reported that there are currently 92 members. In the past year 18 decided not to renew. After attempts to contact them, 2 were definitely not renewing, the rest have not returned calls yet.
2. First Committee meeting was on 2/18/21. Would like to survey membership on why they decided to become members, what their goals are, and are we meeting those goals?
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| **Review of Board List – Add Affiliations** | Solari-Twadell asked for Board members to list their FCN job titles and affiliations. Information was recorded during the meeting one board member at a time. | Solari-Twadell will send out list for edits and corrections. |
| **Request from Technology Committee – Follow –up**  | Request was for each board member to send in a photo and bio. Goodrich listed those three who still need to send this in. |  |
| **Journal Committee Charter Review** | Discussion was held regarding membership of this committee. Sturgeon shared ideas for the future of the Journal. Discussion continued on contents of Journal. | Sturgeon will call a Journal Committee meeting |
| **Strategic Plan** | Solari-Twadell shared current plan. She discussed need for doubling membership by 2022. Increased offerings and engagement were discussed, and a plan for increased use of social media. | All Board Members review Strategic Plan and email Solari-Twadell on modifications. |
| **Workflow** | Solari-Twadell discussed communication of work being done by committees. | Process for submitting material for Board Meeting:* Suggest Committee Meetings be held the first week of the month.
* Summary report from each committee submitted to FCNI president second week of the month.
* Submitted reports will then be included with the agenda for the Board meetings which will be held on the 3rd Friday of the month.
* For those committee that cannot comply with this timeline, the chair will send a summation of committee work to each board member prior to the monthly Board meeting.
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| **Membership Engagement** | 1. Solari-Twadell discussed themes by month. Every board member was assigned a theme for a Bulletin Article.
2. Knighten discussed Spring Spiritual Celebration Series on March 15, 22, 29 and April 5.
3. Garner mentioned that there would be a Continuing Education offering in the summer on depression and other mental health issues related to the Pandemic. The next CE will be March 25 on Advanced Care Planning.
4. Solari-Twadell discussed initiating a Start-up Series, which would address starting up a faith community nurse program as well as sustaining a program. Discussion followed.
5. Solari-Twadell discussed developing FCNI bookmarks to send to members and use as promotions at face-to-face events. Issues such as content and costs need to be studied. Estimating about $100-$200.
6. Solari-Twadell discussed the possibility of a half-day conference in May or September of 2022. At this point she asked the board to think about it.
 | 1. Articles will be written by board members. **Timeline:** Complete by the end of March, available end of April. **Process:** Submit completed write up to Linda Garner for Review by the Education Committee during the month of April.
2. Knighten will head up the convening of the Spring Spiritual Celebration. The ad hoc committee to work on this event will include:
	1. Linda Garner
	2. Katrina Goodrich
	3. Eugenia Graves
	4. Esther Brown (volunteered in absentia)
3. Garner will provide a year’s worth of CE event details for posting to the website. Goodrich will post to website.
4. Solari-Twadell will further develop the ideas for the Start-Up Series and present it next meeting.
5. Goodrich asked to come up with possibilities of a virtual conference and delivery ideas for it at the next meeting. Other board members should be thinking of what greatest benefit to our members would be.
6. Additionally, future discussions for board members to consider include ideas for attracting international members.
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| **Additional Topics** | 1. Goodrich mentioned that the website could be improved to contain more information from committees (times and content of meetings). Also, photos from meetings could be included on website.
2. Solari-Twadell mentioned the monthly theme assignment and asked if they should be reviewed prior to posting.
3. Knighten discussed sending out action items from each of these meetings prior to minutes being available.
 | 1. Goodrich will call a meeting with Solari-Twadell, Knighten, and Garner to discuss website possibilities. Solari-Twadell will work on a photo consent form to use as pictures are taken at future member meetings.
2. Education Committee will be reviewing monthly themes prior to posting.
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| **Closing Prayer** | Solari-Twadell closed with a blessing. |  |
| **Next Meeting** | March 19, 2021 9:30 AM CST |  |
| **Meeting Adjourned** | Adjourned at 11:30 AM CST |  |
| **Respectfully submitted by:** | Kathey Sanchez-Nelson |