**Faith Community Nurses International**

**FCNI Board Meeting**

**August 19, 2022**

**2:00 PM CT**

**Date: 8/19/2022**
(ZOOM meeting)

**Attendees:** Ann Solari-Twadell, Mary Lynne Knighten, Kathey Sanchez-Nelson, Linda Garner, Esther Brown, Donna Callaghan, Katrina Goodrich, Mary Martin, Paula Staab-Polk, Teri Darnall, Eugenia Graves, Debbie Duke

**Those Unable to Attend:** Robert Kentner, Karen May, Liz Sturgeon

| **Agenda Item** | **Discussion** | **Action Taken** | **Responsible Person** |
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| **Welcome and Call to Order** | Meeting Called to Order at 2:00 PM CT |  |  |
| **Invocation** | Sanchez-Nelson led with an opening prayer |  |  |
| **President’s Report** | Solari-Twadell presented the President’s Report.1. Regarding the Annual Education Conference and the Westberg Symposium Research Pre-Conference, we will only be participating in the Research Forum when asked. The suggested date for the FCNI Education Conference is September 2023. It will be via Zoom.
2. Sanchez-Nelson reported Committee Minutes/ Reports should be sent to her as soon as possible after meeting.
3. Solari-Twadell discussed the Nursing Organization Forum (NOF) invitation to participate in an orientation. Knighten and Goodrich participated on behalf of FCNI. This is an opportunity for FCNI to be recognized, to network, and to collaborate. Knighten mentioned that it is also a place to receive leadership development and that the name is now Nursing Organization Alliance (NOA). FCNI has a free registration to their conference in November in Des Moines, IA. It would be about $1200 per year to be a member organization. This will be on the agenda for future meetings.
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| **Vice-President’s Report** | Knighten provided the Vice-President’s report.1. Knighten conducted a check-in related to the strategic plan. Staab-Polk reported that she had located 2-3 possible fund-raising grant opportunities.
2. Regarding leadership succession, Knighten reported that we are looking for President-Elect, Treasurer, Marketing, and Education Chairs. There are some names of people who are interested. We are on track to produce a ballot for members to vote in November. Solari-Twadell mentioned the document that she sent out earlier regarding Sanchez-Nelson who is interested in continuing as Secretary and adding Treasurer responsibilities. This would require a by-laws change. Solari-Twadell suggested the change needed. Discussion followed. The change would need to go to the Governance Committee. Knighten also reported that the nominee for the Education Committee is Renee Kumpula. The nominee for the Marketing Committee is Cynthia Garret.
3. Knighten started the discussion regarding the Articles of Incorporation. There are changes needed on the Articles of Incorporation. The section on Distributions upon Dissolution also needs to be changed. Discussion followed. The Articles of Incorporation used to be with Minnesota, but the affiliation with Lees-McRae College required a change to North Carolina. At a time when the Minnesota Articles were up for renewal, the association with Lees-McRae began. So, it was decided to move the Articles of Incorporation the North Carolina. This occurred in December 2020. The address change on the Articles of Incorporation was moved from Lees-McRae College address to Darnall’s address. This address needs to be the same as that for the bank. The registered agent needs to be someone who resides in NC. The section regarding the dissolution of FCNI still mentions that assets would be sent to Lees-McRae College. This language needs to be changed. There is a more generic Dissolution paragraph which can be used instead.
4. Knighten discussed the facilitation she conducted at the Faith Community Nurses Leadership Western Region. She presented on FCNI and its purpose, values, and benefits. This included the “one-pager”.
 | 2. Staab-Polk moved to have the Governance Committee recommend the necessary by-laws changes to allow for a combined Secretary/Treasurer position. Martin seconded. Motion passed.  |  |
| **Treasurer’s Report** | Darnell provided the Treasurer’s Report. 1. The Finance Committee looked at the ability to set up a new line item in the balance sheet that is outside the operating budget. This line item would be for the “one-offs” -- the special needs of FCNI that are not foreseen and not in the budget. This would need to go through the Governance Committee and then to the Board of Directors.
2. All committee chairs will receive information for budgeting items by September 29. They need to be completed and sent to Darnell by October 1. In October, the committee will draft a budget for review at the November annual meeting with membership.
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| **Secretary Minutes June Board Meeting** | Sanchez-Nelson asked for a motion to approve the June Board of Directors meeting minutes. | Knighten moved for approval of the June minutes. Duke seconded. Motion passed. |  |
| **Update Westberg Institute Community Platform – Debbie Duke** | Duke gave an update on the Westberg Platform. It seems a little easier to open and navigate in the past weeks. There is very little content and appears to be little traffic. Discussion followed about other experiences that members had. |  |  |
| **Web Page Review-Katrina Goodrich**  | Goodrich reported that there is nothing new or different on the website. An education offering was moved to the front page and posted on LinkedIn. Discussion followed on some possible postings. |  |  |
| **Education Committee** | Garner had sent a proposal for CNE honorarium. The request is to budget next year for an honorarium for CNE speakers. The recommendation would be for $100 per hour. Also, the recommendation would be to raise the CNE attendance fee by $5 for both members and non-members. The increased fees can be discussed at the annual meeting in November.  | The Board of Directors voted to approve the recommendations. |  |
| **Fundraising Committee** | Staab-Polk reported that Giving Tuesday (Nov 29) announcements can be posted onto the website and Facebook.  | Present ideas for marketing Giving Tuesday at next board meeting. | Staab-Polk |
| **Spiritual Resource Development Committee** | Brown reported that discussion has occurred regarding getting new members in the committee. Ideas have been discussed about highlighting the Board of Directors and their individual gifts and skills and asking the members what they might be able to bring to any of the committees including the Spiritual Resource Development Committee. The committee will be discussing more about ministry and giftings and how your practice can be based on that. Discussion occurred about the word “ministry” and how members who are not Christian could relate to it.  |  |  |
| **Practice Committee** | Martin reported that the committee continues to work on the toolkit. A technology/telehealth piece should soon be available on the website. The committee is also encouraging use of the monthly health topics that have now been completed by the Education Committee. A toolkit catalog update and a list of new topics for the toolkit is also in the works. Additionally, there is a topic about educating pastors about FCNs. Attendance at Practice Committee meetings has been low. Martin is working on a better time to meet.  |  |  |
| **Marketing and Outreach Committee** | Graves and Duke reported that Dr. Cynthia Garner has accepted the Marketing Directorship nomination. There is a need to be more proactive about getting CNE announcements out sooner—at least a month ahead. There is a Foundations course starting soon, and the PowerPoint and “one-pager” would be good to share with the class. |  |  |
| **Technology Committee** | Goodrich reported that this committee’s topics had already been discussed throughout the meeting. Also, she spoke at a stroke conference and talked about the FCN collaborative part of the team.  |  |  |
| **Research Committee** | Callaghan reported that the committee is working on finding well know speakers for the Research Forum. The website research toolkit is finished but needs to be reviewed by the committee. The next scholarly article discussion is December 21. |  |  |
| **Membership Committee/ Journal Committee** | Solari-Twadell reported that, regarding the Membership Committee, Kentner could not attend today but should be at the next meeting. Regarding the Journal Committee, there are two articles in, and more articles are being recruited.  |  |  |
| **Closing Prayer** | Solari-Twadell provided a closing prayer. |  |  |
| **Next Meeting** | September 16, 2022; 2:00 PM Central Time |  |  |
| **Meeting Adjourned** | Adjourned at 3:45 PM CT |  |  |
| **Respectfully submitted by:** | Kathey Sanchez-Nelson |  |