

## **Southeast Region of the WOCN Society**

### **Winter Board Meeting Minutes**

**January 22, 2021**

**Zoom Meeting 9-3:40 pm**

**Call to order:** Zoom board meeting convened at 9 am on January 22 with President Glenda Brunette presiding and Cynceré Neal, Secretary

**Attendees:** Glenda Brunette, Angela Graham, Cynceré Neal, Angela Dye, Amy Armstrong, Martha Davidson, Nancy Scott, Cordelia Lucas-Sherrod, Sharon McCarthy, Bernie Haberer. Megan Chipman. David Dipuma and Maryn Tanksley (Defining Point, joined for conference planning only)

**Welcome and Introductions** by President Glenda Brunette. Installation of Sharon McCarthy as Director of Conference Planning done by Nancy Scott. (For reference Sharon was appointed by the board to take over term previously held by Angela Graham who is now President-Elect)

#### **Board Reports**

##### **Glenda Brunette- President**

- Public Policy and Advocacy information provided. Brief discussion about a policy advocate representative for the SER WOCN which is not a board position nor mandatory. Mention of Deborah Nelson as a member who may be interested in this role.
- Discussion about changing the name of Nominations chair to Elections chair.

##### **Cynceré Neal- Secretary**

- Membership at 729. Bernie has sent 9 letters to new SER WOCN members.
- August 4, 2020, called zoom board meeting minutes were approved with corrections with motion by Angela Dye and seconded.
- September 25, 2020, Fall zoom board meeting minutes were approved with corrections with motion by Angela Dye and seconded

##### **Amy Armstrong- Director of Special Projects**

- There was a total of 13 submissions for the poster session. 9 were eligible for judging and 1 withdrew.
- Poster submission timeline for 2021 provided
- Discussion on having separate judging for 2020 and 2021 submissions. Decision made to have one judging for all poster submissions for 2020 and 2021.
- Poster awards will be renamed after Renee Epting. We would like to honor Renee for her organization and elevating the quality of the poster process for the SER WOCN conference while serving as Director of Special Projects. Amy and Bernie to work on wordage for her biographical information for the presentation.

### **Angela Dye Director of Awards**

- Summary of 2020 awards and scholarships were provided.
- The 2021 conference will need additional funds and time during the ceremony for recognition for 2020 and 2021 winners.
- Updated timeline on receiving school scholarships. To receive a monetary award, requirements must be completed within 18 months of receiving award. All of the past scholarship recipients have been awarded funds due to this updated timeline.
- Proposal to have a gift bag for pins for nurse of the year was accepted and considered with approval on the 2021 budget. Angela to purchase gift bags.
- Charitable donations- Proposed amounts for charitable donations were provided. The board approved the following amounts with the 2021 budget which are different from proposed amounts:
  1. Youth Rally reduced to \$1500 from \$2000.00
  2. Friends of Ostomates Worldwide reduced to \$250.00 from \$500
  3. Ostogroup reduced to \$250.00 from \$500
  4. Kindred Box(new) \$250.00
- Recognition of Stephanie Garcia work as appointed ad hoc representative to help improve social media presence.

### **Nancy Scott- Nominations/ Elections Chair**

- Board positions for election 2021 are: Secretary, Treasurer, Director of Conference Planning and Director of Special Projects
- Discussion about mirroring the WOCN Society's campaigning guidelines. Motion by Nancy and seconded to work with Bernie to mirror SER WOCN guidelines with national.
- Goals for this position were provided which includes working with the Director of Communications and social media reporter for social media presence with elections.

### **Cordelia Lucas-Sherrod- Director of Communications**

- Membership communication objectives identified
- SER state reporters
  1. Georgia- Laura Shafer appointed to fill position until May as Regina Wilson resigned November 2020
  2. Alabama - Melanie Jacobs
  3. Florida- Waiting on response from Kathryn Dere(Nancy Scott to follow up with Kathryn)
  4. NC- Angela Joyner
  5. SC- Valeria Harris
  6. Tennessee- Deborah Nelson suggested but not finalized
- Discussion on the role and responsibilities of social media chair (rebranded as reporter rather than chair) to bring clarity to this new role. This role was initiated by the board last summer as an ad hoc non-board member to help improve social media presence under the Director of Communications. At that time the board was experiencing low registration to SER WOCN conference and felt enhancing the social media presence was needed in general. Cordelia welcomes continued efforts of this position. Board approved motion by Angela Dye and seconded to change name to Social Media Reporter who will function at discretion of the Director of Communications. This role exists at the discretion of the Director of Communications and does not post without prior approval from Director of Communications and/or Bernie. The President's approval will be sought prn.
- Social media email address is [socialmedia@serwocn.org](mailto:socialmedia@serwocn.org) which is automatically sent to Cordelia, Bernie and Stephanie Garcia.

## **Angela Graham- President-Elect**

- Will be working with Glenda on SER history update.
- Introduced Sharon McCarthy as Director of Conference Planning
- As former 2020 Director of Conference Planning led discussion about Covid impact on 2021 planning.
  1. Grant reapplications needed
  2. National WOCN conference is now virtual without a determined cost of registration
  3. David Dipuma (Defining Point) joined the conversation
    - Discussed hybrid vs virtual conference. Decision to proceed with in person conference
    - Most social distance guidelines in place until summer 2021
    - Contract with Rosen Centre for August 26-28 reviewed.
    - If the hotel cannot fulfill the contract obligation, then the contract clause, Force Majeure (unforeseen circumstances that prevent someone from fulfilling the contract) could go into effect.
    - If force majeure, then group no longer has contract liability to Rosen
    - Rosen may be willing to rollover conference 2022 to avoid estimated \$40,000 loss if unable to hold conference for this year
    - David to follow up with hotel next week as deadline for hotel contract negotiation is February 24, 2021
    - Plan for the board to have a called zoom meeting February 17, 2021 at 5:30 EST to finalize hotel contract for SER WOCN 2021 conference.
    - Reviewed updated logo options for 2021. The board agreed on added +1 in 2020. Example below:



- During treasurer report the 2021 conference budget was approved for members and non-members with registration fees for early bird set at \$60 for preconference, \$195 for conference. After early bird date fees will increase to preconference \$70 and conference to \$225. Martha to notify Bernie of the changes.

## **Megan Chipman 2020/2021 SER WOCN conference chair- (was able to zoom in briefly as she is working today)**

1. Dori Daniels resigned as hospitality chair and working on replacement
  2. 19 Exhibitors confirmed/22 booths reserved
  3. 14 speakers confirmed
  4. Hospitality has secured various vendors to contribute small items. Angela Graham secured textbooks
- SER WOCN 2022 tentative at Sheraton in Birmingham, Alabama with no contract in place. Alabama plans on hold pending what this year/COVID brings as we may need to roll over one more year with Rosen in Florida.

## **Bernie Haberer- SER WOCN Management**

- 2021 conference timelines up to conference registration were discussed in previous reports
- In order to post conference info on-line, Bernie needs info re: pricing, early bird, later bird, no refunds after? date (generally ~ 1 month prior to conference in the past)
- Will work with David/Defining Point re: booths, exhibitors, speakers, timelines, etc.
- Will send out info to exhibitors once the prospectus is approved
- There are 30 rollovers from 2020 for conference attendees which includes Board members.
- Updating website to current standards/coding
- Pre-Conference
  - Sharon McCarthy still willing to present
  - There will be 30 slots available for preconference and will need to have fewer participants for social distancing
  - Sharon to use video instruction to minimize contact
  - Participants will have hands on experience
  - 8 had signed up prior to 2020 cancellation

## **Martha Davidson- Treasurer Report**

- Financial information for checking and savings accounts with SunTrust Bank and money market with Renasant reviewed.
- Reviewed national annual financial requirements which includes an end of the year report and issuing 1099 statements
- Bond and showstoppers insurance fees reviewed, and both are currently in place
- Columbus Marriott 2019 rebate/commission not forthcoming after great effort. Board voted to no longer pursue this but perhaps avoid Marriott moving forward.
- Vouchers for board travel and other expenses to be submitted per P&P guidelines
- Reviewed 2020 operating budget and actuals
- After review of 2021 conference budget motion by Angela Graham and seconded carried to approve
- After review of 2021 overall budget motion made by Amy Armstrong and seconded carried to approve
- Martha to send revised 2021 conference and overall budgets to Board members