**Faith Community Nurses International**

**FCNI Board Meeting**

**May 20, 2022**

**2:00 PM CT**

**Date: 5/20/2022**
(ZOOM meeting)

**Attendees:** Mary Lynne Knighten, Kathey Sanchez-Nelson, Linda Garner, Esther Brown, Donna Callaghan, Katrina Goodrich, Mary Martin, Karen May, Robert Kentner, Paula Staab-Polk, Teri Darnall, Liz Sturgeon, Eugenia Graves

**Those Unable to Attend:** Ann Solari-Twadell, Debbie Duke

| **Agenda Item** | **Discussion** | **Action Taken** | **Responsible Person** |
| --- | --- | --- | --- |
| **Welcome and Call to Order** | Meeting Called to Order at 2:00 PM CT |  |  |
| **Invocation** | Sanchez-Nelson opened the meeting with a prayer |  |  |
| **Approval of Agenda** | Knighten presented the agenda for today’s meeting. | Staab-Polk moved that the agenda be approved as written. May seconded. Motion passed. |  |
| **Vice-President’s Report** | 1. Knighten provided a Vice-President’s report. Solari-Twadell met with Sharon Hinton regarding the Westberg Institute and the Spiritual Care Association and their relationships with FCNI. For FCNI marketing purposes, FCNI material can be sent to SCA for distribution regarding upcoming events and membership to FCNI. FCNI can also provide a pre-conference presentation for the Westberg Symposium after a proposal is sent in. Callaghan mentioned that it is possible to have two separate research forums, one would be a pre-conference at the FCNI conference that focuses on FCN research and one for Westberg would be a broader subject.
2. Knighten discussed Solari-Twadell’s meeting with Kathy Schoonover-Shoffner about collaborative partnership between SCA and the Journal of Christian Nursing. SCA members receive a 15% discount. One idea was that a nurse could join both SCA and FCNI for a 15% reduction in dues. Discussion followed regarding a collaboration among these organizations.
 | 2. Garner moved that FCNI pursues a collaborative relationship with SCA and Christian Nurses Fellowship. Kentner seconded. Motion passed. |  |
| **Treasurer’s Report** |  |  |  |
|  **Secretary Report** | 1. Sanchez-Nelson reported that the April Minutes were sent out for review.
2. Sanchez-Nelson asked that the most recent committee reports be sent to her.
 | 1. Garner moved that the minutes be approved. May seconded. Motion passed.
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| **Review of Research Forum 2022** | The Research Forum was discussed at the previous Board meeting. |  |  |
| **Annual Conference Planning** | 1. Conference is scheduled for September 8-9, 2023. The theme is the Role of Faith Community Nurse in Grief and Loss. Topics will include COVID fatigue and functioning in a new environment.
2. Currently, two half days are planned with a pre-conference and next year’s Research Forum. Discussion followed and questions asked over whether the pre-conference consisted of the 2023 Research Forum.
3. The Planning Committee consists of Goodrich, Garner, Staab-Polk, Sanchez-Nelson, Solari-Twadell, and Martin.
4. Discussion occurred about the capability of the Zoom platform for this conference. There was consensus that it should be capable.
 | 3. Set up initial meeting with Planning Committee. | 3. Solari-Twadell |
| **Fundraising Committee** | 1. Staab-Polk presented the Fundraising Committee report that was tabled from last month’s meeting. Discussion occurred regarding the name of the fundraising campaign, the instructions for how to donate and the mission statement.
2. Staab-Polk discussed a process for Giving Tuesday as well as other money raising ideas.
3. Knighten proposed that the plan be brought off-line to discuss details and synchronicity between Finance and Fundraising Committees.
 | 3. Meet to determine answers to questions raised during the Fundraising Committee Report. | 3. Staab-Polk, Darnall, Knighten, Goodrich  |
| **Treasurer’s Report** | Darnall reported that most bills have been paid for the year. No new membership to report.  | Contact members who have not renewed to ask if they want to renew. | Kentner |
| **Leadership Succession Planning** | 1. Knighten reported on a meeting held between herself and Judy Shackleford regarding renewing the Leadership Succession Committee Charter review and update. Knighten reviewed the changes made to the charter.
2. Knighten led a discussion on the dates for the election period.
3. Knighten led a discussion on terms of office.
 | 1. Martin moved to approve the Leadership Succession Committee Plan. Seconded by Kentner. Motion passed.
2. Knighten asked that Board members submit names to her of members who might be able to fill open Board of Directors positions. They are Vice-President, Treasurer, Marketing Committee Chair, Education Chair, and Leadership Succession Committee Chair.
 | 2. All Board members submit names. Garner and Knighten will check list of positions that need to be filled.3. Garner and Knighten will also discuss by-laws and terms of office. |
| **Web Page Review** | Goodrich reported on recent changes to the web page. Biographies and photos of some Board members are still needed. The online calendar needs to have meetings added. Analytics reveal more traffic when a CNE is posted, or a social media post is posted. | Knighten asked that each committee send content to Goodrich and Graves to post on social media once a week. | A member from each committee. |
| **Monthly Awareness Project Status** | Garner reported that there are two projects still to be approved by the Education Committee. Mental Health has been approved for May. |  |  |
| **Education Committee** | Garner reported that Sanchez-Nelson will be the presenter in June for CNEs. August and November are filled. |  |  |
| **Journal Committee** | Sturgeon reported that the next meeting is mid-June. The next Journal may come out in October. So far there is one article for it. |  |  |
| **Fund-Raising Committee** | Staab-Polk reported that Amazon Smile is another possibility to raise funds.  |  |  |
| **Spiritual Resource Development Committee** | Brown reported that the committee is delving into the definition of Ministry. There will also be focus groups coming. The Prayer Book is not receiving prayers. Discussion occurred regarding putting this effort into social media such as LinkedIn. Discussion followed about a CNE topic related to writing prayers and devotionals. |  |  |
| **Practice Committee** | Martin reported that, at the latest meeting, assignments were sent to the members regarding feedback on Practice and Research charters. The committee is looking into other topics for toolkit resources. |  |  |
| **Marketing and Outreach Committee** | Graves asked if all board members received a survey regarding why people join FCNI. It had a very low number of responses, so it will be sent out again. Contact information for 53 nursing schools has been determined and are going to be contacted for advertising FCNI. The Nurse’s Day eblast received good feedback.  |  |  |
| **Governance Committee** | May asked that any committee with needed by-law changes forward to her. By-laws are being reviewed by the committee. |  |  |
| **Technology Committee** | Goodrich stated that her report had been given already throughout the course of this meeting. |  |  |
| **Research Committee** | Callaghan reported that the discussion earlier in this meeting incorporated the committee report. |  |  |
| **Membership Committee** | Kentner reported that much of his report was covered earlier under the Vice-President’s report. Kentner and Graves will be meeting to determine how the Membership Committee and the Marketing and Outreach Committee can work together. |  |  |
| **Closing Prayer** | Brown closed the meeting in prayer. |  |  |
| **Next Meeting** | August 19, 2022, 2:00 PM CT |  |  |
| **Meeting Adjourned** | Adjourned at 4:07 PM CT |  |  |
| **Respectfully submitted by:** | Kathey Sanchez-Nelson |  |