**Faith Community Nurses International**

**FCNI Board Meeting**

**June 17, 2022**

**2:00 PM CT**

**Date: 6/17/202217**
(ZOOM meeting)

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

**Those Unable to Attend:**, Mary Martin, Eugenia Graves, Liz Sturgeon, Robert Kentner

| **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** | Staab-Polk opened the meeting with an invocation |  |  |
| **President’s Report** | 1. Clarification was made concerning whether both committee minutes and committee reports needed to be submitted to the secretary monthly. One or the other is acceptable.
2. Solari-Twadell asked for the status of the Research Conference. Callaghan reported that FCNI would present both a pre-conference at the Westberg Symposium on Spiritual Care as well as at the FCNI event focused on FCN research.
 | 2. Send a proposal to Sharon Hinton about the Westberg pre-conference event. | 2. Solari-Twadell |
| **Vice-President’s Report** | 1. Knighten reported that she heard from the National Catholic Nurses Congress. They will be putting the FCNI ad in their brochure, and it will be translated into three languages. There may be future partnership opportunities.
2. Knighten reviewed the final strategic plan and asked for updates relative to the outcomes and goals. Updates were discussed where available.
3. Membership Growth and Engagement—
	1. There was a discussion on the sparse number of international members.
	2. Goodrich stated that there are 248 contacts in Wild Apricot. At 250 the cost goes up substantially.
	3. After calling lapsed members who did not renew, phone calls resulted in some renewals.
	4. Tag lines were created.
	5. There were questions about the mentoring program. Follow-up is needed.
	6. Have not yet reviewed and revised committees and charters.
	7. Discussion topics for networking related to recruiting new members at FCNI events have been listed. There is a PowerPoint on the benefits of FCNI membership.
	8. Succession planning strategies have been identified.
4. Financial—
	1. Staab-Polk discussed a brainstorming session that regarding a tool to document the time, talent and resources that board members, committee members, and speakers give to FCNI. Using Amazon Smile was discussed as well as adding a processing fee for donations.
	2. A succession plan for the Finance Committee Chair is needed.
	3. Regarding a store for the FCNI website, the idea will probably not work due to tax issues and paperwork needed.
5. Research—Callaghan reported that we are on track with the plan. Research ideas are being brainstormed.
6. Practice—Related to content for the Practice Toolkit, Brown reported that the Spiritual Resource and Development Committee is working on conducting focus groups and the definition of Ministry for FCNs. How these issues can be incorporated into the Toolkit is yet to be determined.
7. Journal—Publishing two articles will not occur this year.
8. Education—Monthly themes are finished and on the website.
9. Technology—Goodrich reported that some committee chairs have met with her. Some bios and photos are still needed of committee chairs.
10. Spiritual Resources and Development—Discussion is occurring about provided the digital prayer book on LinkedIn.
11. Leadership Succession—Board member orientation plans are in the works.
12. Advocacy—FCNI continues to build the relationship with Westberg.
13. Open positions next year are President Elect, Treasurer, Marketing Chair, and Education Chair. There is nothing new to report about these positions. Members are to send potential names to Knighten.
 | 2b. Create a proposal on what to do about Wild Apricot, the contact list, and prices.2g. Post PowerPoint in Board Member’s Handbook on website. | 2b. Solari-Twadell, Goodrich2g. Goodrich |
| **Treasurer’s Report** | Darnall reported that the finance documents have been distributed. Refunds for the cancelled continuing education event will need to be sent out. Current balance is $23,515.75. At the next Finance Committee meeting changes to the line items for the budget will be discussed. |  |  |
|  **Secretary Report** | Sanchez-Nelson asked for a motion to approve the May minutes.  | Staab-Polk moved that the May minutes be approved as written. Knighten seconded. Motion passed. |  |
| **Practice Toolkit Policy and Procedure** | Knighten reported that the Policy and Procedure was approved by the Governance and Practice Committees and now requires Board approval.  | Brown moved that the Practice Toolkit Policy and Procedure be approved. May seconded. Motion passed. |  |
| **Research Committee** | Research Forums were discussed in the President’s Report. |  |  |
| **Web Page Review**  | Website analytics are steady consistent. Some connections with LinkedIn are slowly increasing.  |  |  |
| **Monthly Awareness Project Status** | Garner reported that all Monthly Awareness Projects have been completed and posted. |  |  |
| **Education Committee** | 1. Garner reported that there are CNE events scheduled for August and November. The November event will occur just prior to the Annual Business meeting as is typically done.
2. Garner asked for committee charters to be sent to her. She has seven and needs the rest.
 | 2. Send developed committee charters to the Education Committee for review if not already done. | 2. All Committee Chairs |
| **Journal Committee** | Solari-Twadell stated that articles for the Journal need to be in by September 1. |  |  |
| **Fund-Raising Committee** | 1. Staab-Polk reported that Giving Tuesday will occur on the Tuesday following Thanksgiving. Solari-Twadell stated that it will be discussed at the Annual Meeting.
2. The Fund-raising and Marketing Committee met together on May 31. It was suggested that we determine a reasonable rate for in-kind donation from the Board of Directors. This would be for board members, committee members, and speakers to document their time, talent, and resources for the purpose of grant writing.
 | 2. Investigate a range of hourly salaries and values based on information about grant writing.  | 2. Knighten |
| **Governance Committee** | May reported that the committee approved the renaming of the Spiritual Resources and Development Committee. By-laws changes may be needed in case committees want to be renamed or take on different functions. These changes may be better suited to a change in Policies and Procedures. Then the change will be directed to the Board.  |  |  |
| **Practice Committee** | Knighten reported that the committee discussed going back to monthly meetings rather than bimonthly. Also, the Practice Committee will continue to collaborate with the Spiritual Resource and Development Committee and would like an ETA on the work that is being done with the Solari-Twadell/ Ziebarth book.  |  |  |
| **Closing Prayer** | A closing prayer was offered by Solari-Twadell |  |  |
| **Next Meeting** | August 19, 2022, 2:00 PM CT |  |  |
| **Meeting Adjourned** | Adjourned at 3:31 PM CT |  |  |
| **Respectfully submitted by:** | Kathey Sanchez-Nelson |  |