



MINUTES of Southeast Region of the Wound, Ostomy and Continence Nurses Society™

Meeting date: September 27, 2017

Call to order: Board meeting of the Southeast Region of the Wound, Ostomy and Continence Nurses Society™, was held in Knoxville, Tennessee on September 27, 2017. The meeting convened at 6:12 pm with President Jennifer Anderson presiding, and Angela Graham, Secretary.

Members in attendance: Jennifer Anderson, President , Laura Shafer, President Elect; Pam Whitley, Treasurer; Martha Davidson, Past President , Nancy Scott, Director of Awards; Elaine Rush , Director Conference Planning; Terry Barton- Chair of Nominations Committee; Reneè Epting, Director of Special Projects; Director of Communications; Angela Howell, Event Planner; Bernie Haberer, Association Management and Webmaster,

Other Attendees: Ann Rodgers, 2017 Conference Chair, Tennessee.

Approval of minutes: Motion was made by Elaine Rush, and seconded to approve the minutes of the Winter Board January in Knoxville, Tennessee, 2017. Motion was made by Glenda Brunette, and seconded to approve. **Motion carried.** the minutes of the Southeast Region of the Wound, Ostomy and Continence Nurses Society™ Membership Meeting held in Utah, May 2017. **Motion carried.**

Officers' reports:

Secretary:

Membership at 710

Treasurer:

Financial Review

OLD BUSINESS:

1. To f/u with bank regarding 90 day check void issue.
2. New checks have been ordered.

NEW BUSINESS:

Motion made by Renee Epting and seconded, for board to obtain new computer for Treasurer with a cost limit of \$2,000. **Motion carried.**

Motion made by Laura Shafer and seconded, to keep our current laptop and have old files cleaned. **Motion carried.**

President:

Goal to keep our Business/Award Session brief.

ACTION ITEM: Further discussion in February regarding our role on the Board in regards to conference planning and expectations of attendance.

Reminder to thank our vendors and assignments will be given for each member.

Motion made by Glenda Brunette to accept our Policy and Procedure updates excluding Position Statement edits and seconded. **Motion carried.**

Contract Renewal Discussion

Conference Update Report:

Attendees: 190 registered at this time

Pre-conference Attendees: Full with waiting lists

Vendors: Several company mergers have resulted in what may seem like fewer vendors but still very good participation. 69 Vendors with 80 booths. There were some cancellations. If submitted prior to cut off refunded; if after the cut off \$100 was deducted and the remaining \$900 applied to 2018 conference.

Symposia: All full

Posters: 16 approved

Sponsors: 4 Diamond

5 Gold

4 Silver

Grants: \$25,750

Tote Bags: Increased donations for goodies

Increased Non-WOC nurses volunteers this year

Thank You Notes completed and Speaker Honorariums completed and to be distributed per Anne Rodgers.

Reminder to notate who wins door prizes at the end of sessions and photo taken for Awards Meeting recognition.

Glenda Brunette will be our Conference Photographer.

NEW BUSINESS:

1. Timelines need reviewing for submissions in preparation of next conference.
2. Issue of 3 vendor payments were mailed to WOCN ® versus the SER due to our use of WOCN ® Tax ID Number. One grant payment of \$3,500 was sent to another region and as of now has not been reimbursed to our region. **ACTION ITEM:** President to follow up with the region to clarify in hopes of funds being returned to our region.
3. Hospitals have asked for Group Rates – future discussion.
4. Our Continuing Education. If speakers are on Speakers Bureau or an Advisor Panel for Conflict of Interest. We determine if conflicts exist.
5. WOCN ® now distribute vendor information “on behalf of our sponsor” to all participants from Diamond/Gold sponsors versus vendors sending directly to those participants who agree to be on a list. Fewer are wanting to be on those lists. Do we want to adopt this same practice?
6. 2018 Conference: Conference Chair: Renee Epting; Program Committee Chair: Mary Arnold Long; Poster Chair: June Bullock. Navigating the Waves of Change: WOC Nurses Anchored in Research and Practice.
September 20-22, 2018 Myrtle Beach, South Carolina. . Save the Date cards distributed announcing conference information. Planning meeting will be held in October.

Nominations Committee Report:

15 nominees ran for 10 open positions for 2017.

113 votes meeting our quorum.

2017 Positions:

Secretary: Angela Graham

Treasurer: Martha Davidson

Director of Conference: Elaine Rush

Director of Special Projects: Lori Borja

Nominations Committee:

AL – Amy Armstrong

FL – Nancy Paez

FL- Shawn Philbin

GA- Jill Danahy

SC- Nina Blanton

SC- Valerie Kneece Harris

2018 Positions to be filled:

President Elect

Director of Communication

Director of Awards

Awards Committee Report:

Nancy Scott presented information regarding the status of awards.

1. Presented our newly designed SER pin with our new logo. There will be 9 more made for 10 total. Diannah Beauregard is our jeweler.
2. Alpha Awards Company engraves our awards plaques.
3. Jeweler and plaque company contact information is on board website for future reference.
4. Record number of 37 submissions for scholarships/awards with 33 being eligible for award. All winners have been notified.
5. Scholarship Tracking form is located in the Awards section of the board website. There is also a sample letter on site for school scholarship recipients.
6. Friends of Ostomates and Youth Rally Thank you notes to be posted on website.

NEW BUSINESS:

1. In February meeting, consider only applicants with completed application and required documentation, who meet submission deadline and limit responses to 150 words or less for ease of selection.
2. Task Force to review Award Process and application details. Laura Shafer, Chair, Nancy Scott and Glenda Brunette.

Director of Communications Report:

Newsletter submissions need to be in by October 23, 2017..

Increase utilization of Facebook after conference to announce Award winners and photographs of new Board Members and conference photos.

Discussion that SER was not included in the Regional/Affiliates Newsletter.

Director of Special Projects Report:

Poster Update:

22 abstracts submitted – the most in 5 years

14 posters were judged

16 posters to be displayed at conference

7 poster judges

Details/Winners submitted to members via handout.

In regards to 2018 discussion regarding:

1. Should we accept PowerPoints at posters?
2. Need to clarify on website that at least one (1) author must register for conference.
3. If author(s) only attending 1 day:
 - a. We will not be responsible to hang or return poster.
 - b. They will need to identify someone to perform or will lose poster.
 - c. If not present for Awards need to submit W-9 prior to award distribution.
4. Paper ballots work better than Survey Monkey for judging.

Webmaster/Manager Report:

1. Discussion of increased incidents of spam noted. Option to decrease is to remove email addresses from our website and utilize a Contact Form to reduce.
2. Sponsor's Logos are now on website. Diamond for 12 months; Gold for 8 months and Silver for 4 months.
3. DeRoyal did sponsor some breaks and Emory sponsored some lanyards but they are not identified on website.
4. The website format needs updating. Plan to update one page at a time. Will be an undertaking but will be more responsive and up to date.
5. Social Media postings are variable. Encourage utilization as appropriate.
6. Tote Bags: the bag type delivered to us was not the one ordered and we were offered 50% discount totaling: \$1,207.00.
7. Improving Conference Instructions. We need more description and details to Board job description responsibilities and desired strengths. Motion made by Elaine Rush and seconded for each Board Member to review their position description and submit those by November 15th to be reviewed at our next meeting in February. **Motion carried.**
8. Nominations Committee – there are duplicates submitted: 2 FL and 2 SC.
9. Request to have Prospectus for 2018 out earlier with Grants and CE approval earlier as well. Mid- March for 2018. Program color theme will be changed for 2018.
10. Recommending that Smartsheet.com not be renewed.
11. Recommend in February that we use the ANCC Conflict of Interest forms.

Conference Planner Report:

1. 2019 Columbus Georgia – early October.
2. Convention Center is confirmed. Marriot Hotel will be host hotel.
3. Discussion regarding our future state rotations due to issues finding sites due to exhibitor space versus hotel needs. Venues becoming more limited in some states/cities.
4. Could be an issue of limited WOC nurses in Columbus, GA and may be difficult to find Chairperson. Discussion regarding state sharing with Alabama possibly and this would impact state awards and past format. Further discussion at our February meeting.
5. 2020 needs to be Florida after Georgia. Rosen Center to be considered in Orlando.
6. Consider fewer exhibitors and increase price to address location selection.

7. Discussion that prices for conference may need to increase.

General Discussion:

Next Board Meeting will be held February 2-3rd, 2018 in Myrtle Beach, South Carolina.

Adjournment: The meeting was adjourned at 9:40 pm on September 27, 2017

Angela Graham BSN RN CWOCN

Secretary

APPROVED: 2.2.2018

