

Alabama State Nurses Association

MINUTES			
Committee:	District Five New officer orientation	Time called to	7:05 p.m.
Date:	Feb. 7, 2017	Time adjourned:	8:04 p.m.
Presiding Officer:	Dr. Arlene Morris, outgoing interim Dist. 5 president		
Members Present:	Jeffrey "Wade" Forehand, President (2 year term)	Members Absent:	Denise Beadle, Pres-elect (2 year term)
	Linda Gibson-Young, Vice-president (1 year term)		Eboni Elmore, Secretary (1 year term)
	Charlene Roberson, ASNA staff		Janice Wynn, Treasurer (2 year term)
Others:	Sarah Wilkerson, ASNA president-elect & past Dist. 1 president		
Recording Secretary:	Arlene Morris		

AGENDA	DISCUSSION, RECOMMENDATIONS, ACTION	FOLLOW-UP																								
Call to Order 7:03 pm	The meeting was called to order at 7:05 pm. Review of emailed 1) agenda and other attachments to include 2) District Five Bylaws (rev. July 2014), 3) Dec. 2, 2016 District Five meeting agenda and 4) Dec. 2, 2016 District Five meeting Continuing Education handout																									
AGENDA	DISCUSSION, RECOMMENDATIONS, ACTION	FOLLOW-UP																								
7:05 p.m.	Thank you for willingness to serve and commitment to professional nursing issues Self-introductions, backgrounds, locations within District Five: Wade Forehand, faculty at Troy and clinical practice in Dothan Linda Gibson-Young, faculty at Auburn Charlene Roberson, ASNA staff Arlene Morris, faculty at AUM and past ASNA president Sarah Wilkerson, ASNA president-elec; past District 1 president																									
7:15 pm	Brief history of District Five for past 10-15 years. Core groups from Tuskegee, Montgomery, Dothan, Selma, Troy. Discussion of 19 counties included in District Five as specified in District Five bylaws: <table style="margin-left: 40px; border: none;"> <tr> <td>Autauga</td> <td>Barbour</td> <td>Bullock</td> <td>Chambers</td> <td>Coffee</td> <td>Covington</td> </tr> <tr> <td>Crenshaw</td> <td>Dale</td> <td>Elmore</td> <td>Geneva</td> <td>Henry</td> <td>Houston</td> </tr> <tr> <td>Lee</td> <td>Lowndes</td> <td>Macon</td> <td>Montgomery</td> <td>Pike</td> <td>Russell</td> </tr> <tr> <td colspan="6">Tallapoosa</td> </tr> </table> Quarterly meeting locations have rotated around the geographically large district, usually at noon: First Friday in March (Dothan) First Friday in June (Tuskegee) First Friday in September (Troy) First Friday in December (Montgomery)	Autauga	Barbour	Bullock	Chambers	Coffee	Covington	Crenshaw	Dale	Elmore	Geneva	Henry	Houston	Lee	Lowndes	Macon	Montgomery	Pike	Russell	Tallapoosa						
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<p>7: 20 pm</p>	<p>Suggestions for increasing interest in ASNA and District Five membership and onboarding of new members:</p> <p>A. Sarah Wilkerson offered suggestions from District One’s 2015-2016 successful membership drive:</p> <ul style="list-style-type: none"> a. Focus having some fun events to build collegiality—have social events such as dinners or holiday celebrations to build camaraderie b. Offer CEUs at meetings free of charge. [ASNA must be notified a few weeks prior to the meeting with appropriate documentation and conflict of interest (COI) forms to approve the CEU. Charlene can provide an online evaluation of the content on the ASNA website; upon completion participants can then print a certificate of attendance with the number of contact hours.] c. District One has for several years organized and conducted a one-half day large CEU event in August to recruit new members. Speakers are from various practice areas and specialties and are well respected in their areas of practice to draw attendees. Fall is strategically selected for nurses who wish to obtain local continuing education prior to licensure renewal. d. District One has had a community outreach or service project that also was effective in building interest and relationships among visitors, new members, and longer-term members. e. New members were included by partnering with a longer-term member on District projects or committees, with attempts to begin assignments at first meeting. 	
<p>7:30 pm</p>	<p>B. Arlene Morris related some past efforts in District Five including the agenda from Dec. 2, 216 meeting that included social time during lunch, CEU and door prizes. Lunch has been preferred to prevent driving distances at night. However, the geographic distance between the counties included in District Five has been a hindrance for those who are constrained by a lunch break time frame.</p> <ul style="list-style-type: none"> a. Discussion ensued regarding potential digital access to meetings, perhaps by small groups meeting together at locations such as Auburn, Dothan, Montgomery, Selma, Troy, and/or Tuskegee. Wade mentioned potential use of a computer conferencing platform used by Troy Univ. that can be accessed by dial in on phone or computer. b. Charlene discussed ASNA’s Conference America phone line (use must be scheduled ahead of time with Betty to assure availability) and ASNA’s video conferencing platform. c. Charlene also mentioned Julie Jones’ use of a District Two wiki that automatically includes email information update blasts of messages to all district members who may not go to the wiki. Email for information at juliesavagejones@gmail.com d. Discussion of involving younger nurses, new graduates by having Congratulations/ Welcome to the Profession of Nursing candy or gift bags from District Five to all schools of nursing graduates within the district that would include ASNA membership bookmark or other invitation. Perhaps a District Five member could be a liaison with each school of nursing. e. Perhaps each major hospital could also have a District Five point-person or liaison that could post District meetings, invite colleagues to District events, or view video conferencing of meetings together at the healthcare facility. In past District Five has worked together for outreach projects or fundraising events to fund District Scholarships: Pancake breakfast at Applebee’s where available in towns within the District., flower bulb sales, etc. which built connections and relationships among members. 	<p>Wade will investigate computer conferencing platform available at Troy Univ.</p>

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<p>7:40 pm</p>	<p>Review of district officer responsibilities from District Five Bylaws (rev. July 2014, pp. 9-12):</p> <p>President:</p> <ul style="list-style-type: none"> • Chair District 5 Board of Directors and Executive Committee • Notify District 5 members of meetings • Preside at all District 5 meetings and conduct by formal order of business • Service as District 5 official representative and spokesperson on matters of policy and position • Serve as an ex officio member of all committees except Committee on Nominations • Serve as District 5 representative at meetings of the ASNA BOD, House of Delegates and other special meeting. • Prepare, review, revise, and/or evaluate the District Five strategic plan as needed • Appoint members to serve on special committees as needed between BOD meetings <p>President-elect:</p> <ul style="list-style-type: none"> • Assume duties of president in his/her absence • Serve as chairperson of the Continuing Education Committee • Serve as liaison to county representatives <p>Vice-president:</p> <ul style="list-style-type: none"> • Assume duties of president in absence of president and president-elect • Serve as chairperson of the District 5 Committee on Membership • Serve as District 5 representative to the ASNA Membership Committee (has met via conference call this past year about every two months with the focus on increasing ASNA membership) <p>Secretary:</p> <ul style="list-style-type: none"> • Send notification of District 5 meetings and other correspondence to membership • Keep minutes of District 5 meetings and District 5 Board of Directors meetings • Distribute minutes to District 5 membership. • Serve as chairperson of District 5 Governance Committee • Serve as District 5 representative on ASNA Governance Committee <p>Treasurer:</p> <ul style="list-style-type: none"> • Responsible for monitoring the fiscal affairs of District 5 and provide budget report at each District 5 meeting. • Assume responsibility for collecting and transferring monies from any fundraising, donations, or any other activities of District 5 (to the District 5 account at ASNA) • Coordinate receiving of funds from ASNA for District 5 activities • Serve as chairperson for District 5 Finance committee • Serve as District 5 representative to the ASNA Finance Committee <p>Executive Committee of the District 5 Board of Directors shall be composed of the officers:</p> <ul style="list-style-type: none"> • Have all administrative powers of the Board of Directors to transact business between full Board of Director meetings. • Absence of elected officers from two (2) consecutive regularly scheduled meetings of the District 5 Board of Directors in one year shall be cause for declaring a vacancy in the position. The year is defined as the first Board meeting through convention. <p>SEE ALSO RESPONSIBILITIES OF DISTRICT and ASNA COMMITTEES</p>	
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<p>7; 50 pm</p>	<p>Review of upcoming or potential events through the year ***some additional background information provided here not fully discussed during the phone conference due to time constraints:</p> <ul style="list-style-type: none"> • Begin now to solicit interest for one or two District Five participants in ASNA Leadership Academy • Begin now to appoint chairs of the Nominations Committee, and the chair and members of the District 5 Scholarship Committee • Wed. Feb. 22, 2017 Nurses Day at Capitol in Montgomery (email members ASNA's legislative agenda, agenda for event, and map of capitol/parking) <ul style="list-style-type: none"> ○ Sponsored by Alabama Coalition of Nursing Organizations • Wed. March 1, 2017 Applications due for Alabama Nurses Foundation (ANF) \$1000 scholarships: <ul style="list-style-type: none"> ○ 2 specified for ASNA members ○ 2 specified for non-ASNA members ○ Refer to ASNA website www.alabamannurses.org • Fri. March 3, 2017 District 5 meeting in Dothan (and/or potentially via video conferencing) Agenda can include CEU related to one of the ASNA strategic plan initiatives. • ~Mon. April 3, 2017 President sends District 5 report to Betty at ASNA for inclusion in Board of Directors' consent agenda during Board of Directors meeting on April 18. [District reports from District Presidents are due prior to each ASNA BOD meeting for inclusion in the ASNA BOD Consent Agenda.] • Tues. April 18, 2017 ASNA Faculty and Clinical Education Series (FACES) in Montgomery <ul style="list-style-type: none"> ○ ANF scholarship winners will be announced ○ Alabama Association of Nursing Students (AANS) scholarship announcement ○ ASNA Leadership Academy begins ○ ASNA Board of Directors meeting ○ Notify ASNA if attendance is desired to ANA's Membership Assembly (self-pay travel and lodging) • Mon. May 1 through Fri. May 5, 2017 National Nurses Week <ul style="list-style-type: none"> ○ Review materials available at American Nurses Association (ANA) website www.nursingworld.org ○ Opportunity to network at district healthcare facilities, schools of nursing, and/or have fundraising or outreach/community service events to increase visibility of nurses, ASNA, and District Five. ○ Perhaps send an email to all District Five members to wish Happy Nurses Week and solicit nominations for ASNA awards that will be presented in October at ASNA House of Delegates • Fri. June 2, 2017 District Five meeting in Tuskegee (and/or potentially via video conferencing). <ul style="list-style-type: none"> ○ Include on agenda: nominations for delegates to the ASNA House of Delegates in October. Betty at ASNA will inform of the number of delegates allotted to District 5 based on District 5 membership numbers. Attempt to solicit nominations to represent as many counties as possible within District Five. Voting can occur at meeting if enough nominations are received. If not, email nominations and voting can occur during June. ○ Agenda can include CEU related to one of the ASNA strategic plan initiatives • During June, District 5 and State committees meet to progress on ASNA and District Five strategic plans • June ? –ANA Membership Assembly in Washington, DC • July <ul style="list-style-type: none"> ○ Districts and individuals develop reference proposals to submit to District Five's Governance committee then to ASNA's Governance committee for potential presentation at ASNA House of Delegates for vote as ASNA Resolution. Resolutions help direct future year strategic planning. 	
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	<ul style="list-style-type: none"> • July Date TBA: ASNA Leadership Academy meets • August <ul style="list-style-type: none"> ○ Continue efforts related to legislative efforts, membership drive and developing relationships, including new nurse hires at district healthcare organizations. • Sept. 8, 2017 District Five meeting in Troy (and/or potentially via video conferencing). <ul style="list-style-type: none"> ○ Agenda can include CEU related to one of the ASNA strategic plan initiatives ○ Assure all District Five delegates have registered for the House of Delegates. ○ Discuss potential issues that may arise for vote at House of Delegates to determine District 5 membership's views for representation by the delegates. • Oct. ? ASNA Convention and House of Delegates • Nov. complete district efforts to fulfill the ASNA strategic plan for the year • Dec. 8, 2017 District Five meeting in Montgomery (and/or potentially via video conferencing). This is usually a bit more festive and a wonderful opportunity for <u>each</u> District member to bring a guest (potential member). 	
8:03	Motion to adjourn by Wade Forehand; Second by Linda Gibson-Young	
8:04	Adjourned	
	Respectfully submitted by Arlene Morris	