



WISCONSIN CHAPTER

WI Chapter Board Meeting

9/8/2022

Attendees: Deanna Grundl, Cassie Brown, Lynette Volkens, Melissa Vesperman, Rachel Cortez, Susan Alan-Lee

Discussed Jill's resignation and how we can reach out and show her our support.

Mock agenda discussed for Annual Conference; will be sent out as an attachment to these minutes

It was discussed that we want to ensure that we are addressing implicit bias and equity awareness as a board and to our members. It is believed that it will be discussed and brought up in multiple ways during the case study.

It was brought up that we could use QR codes for evaluations of the speakers. This can be done from Google forms or Google Docs.

Melissa will work with Jill and Courtney to make sure everything is confirmed with the self-care session at the end of the day for the conference.

Registration set is brought up. Melissa said her organization has used Event Bright in the past, she has not used it personally but is willing to try. Melissa will work on setting up Event Bright and get that information to Lynette. She will reach out if she has any trouble. Deadline for registration would be the end of October. Get the registration information out by the end of this month.

Best Western in Clover is where the conference is being held. We have a block of rooms. We should have until **October 10th** to block your room. A couple of recommendations for restaurants.

Some programs are not committing to attending until we know the cost.

Swag was discussed, socks may be too many because it is a minimum number of 120. Trouble with stethoscope tags is that the WI IAFN logo may be too big. Lynette liked the idea of notebooks and pens, Rachel brought up the idea of closing clipboards. Melissa will look into getting stickers for the clipboards.

Members will pay less than non-members. We want to charge enough to cover most of the cost but affordable enough to get more people to come. It was suggested to charge \$30 and \$60 for registration cost. Board members that are organizing and running the conference do not pay the registration fee. We will need to have an option on Event Bright were board members register but do not pay.

Silent auction will also count as income towards the chapter. So far we have two baskets, Rachel, Lynette and Cassie said they will also do a basket.



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We did decide to not bring a Wisconsin basket to the IAFN conference as no one on the board will be going for the full conference. Deanna said that Aurora will do two baskets for the WI conference.

Lynette and Cassie are going to work on the flyer and QR code.

November 11th is the date for conference and dinner the night before.

We will need to update the WI IAFN Facebook post to add Jill's open position. Melissa will do this.

We discussed if anyone has heard they are interested in running for a board position. It would be great to get new nurse involvement on the board.

Lynette expressed an interest in changing from Director at Large to President. There is no rule that says you can not have two nurses from one program on the board.

IAFN really wants elections in September so new board members can attend the IAFN conference and the training to become a new board member going forward.

Review deadlines:

- Deanna will write up email for nominations done by Wednesday September 14th
- Melissa will create registration link by September 16th
- Melissa will send out a text regarding clipboard purchasing and stickers by Wednesday September 14th

Meeting adjourned @ 2041