

<p>DATE: 9/9/15 CALL TO ORDER:1805 ADJOURN: 2100</p>	<p>Southeast Region of the Wound, Ostomy and Continence Society™ Fall Board Meeting Minutes</p> <p>LEADER: Martha Davidson, President RECORDER: Katrena Beckham, Secretary LOCATION: Orlando, Florida</p>
<p>MEMBERS PRESENT: Martha Davidson- President ; Jennifer Anderson - President-Elect; Patti Haberer-Past President; Pam Whitley - Treasurer; Nancy Scott - Director of Awards; Trudy Huey - Director of Conference Planning; Terry Barton – Chair, Nominations Committee; Katrena Beckham - Secretary; Reneé Epting-Director of Special Projects; Angela Howell – Howell Planning (Event Planner); Bernie Haberer- BHe Management (Association Management and Webmaster); Charlene Demers-2015 Conference Chairman, Florida.</p> <p>Guests: Elaine Rush and Angela Graham</p>	

President- Martha Davidson called the meeting to order.

*Introductions and welcome to new board members (who take office in January 2016)-Elaine Rush, Director of Conference Planning and Angela Graham, Secretary
Nadine Mulligan has resigned her position as Communications Director and Jennifer Anderson is temporarily filling this role until a replacement is named.*

Announcements: Condolences to Trena Beckham for her mother's recent death. One of our conference speakers, Dr. Susan Steele's, daughter was recently killed in an automobile accident. Nancy Scott is engaged.

Approval of January 2015 Board Meeting Minutes:

Motion made by Jennifer Anderson to accept the minutes after corrections made.

Second: Renee Epting

In Favor: 7

Opposed: 0

Motion carried.

Webmaster-Bernie Haberer

There are 221 paid attendees for the conference(206 initially paid and additional 15 walk-ins):

4 people- 1 day Only

7 people- Sat. Only

1 person- Thurs./Fri. only

56 people are registered for the Pre-Conference.

4 requested to cancel (1 person's daughter had a baby, 1 person's mother was in the hospital, 2 people could not get off work).

There are 73 exhibitors for a total of 82 booths and 186 Company Representatives. UOA (United Ostomy Association) and Youth Rally will receive their booths free of charge.

Event Planner -Angela Howell:

Angela's role is to help with obtaining hotel rooms, conference room set-up, sound system, liaison between symposia, and meal menus.

Angela will also help with coordinating the winter board meeting.

Nominations Committee- Terry Barton

Newly elected Board members:

Angela Graham- Secretary

Pam Whitley-Treasurer

Elaine Rush- Director of Conference Planning

Renee Epting-Director of Special Projects.

New Nominations Committee Members:

Terry Barton- Chairman

Amt Bandelier-Tennessee

Nina Blanton-S.C.

Priscilla Grant-Georgia

Bonita Terry-Georgia

Kristin Matarazzo-Florida

The 2016 Board Member Open Positions are:

President-Elect

Director of Awards

Director of Communications

More people participated in this year's election than in the past. A total of 117 members voted of a membership of 677 which is 17 %.

Martha Davidson thanked and gave credit to Terry Barton and Bernie Haberer for their efforts in encouraging participation.

Past President- Patti Haberer

No report to give.

2015 Conference Chairman- Charlene Demers

Leah Crestadina, Chairman of the Speakers Committee, is ill and is unable to attend the Conference.

Board members are needed to help introduce the speakers. Trudy Huey volunteered to assist with speaker introductions. .

Games to encourage interaction with the vendors:

- 1. Go for the Benjamin (\$100.00 bill) - Participant has to visit 20 vendors to be eligible. One winner on Thursday and one winner on Friday.*
- 2. Exhibitor Drawing for \$20.00. Five people can win \$20.00 each. Vendors will have raffle tickets to give out to participants. This is to entice/encourage participants to return to the vendor booths.*

Martha Davidson assigned each Board member groups of Exhibitors to thank them for their participation.

Pam Whitley and Trena Beckham to assist Bernie at the Registration desk on Thursday morning.

Patti Haberer donated her Marriott points to the Silent Auction which totaled five (5) gift cards at \$25.00 each.

Bernie Haberer and Nadine Mulligan sent out reminder postcards about the upcoming conference to the membership.

Old Business:

Bernie Haberer verifies National membership when attendees register for discounted membership rates for the Conference.

Secretary, Trena Beckham, to continue sending out new member welcome letters and reminder to current members to pay annual dues.

Secretary, Trena Beckham, to give conflict of interest signed forms to Jennifer Anderson, so to be placed on the Board related website area.

Martha extended the GES due date and agreed to pay the 10% late fee for Graphics. The final list of vendors planning to attend by August 10th was not completed by the GES deadline.

This year at conference the vendor exhibitors could receive advertising on our web page for a period of time depending on the amount of money they donated:

Diamond Sponsors- \$10,000 or more will receive 12 months posted on our web page.

Gold Sponsors- \$5,999 to \$9,999 will receive 8 months posted on our web page.

Silver Sponsors-\$3,000 to \$5,999 will receive 4 months posted on our web page.

Bernie has developed a page on our web page to post these sponsor/advertisements that will go live the day after conference ends.

Edgepark is sponsoring the Photo booth in the Lobby which will be present only during the opening time of the exhibits.

Southwest Technology has printed the Conference Booklets which cost approximately \$5000.00

New Business

President's Report- Martha Davidson

A previous decision was made to have an attorney review the conference contracts. Martha had an attorney her husband knew review the contract free of charge. This attorney did not make any changes in the contract. Even though a lawyer previously reviewed the Rosen contract, a major omission with the contract was noted, ultimately costing the SER \$5,000.00.

We did not have access to the exhibit hall until 12 noon which was too late for exhibitors to set up, Thus, we had to pay extra to have access into the exhibit hall earlier for Exhibitor set up time.

Action item:

Martha wants to review the need for a lawyer to review future contracts at the January Board meeting and consider voting to use an attorney at a case by case situation with the conference contracts.

Four people cancelled their registration after the stated deadline. At this time, decision made not to give any refunds back.

Two years ago at the January Board meeting, a decision was made to not reimburse Board members

for meals the days of traveling.

Motion made by Pam Whitley to allow Board members to turn in receipts for meals on travel days for Board related functions.

Second: Nancy Scott

In Favor: 7

Opposed: 0

Motion carried.

Action Item:

At January Board meeting, develop guidelines for \$50.00 maximum amount reimbursement with receipts turned in and not to reimburse for alcoholic beverages.

Director of Communications position is open with the recent resignation of Nadine. Colleen Spiller (who works at Molnlycke) will be asked to fill the position.

Jennifer Anderson is not considered an industry person in her present work role. Our new guidelines states that no more than 2 persons who work for industry may be on the Board. Colleen would be the only person who works in the Industry on the Board.

Treasurer's Report- Pam Whitley

All the past BB &T accounts are closed. All accounts are with the Suntrust Bank. SER WOCN Society is the only WOCN group that has a tax ID number with Suntrust.

Banking investments at SunTrust as of 9-1-15

Checking: \$137,987.13

Savings: \$ 55,588.48

Money Market: \$150,317.58

\$343,893.19

Our Bond Insurance with Travelers Casualty covers up to \$250,000.00 and the premium is \$556.00 annually.

Director of Awards- Nancy Scott

There is only one more SER Nurse of the Year (NOY) pin available for 2016.

Action Item:

Need ideas for 2017. Nancy will check the same pin design (SER shape) using different metals since the price of gold has increased almost 10X. Other ideas: Acrylic desk stand, gift certificates, Things Remembered clock.

Alpha Awards Company:

Engraved 3 plaques (Rookie of Year, Nurse of Year, State Recognition). Will use the current SER WOCN Society logo until new one is updated. Recommends that all plaques keep the same template and verbiage each year.

New Scholarship Programs:

Each scholarship had 3 applicants per educational program (WOCNEP and Advance Practice). Because no application was submitted for the Dorothy Doughty (DD) Grant, the Board was previously polled (and voted) by the president to transfer of the DD funds (\$2000) to these scholarships – this transfer of funds is for 2015 only.

Board was polled and decided to select only one winner in each educational category (WOCNEP and

Advance Practice) to receive \$2000.00 after submitting 1st semester grades or certificate. The applicants have to be already enrolled in a program.

W-9 Forms:

A W-9 form attachment is included in each of the Conference winners' e-mail. The winners cannot receive their check before signing the W-9 form. Anyone receiving monies over \$600.00 must sign a W-9 form.

2015 NOY award nominees:

This year there were applications for 3 active board members for awards. Effective June 2015, after President polled the Board: 5/7voted that Board members are not eligible to be nominated or accept monies related to educational programs, conference, or posters. These 3 nominees were removed from the slate of candidates.

Action Item:

The notation that Board members are excluded from these awards will be included in all future application forms.

Action Item:

At January Board meeting, need to add in the P&P that Board members are not eligible to be nominated or accept monies related to educational programs, conference, or posters.

There is nothing in writing about members submitting for or winning multiple awards or scholarships. This year one applicant received NOY, conference scholarship and a Poster award.

Action Item:

At January Board meeting need to discuss if members can apply for multiple awards and/or scholarships.

Action Item:

Nancy Scott recommends that on the SER WOCN Society's scholarship applications, a statement is added to let applicants know that the SER does not share/exchange applicant's applications with the WOCN Society.

Action Item:

At January Board Meeting, need to discuss and make guidelines that when an award nominee is a winner, that award winner has to pay to attend the conference, even if only attending the day of the Awards Ceremony. No one can attend any days of the conference without paying. (Only Board members are excluded).

Nancy Scott expressed gratitude to Charlene Demers for recruiting a Silent Auction Chairperson, Teri Robinson. Nancy recommends in the future that the Conference Chair selects a Silent Auction Chairperson/committee from the host state. Trena Beckham volunteered to help Nancy with the Silent Auction. Nancy would like to recommend other options besides Silent Auction for scholarship funds.

Nancy Scott recommends that we mirror the WOCN Society's newsletter to include the Awards and Scholarships winners with their photos along with their feedback about their conference experience.

Action Item:

At January Board meeting, discuss timeframes for announcements, postcards, e-mail blasts to disseminate information about the Conference, Elections, Awards/Scholarships, and Posters. (Bernie Haberer received submissions at almost midnight on the last day/deadline for scholarships/awards.)

Director of Special Projects- Renee Epting

Posters: Seventeen posters/abstracts were accepted. The abstracts need to be 500 words or less. Renee has developed an Instruction sheet for submitting posters/abstracts with frequently asked questions.

The Host State makes up the Poster Review Committee. The Poster Chair for North Carolina did participate in review and voting of posters this year to help orient her to the process. The voting was done again this year online and did not go as smoothly this year.

Renee has asked for ideas for future CEU programs on our webpage, but has not received any ideas. She has interest in Biofilms and thinks this would be a good CEU program. A suggestion was made by Trudy Huey to check with Dr Shultz to see if we could use his presentation. Trudy also suggested to follow up with the other lecturers to see if we could convert their lectures to format for CEU's on our webpage.

Director of Conference Planning- Trudy Huey

The last Exhibitor booth was sold this afternoon!

This conference has received over \$1300.00 Grant monies from our Exhibitors.

All vendors will receive a thank you letter and if a vendor has any complaints, a special letter is sent by Trudy.

The 2016 Conference will be held in Greensboro, N.C on August 25- 27. Karen Sanders is the Conference Chair. She will attend the January Board meeting to present the topics and slate of speakers.

Director of Communications- Jennifer Anderson

New Logo:

SER WOC Society must develop a new logo in order to meet the Society brand standards, trade marking, and Charter Agreement of the National SER Society. A committee was formed which consisted of Jennifer Anderson as Chairman and members Renee Epting, Pam Whitley, Martha Davidson, and Bernie Haberer.

Action Item: *At January Board meeting, Jennifer Anderson will present our new logo.*

President Elect- Jennifer Anderson

All Regions/Affiliates were asked by National to sign a charter agreement by January 2015. SER WOCN Society did sign the charter agreement.

Jennifer Anderson passed out copies of the updated Bylaws of the SER WOCN Society. An e-mail blast was sent out to the general membership on August 1, 2015 regarding the new Bylaws. These By-laws will be voted on by the general membership at the Annual Business meeting on Saturday, September 12, 2015.

By-laws have to be voted on by the general membership. Changes in P&P only need Board members to vote.

Article II-Membership (Section 2-Calssification): Decision made to delete this section since it is outlined in the National SER Society's guidelines. A person cannot be a member of SER WOCN Society without being a member of the WOCN Society.

Action Item:

At January Board meeting, discuss and decide about keeping Article II- Membership (Section 4-Ethics and Discipline) in our by-laws or making it a P&P..

Action Item:

At the January Board meeting discuss and decide about Article IV-SER Officers and Directors Duties/Terms (Section 7-vacancy), if need to make this a P&P. This can affect a person being eligible to run for President-Elect because a person must have been on the Board for a minimum of one year in order to run for President-Elect.

Action Item:

At the January Board meeting discuss and decide about Article IV-SER Officers and Directors Duties/Terms (section 12-Treasurer's Duties), if need to make this a P&P.

Action Item:

Jennifer Anderson will convert the remaining Articles of these past By-laws to P & P and present them at the Board meeting in January 2016.

Next Board meeting: January 28-30, 2016 in Greensboro, N.C.

The meeting was adjourned by Martha Davidson at 2100.