

Southeast Region of the WOCN Society

Board Meeting Minutes

January 23-25,2020

Rosen Centre, Tampa, Florida

Call to order: Board meeting of Southeast Region of the Wound, Ostomy and Continence Nurses Society was held in Tampa, Florida on January 24 at 8 am and meeting convened at 12 N on January 25 with President Laura Shafer presiding and Cynceré Neal, Secretary

Attendees: Laura Shafer, Glenda Burnette, Cynceré Neal, Angela Dye (via Facetime) Melanie Jacobs, Amy Armstrong, Donna Byfield, Thailer Waterworth, Bernie Haberer. Megan Chipman joined the meeting on January 25 at noon for conference planning.

Welcome: Introduction and board installations by President Laura Shafer. Deborah Nelson accepted a position with Molnlycke after she was elected to the SER as secretary. According to bylaws only one board member per vendor/industry may sit on the board at one time. Laura Shafer is employed by Molnlycke. Laura Shafer appointed Cynceré Neal to the role of secretary for her term.

Approval of minutes: Motion was made by Melanie and seconded to approve the October 2019 board meeting with correction of spelling of Deborah Nelson.

Board Reports

Glenda Burnette- VP

- Discussion and review of Bylaws and policy/procedures updated to mirror the national bylaws. All revisions agreed upon by board members.

Cynceré Neal- Secretary

- Membership at 698. Emory welcome letters will still be distributed to graduates. Welcome letter to new SER members also being sent.

Angela Dye Director of Awards

- Seven applicants for SER conference 2019 scholarships. One not selected & one withdrew. Awarded 5 conference scholarships. Two Dorothy Doughty Education scholarships awarded. Budgeted \$10,000.
- 2018 scholarship not paid due to extenuating circumstances. No deadline for completion of scholarship. Motion made by Angela Dye and seconded to add to requirements WOC/Advance Practice award to complete requirements 18 months from time awarded. Motion carried.

- Poster awards- 1st place \$1000, 2nd place \$500 and 3rd place \$250
- Charitable donations:

\$2000 Youth Rally donation

\$1000 Friend of Ostomates (does not give support to the United States for supplies)

- Updated award letters on website

Melanie Jacobs Communications

- Has not received info from NC in 2 years. Suggestion made to send blast email to receive info.
- Discussed ways to improve communications from each state. Working on photography. Improve presence on social media. Thailer will help with social media presence as this is a service their company provides.

Amy Armstrong- Director of Special Projects

- Mentioned impromptu session for time to meet the authors for poster session. Must consider the contact CE agenda.
- Current board members eligible to submit but not eligible for judging
- Reviewed poster submission abstract and poster guidelines
- Applications open March- July
- Suggested to work on a plan to have WOC nursing included in nursing curriculums as a special project.

Donna Byfield- Nominations Committee Chair

- Voting members 112 (this how many voted out of 550 eligible)
- Offices open for 2020 election: President-Elect, Director of Communications, Nominations Chair, Director of Awards
- Discussion about past president position with the board to mirror national bylaws. Motion by Melanie and seconded for past president to serve in an advisory role for one year and is a non-voting advisor to the board. Does not attend board meetings. No financial support provided. Motion carried.

Thailer Waterworth, Bernie Haberer

Thailer reviewed vendor space (required to have 60, can have up to 80 due to size of space), drape color which comes from Florida conference planning committee and hotel block of #160 rooms based on last year's rooms, food and beverage minimum, general sessions with streaming all presentations together for better flow with 2 audiovisual techs always. Quote for AV tech contract to Martha.

Bernie submitted a written report outlining 2020 SER WOCN conference planning items which includes 2020 logo, draft prospectus, tote bag choices (decided by Florida), brochure and conference book printing, speaker information, public and board website.

Lunch & Tour of Meeting Space

Megan Chipman Conference Chairperson & Graham Director of Conference Planning

- **“See the Wonder of WOC Nursing” September 24-26, 2020**
- Motion made by Martha Davidson and seconded to accept conference agenda. Motion carried.
- Motion made by Martha Davidson and seconded to give \$200 to the planning committee for tote bags. Motion carried
- \$400 to conference planning committee for door prizes for exhibitor fair (Benjamins)

Martha Davidson- Treasures Report

- Discussion regarding moving of funds/accounts to a local bank due to bank mergers. Tabled and will discuss at the next board meeting.
- Members are reminded to submit travel vouchers/reimbursement forms within 30 days of meeting.
- Discussion of new tax regulations are: W9 and 1099 for entities associated with the conference in 2020.
- Discussion and decision to no longer provide Save the Date via postal mail and conference handouts due to rising cost of printing and postage.
- Conference budgets and operating budgets distributed and discussed.
- Motion made by Glenda Burnette and seconded to donate \$500 to the Worldwide Fistula Fund. Motion carried.
- Motion made by Laura Shafer and seconded to donate \$500 to the Ostogroup and decrease the amount to Friends of Ostomates Worldwide to \$500. Motion carried.
- Motion made by Amy Armstrong and seconded to accept the budget with the minor revisions discussed and edited. Motion carried.

Approved September 25, 2020