



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

Meeting date: February 2-3, 2018

Call to order: Board meeting of the Southeast Region of the Wound, Ostomy and Continence Nurses Society™, was held in Myrtle Beach, South Carolina on February 2nd and 3rd, 2018. The meeting convened at 8:00 am on February 2nd, President Jennifer Anderson presiding, and Angela Graham, Secretary.

Members in attendance: Jennifer Anderson, President; Laura Shafer, President –Elect; Martha Davidson , Treasurer; Angela Graham, Secretary ; Nancy Scott, Director of Awards; Elaine Rush Director Conference Planning; Amy Armstrong- Chair of Nominations Committee; Lori Borja , Director of Special Projects; Glenda Brunette, Director of Communications; Angela Howell, Event Planner; Bernie Haberer, Association Management and Webmaster,

Other Attendees: Renee Epting 2018 Conference Chair, South Carolina

Swearing In: Lori Borja was sworn in as the new Director of Special Projects.

Approval of minutes: Motion was made by Martha Davidson, and seconded to approve the minutes of the Fall Board Meeting Minutes from September 27, 2017 and the Minutes of the Membership Meeting on September 29, 2017. . **Motion carried.**

Officers' reports:

Secretary: Current Membership reported:

Full time	529
Allied	80
Retired	27
Student	45
Founder	9
TOTAL	690

Emory University new graduate letter inviting them to join our region affiliate of the WOCN® was reviewed and is still being distributed.

Welcome Email Letter to new members distributed for review.

Conflict of Interest forms were completed electronically

Request to destroy old tapes/recordings from past board meetings. .Motion was made by Laura Shafer and seconded to destroy all old tapes/recordings and to keep current recordings for one year only. **Motion carried.**

Treasurer:

- Current account balances and standings reviewed.
- Discussion regarding second financial institution for Money market account. Motion was made by Laura Shafer, and seconded to move Money Market account to Renasant Bank.

Motion carried.

- Our “90 day void” process is now in effect on our checking account.
- Discussion regarding conference fees and future increases if needed to support conference planning. Motion was made by Martha Davidson, and seconded to keep our conference fee at \$225 for the 2018 conference. **Motion carried.**
- Discussion regarding Booth Fees for Vendors. Motion was made by Glenda Brunette, and seconded to increase booth fees to \$1,100 for 2018. **Motion carried.**
- Discussion regarding offering membership educational resource materials. Suggestion to obtain copies of the new *The WOC Nursing: Scope and Standards of Practice, 2nd Edition*. Due to cost of each, a motion was made by Martha Davidson, and seconded to obtain 26 copies to be given as door prizes at the end of each session. **Motion carried.**
- The 2018 Conference Budget was reviewed. A motion was made by Glenda Brunette, and seconded to accept the budget as corrected and presented. **Motion carried.**
- The 2018 Operating Budget was reviewed. A motion was made by Elaine Rush, and seconded to accept the budget as corrected and presented. **Motion carried.**

President

- WOCN® has developed an orientation toolkit for regional/affiliate leadership with Conference Planning tips as well.
- Reminders to all board members to be present till the end of conference.

- Discussion regarding grant notifications to WOCN® to avoid past issue of misappropriated grants.

President-Elect

Members were asked to review their specific board position statements for any corrections/editing prior to the meeting. Discussions held and changes submitted to Laura Shafer for correction and updating.

Conference Planning Report:

Renee Epting, Conference Chair for South Carolina presented the draft agenda for upcoming conference. Discussions of ensuring offerings evenly pertain to wound, ostomy, continence and professional practice content. Discussion regarding speakers from out of state/region versus regional speakers to address financial concerns. Motion made by Elaine Rush and seconded to accept the topics as presented per the Education Planning Committee and due to budget constraints to relook at speaker options from within the region **Motion carried.**

ACTION ITEM: Board to see agenda and speaker options for review within 10 days of this meeting.

Toured conference center to discuss layout of registration, poster viewing area, meeting rooms and overall facility.

- Preconference will have two options WOC Pharmacology and a Lower Extremity workshop.
- Keynote Address to acknowledge our 50 year anniversary with a presentation from Past SER /National Presidents from our region.
- Southwest Technologies have agreed to print booklets for 2018.
- Motion made by Elaine Rushing and seconded to move the Awards /Business meeting to the Lunch and Learn slot on Saturday from 11:30-12:30 to improve attendance. **Motion carried.**
- There will be 13 presentations and posters. Total of 13 session hours. Motion made by Martha Davidson and seconded to decrease agenda from 14 to 13 session offerings based on agenda as discussed. **Motion carried.**

- Agenda and speakers to be confirmed prior to 3/1/2018.
- Based on evaluations from 2017 of 198 attendees and 71 Vendors, the vendors expressed receiving attendee emails only, carts and dollies be available and desire for snacks/coffee access in Exhibit Hall. Attendees requested not to have SSN as part of badge identifier on front of badge. Bernie states any 4 digit number is acceptable and does not have to be the SSN.
- Emory to sponsor lanyards again this year and to explore slightly wider in size. Attendees expressed they enjoyed the Emory logo on the lanyards.
- Discussion regarding tote bag design and material. Bag from 2017 to be obtained for 2018 with addition of a zipper, state to pick the color of handles and state committee to explore sponsors to cover costs.
- Discussion regarding Symposia spots on agenda and sponsors. Convatec has historically had a dinner symposia. Discussion regarding concerns of attendance to evening symposia due to Vendor invites for attendees to private dinners at same time. Discussed putting language in bold print reinforcing consideration to this issue.
- Convatec to apply for Symposia slots along with other interested sponsors.
- **Motion made by Jennifer Anderson and seconded to increase the Symposia application fee to \$450 from \$400. Motion carried.**
- Discussion regarding future conference costs and challenges in finding locations and facilities to accommodate our group.
- Motion made by Martha Davidson and seconded to provide \$200 for Hospitality Funding for tote bag goodies/contents. **Motion carried.**
- Discussion for future consideration of attracting other wound professionals (WTA, OTA, CRNP/PA and PT) to increase attendance and growth.

Event Planner Report:

- Discussion regarding site challenges and state rotations. .
- Upcoming conference will be September 20-22, 2018 in Myrtle Beach, South Carolina with hotel rate of \$125.
- Motion made by Jennifer Anderson and seconded to have Florida host 2020 and Alabama to host 2021. **Motion carried.**

- State rotation will be as follows:
 - a. 2019 – Columbus, Georgia October 3-5th at the Marriott Convention Center with a \$129 room rate.
 - b. 2020 – Florida with some discussion regarding potential host locations
 - c. 2021- Alabama
 - d. 2022 – North Carolina
 - e. 2023 – Tennessee
- Decorator Bids reviewed. Motion made by Nancy Scott and seconded to accept the bid as presented by CTD. **Motion carried.**
- AV Quote reviewed from the Sheraton. Motion made by Glenda Brunette and seconded to accept. **Motion carried.**

Nominations Committee Report:

Board asked to thoughtfully consider nominations for the following upcoming positions:

President Elect

Director of Awards

Director of Communication

Awards Committee Report:

- A taskforce reviewed all the Awards and application forms with recommendations
- Discussion to limit summary on applications to 300 words or less.
- Web criteria for awards and scholarships updated and reviewed.
- To delineate tab on website for Awards and Scholarships.
- Motion made by Martha Davidson, and seconded to remove certification requirement language in criteria. **Motion carried.**
- Motion made by Elaine Rush, and seconded to keep the amount and numbers of conference scholarships as 2017. **Motion carried.**
- **ACTION ITEM:** Future discussions regarding WTA inclusion.
- School Scholarships now require one (1) letter of recommendations versus three (3).

- Motion made by Laura Shafer and seconded to change the due date for all award and scholarship applications to be June 15th. **Motion carried.**
- Motion made by Martha Davidson, and seconded to continue school scholarships with total award amount of \$6000. **Motion carried.**
- Discussion regarding the Dorothy Doughty Research Award and lack of applicants since inception. There have been no applicants since 2011, and only two applicants since its inception in 2005.
- Motion made by Nancy Scott and seconded to end the Dorothy Doughty Research Award. **Motion carried.**
- Motion made by Martha Davidson, and seconded to rename the Dorothy Doughty Research Award to Dorothy Doughty Educational Scholarship Fund. **Motion carried.**
- Motion made by Martha Davidson and seconded to increase our schools scholarship funds from \$6,000 to \$10,000. **Motion carried.**
- Discussion of changing board voting method in future award /scholarship decisions.
- Discussion regarding need to get the completed Nurse of the Year pins from our jeweler shipped to the President-Elect to have for future presentations.
- Task force did suggest adding Foot Care certification to award criteria descriptions.
- Motion made by Martha Davidson and seconded to continue our \$2,000 donation to Youth Rally. **Motion carried.**
- Motion made by Martha Davidson and seconded to continue our \$1,000 donation to Friends of Ostomies Worldwide. **Motion carried.**

Director of Communications Report:

Discussion regarding current Newsletter format and membership/reporter engagement. Options included changing from Newsletter format to our website based Regional News with tabs for each state. Motion made by Elaine Rush and seconded to change our format and notify the members via blast email. **Motion carried.**

We will continue to post news/events on Facebook.

Director of Special Projects Report:

Current CE offering on our website expires 9/18. Since 12/20/16 there were 58 persons who completed the CE. Discussion regarding discontinuing having the CE on our site but rather a tab labeled “Educational Resources” with a listing of all the free CE offerings that can be obtained via the web with WOC content.

- Posters: Discussion that poster presenters must be registered for one day minimum of conference.
- Timeline for Abstracts was discussed and reviewed.
- To add contact information of Poster Submissions to conference book for lead author to aid in attendees reaching out for more information if desired.

Webmaster/Management Report:

- New email account and contact information format on website due to increasing SPAM and email safety reviewed.
- Review of Sponsor Logos on website.
- Discussion regarding Showstoppers insurance quote.
- Reviewed credit memos from Vendors from 2017 for use at 2018 conference.
- Discussion regarding projectors we currently own and costs associated with purchasing and renting. Motion made by Laura Shafer and seconded to approve exploring purchase of two (2) new projectors up to \$800 each. **Motion carried.**
- Conference Brochure and Prospectus in process.
- 435 Exhibitor contacts sent Save the Date info for 2018 conference on January 31st.
- Reviewed Yom Kippur dates for any conference conflicts in planning future dates.
- Donation amounts to Youth Rally and Friends of Ostomates removed from website information.

Adjournment: The meeting was adjourned at 11:00 am

Angela Graham BSN RN CWOCN
Secretary

APPROVED:

