**Faith Community Nurses International**

**FCNI Board Meeting**

**9:30am CT**

**Date: 04/16/2021**  
(ZOOM meeting)

**Attendees:** Ann Solari-Twadell, Donna Callaghan, Kathey Sanchez-Nelson, Brown, Esther, Teri Darnall, Katrina Goodrich, Lorie Hacker, Paula Staab-Polk, Linda Garner, Laura Kingsbury, Deb Rivard, Eugenia Graves, Debbie Duke, Deborah Ziebarth, Liz Sturgeon

**Those Unable to Attend:** Mary Lynne Knighten

| **Agenda Item** | **Discussion** | **Action Taken** | **Responsible Person** |
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| **Welcome and Call to Order** | Meeting Called to Order at 9:30 AM CT |  |  |
| **Invocation** | Hacker led in opening invocation |  |  |
| **President’s Report** | 1. Solari-Twadell led a discussion on attendees’ experience at the recent Westberg Symposium. 2. Solari-Twadell asked for board members who owed bios and photos to Goodrich to send that information to Goodrich. 3. Committee meeting times were shared.    * Executive Committee will meet first Wednesday of the month, 10:00 AM CT.    * Resource Development—Second Thursday, 11:00 AM ET    * Governance—TBA    * Finance –Quarterly, negotiated time.    * Practice--First Friday, 10:00 AM ET    * Fund Raising— no set time yet.    * Membership and Outreach—Third Thursday, 6:30 PM CT    * Marketing— First Friday, 6:30 PM CT    * Research—First Friday, 11:00 AM CT    * Journal and Publications-- no set time yet    * Technology-- no set time 4. Rivard described changes to the website. 5. Solari-Twadell discussed a letter from Sharon Hinton. FCNI is invited to join the Westberg Institute in conducting the 2021 Worldwide Faith Community Nurse Census. 6. Solari-Twadell discussed the research agenda. The idea would be to have data to present and next year’s research conference, including above mentioned census data. | 1. Staab-Polk moved that FCNI responds to Westberg Institute in favor of the census collaboration. Ziebarth seconded. Motion passed. |  |
| **Treasurer’s Report** | 1. Darnall mentioned that tax statements were submitted. 2. Continuing Education offerings are helping with revenue. 3. We will be using Google Workspace which will bill us monthly, $6/month. |  |  |
| **Role of Secretary** | 1. Solari-Twadell discussed the role of the secretary. Would like to change process such that all committee chairs send minutes and other documents to share with the board, send them through the secretary the week before each board meeting. 2. Solari-Twadell will check with Goodrich on access to documents. |  |  |
| **Committee Member Confirmation and Involvement** | 1. Solari-Twadell discussed membership on committees. Additional members should come from the membership. Members should be acknowledged on website. 2. Staab-Polk suggested that members can participate in committee chairs without becoming members of the committee. They may have ideas to share but no time for the committee, | 1. Send list of committee members to Solari-Twadell 2. Write a communication to members regarding an open invitation to committee meetings. Send to Sanchez-Nelson, cc-ing Goodrich and Solari-Twadell | 1. Committee Chairs 2. Staab-Polk |
| **Strategic Plan** | 1. Solari-Twadell discussed agreement to table Strategic Plan review until September, in preparation for Annual Meeting. |  |  |
| **Membership Engagement** | 1. Garner discussed the success of the series on Diversity and Faith Traditions. 2. Solari-Twadell discussed upcoming series Late-May to June, “Initiation, Development and Sustaining of a Faith Community Nurse Practice”. She is solidifying dates and content. 3. Solari-Twadell led a discussion on having open forum “Town Hall” meetings. These meetings may start in late August or early September. Garner stated it is important not to make these conflict with educational offerings. 4. Proof of bookmark was discussed. Cost would be $233+. Darnall mentioned we would have to pay sales tax. Product sales in general will be discussed in the Executive Committee. Discussion regarding the value of the bookmark as opposed to a brochure was discussed, given much literature is electronic now. 5. Solari-Twadell led a discussion on the Monthly Awareness project. Garner has received seven completed forms for posting on the website. She suggests we have a separate one on Drug Abuse. 6. Discussion on FCNI conference timing. Do not want to conflict with other conferences. Westberg is in Spring, HMA is in September. | 1. Results of evaluation to be sent to Sanchez-Nelson. 2. Develop a brochure for FCNI. 3. Remaining topics to be submitted. Education Committee will discuss entries at next committee meeting. 4. Conference will be discussed at Executive Committee. | 1. Garner then Sanchez-Nelson to distribute to Board. 2. Membership and Outreach Committee 3. Those who still need to turn in topic form |
| **Fund Raising Committee** | 1. Staab-Polk gave Fundraising Committee Report. Would like to find a process for FCN volunteer work to be documented, which would help receive funding. The committee is investigating the possibility of co-branding with another organization on a product. 2. Two possible grants can be pursued once 501c is approved. 3. Discussed the promise of a “train-the-trainer” program within FCNI, which may include a grant for development. |  |  |
| **Resource Committee** | 1. Brown reported that the Resource Committee met for the first time. Charter is being developed. Three types of resources have been identified: self-care, practice, booklet of prayers from FCNs. 2. Discussed a possible survey to determine the needs of the practicing FCN. |  |  |
| **Journal Committee** | 1. Sturgeon reported that work has progressed on the Journal site. Authors of three articles in the queue were contacted to determine level of continued interest in publishing. All are still interested. 2. Discussion followed regarding “Perspectives”. Clarity is needed on what the future plans are. |  |  |
| **Membership and Outreach Committee** | 1. Kingsbury stated that one new member started within the last 30 days. There are 96 active members. 2. Meetings continue with Marketing and Technology Committees to determine a social media plan. 3. Would like to do a survey of members about expectations of membership. It would be best to have one survey that meets the needs of all committees. | 1. Draft Survey to be ready to review by next board meeting. | 1. Kingsbury, Brown |
| **Governance Committee** | 1. Callaghan reported that there are policies and procedures that need to be approved. She will email the details. |  |  |
| **Education Committee** | 1. Garner reported that there were 42 participants at the Research Forum that were not members of the panel. 2. Would like to know when annual meeting in October is so continuing education should be offered. This will be known by next meeting. |  |  |
| **Closing Prayer** | Kingsbury led in closing prayer |  |  |
| **Next Meeting** | May 21, 2021 9:30 AM CT |  |  |
| **Meeting Adjourned** | Adjourned at 11:32 AM CT |  |  |
| **Respectfully submitted by:** | Kathey Sanchez-Nelson | |  |