

Board Meeting 3/14/20 - Google Hang
Business Meeting 9:30-12:30

Present via Google Hang: Clayton Wetzel, Jane Glick, Kary Towne, Lindsey Campion, Claire Molner, Soph Hall, Becca McCray, Kelly Landwehr, Allison Conyers, Megan Spaulding (Mary Dusmore following the typed minutes from home)

WHO	What	Time Allotted Real Time	Suggested Time Frame	Minutes
Soph	Welcome and Introductions	5 3.5 minutes	9:30-9:35	<p>Prior to meeting - chat about annual meeting being tied to the spring conference that has been cancelled. Plan to invite all members to May meeting that is scheduled as our Annual meeting.</p> <p>Soph welcomes everyone and reports there are couple new people to board. Soph recognized the work we are doing during this time of COVID-19. Katie Duprat is our new legislative chair. Lauren Shockley to be new IT person. Megan Spaulding working with Allison as district 3 rep. Lindsay Campion is district 1A rep.</p>
Soph	President's Letter Strategic Planning August 2019-July 2021	10 5 minutes	9:35-9:45	<p>President's letter focuses on appreciation of all we do, announcement of our new website and strategic plan and success so far continuing to work towards and achieve our goals. We have 6 SNOY nominations so far. This is the most Soph has seen. Clayton recognized the 5 new nurses with certification which exceeded our goal. Soph challenges us to bring new people on board with the nat'l certification exam. As we work with superintendents and principals and promote school nursing, passing national certification is a real boost.</p>

				Clayton also recognized that membership went from 104 members in January to 123 members. Can come back to strategic plan later if there's time.
Becca	President Elect's Report	10 4 minutes	9:45-9:55	Becca has been scanning policy and procedure manual to determine what needs to be done. Need to work towards an online manual. President Elect should serve on what has now become SNAC committee. Becca is supporting others in their role and wondering if there are other expectations of her in her role. Soph recognized that Becca has been amazing keeping us on track as an executive committee. She has been the point person in setting up meetings with VSA and VPA. We were invited to testify on legislation related to access to feminine hygiene products in schools.
Clayton	NASN Director Report <i>If there is time:</i> Coronavirus Staff Meeting Video	10 3 minutes	9:55-10:05	Clayton spoke about making preparations for NASN meeting if this still occurs. He is on the Research Committee and working on how to write position and best practice statements. Some confusion on what NASN wants. Differences in practice geographically is a challenge. Soph thanked Clayton for his involvement at local and national level
Jane	Conference Report Plan: <ol style="list-style-type: none"> 1. Postpone Spring Conference until Oct 23rd 2. Castleton can do September 27 – October 4th 3. I think speakers are relatively flexible at this point. So I can 	10 9 minutes	10:05-10:15	Spring conference is cancelled in light of COVID-19. Castleton is cancelling all meetings/conferences at this time. Speakers can be available for a fall conference date. Castleton can do conference between Sept 27-Oct 4. Jane recommends 9/26 or 10/3. Should be easy to transition this conference to the fall. Clayton advised checking school calendar and other conferences for any conflicts. Allison asked if they would have faculty who could staff sim lab on a weekend. Jane has yet to speak to anyone in the nursing dept. But will be communicating with them further this week.

	<p>check Castleton's dates with them.</p> <ol style="list-style-type: none"> Location TBD Becca will email those registered - give them the option of staying registered for fall or receiving refund. Becca emailed Dan - about \$5 for refund and changing date on site Post on website, social media postponed 			<p>Per Becca, those registered are mostly people who don't come on a weekend day. She has been in touch with Dan at Nursing Network site. Instead of redoing whole site and registration, we can change date. Becca will email those registered - give them the option of staying registered for fall or receiving refund. Per Jane, she feels the transition to fall will be smooth if we're able to do this. She has a busy summer, so organizing a whole new conference would be difficult. Becca asked if Jane would like someone to work with her on the conference and if someone would like to help that would be great. Claire offered to help. Claire is encouraging her local nurses to attend conferences. Jane will contact Castleton and speakers to solidify the date for the fall.</p>
	<p>Minutes approval for last meeting?</p> <p>BoD Minutes 1-11-20</p>	2 minutes		<p>Claire moves to approve the minutes as written from our last meeting. Kelly seconds the motion. All members approve minutes as written</p>
Sharonlee	SN Consultant Report	10 0 minutes	10:15-10:25	<p>Haven't heard back from Sharonlee, but she is likely heavily occupied with COVID-19</p>
Mary/Kimberly	NESNC Report	10 2 minutes	10:25-10:35	<p>Mary at home watching minutes. Texted Becca: RI is concerned about the NESN conference with COVID, but as of now it is still on. Soph is wondering about refunds. Per Becca, it's still on so no news about refunds at this time.</p>
Kary	<p>Treasurer's Report</p> <p>Budget</p> <p>Insurance changes</p>	10 13 minutes	10:35-10:45	<p>Kary submitted the budget and has some changes. With cancellation of Spring conference, there are changes with budget. Hoping we get \$500 back from Castleton with cancellation. We didn't have much income and big expenses with conferences are coming up with NESN and NASN. May</p>

				<p>have to utilize savings and have to watch that. See budget report for income/expenses. No mileage paid out this year. Membership income down-Clayton points out it may be related to how often members are paying. Kary has 84 people that have paid and feels numbers are down. Claire spoke to them in January and was told the # was 121. Kary is concerned about closures and how this may affect us and budget. She is concerned that NESN may not happen.</p> <p>I spoke with our insurance agent re: \$350/year ins policy bond against 'bad behavior from the president or treasurer.' I explained we were a small non profit, volunteer driven group with assets under \$25000 (in a good year). We review the budget at 5 meetings each fiscal year. I asked her if there was a less expensive option for our organization.</p> <p>She said currently the president and treasurer are each bonded for \$35,000 which comes to a total of \$70,000 which equals \$350 each year for coverage. She asked about our office space (haha) staff (haha) number of members, BOD directors etc. She called me back later and gave me this thought. -- We could change our coverage to \$25000 each (total policy \$50000) and potentially save about \$100/year.</p> <p>Board members agree this makes sense to change it.</p>
Christine	Newsletter Report	10 3 minutes	10:45-10:55	<p>Per Becca, Christine is doing an awesome job getting the newsletter out quickly. Per Clayton, Mail chimp is free so limits what she can do. We may want to consider a publishing document-would improve the quality when printed. Soph also recognized what a great job Christine is doing and how nice it is to have a newsletter again.</p>
ALL	Break	5	10:55-11:00	Skipped break

		0 mintues		
Becca	<p>Communication with the VSA</p> <ul style="list-style-type: none"> - PD days - District Reps 	<p>15</p> <p>8 minutes</p>	11:15-11:30	<p>Per Becca, emailed Jeff and asked for common PD days in Spring and Fall so all VT nurses have the same days off that we could meet. Executive committee met to talk about the specifics of this. Jeff will put this on the agenda for the next VSA meeting. She hasn't heard back, but guessing that the COVID discussion was priority and they likely didn't discuss this. Other idea is for superintendent to choose a nurse in each district to be connection for VSSNA. Allison giving recognition to Barre school district who put together regional meeting to discuss 504s, etc. Claire pointed out that her nurses are all meeting with superintendent weekly on COVID</p>
Clayton	<p>Covid-19 info for website?</p> <p>NASN COVID-19</p> <p>COVID-19 Flow Chart School Closure (CDC)</p> <p>COVID-19 Document Folder</p> <p>Readout of the U.S. Department of Education's Coronavirus Conference Call with Chief State School Officers</p> <p>FERPA and Coronavirus (COVID-19</p>	<p>10</p> <p>13 minutes</p>	11:35-11:45	<p>Clayton discussed what info we should be putting on website. Need to be careful that we don't share info contrary to recommendations of VDH. Good article on FERPA and COVID-19. We can share helpful links. Claire shared that this is what they have been doing on a district level. Likes idea of being a link repository. Allison volunteered to help Clayton and call Sharon Conley (NASN) to figure out how to add hot spots. Clayton will make a folder within BOD sharing-working folder for folks to share articles/info and Clayton and Allison can vet it before posting.</p>

	Fall Conference Details	15 3 minutes	11:45-12:00	Looking at transitioning Spring conference agenda to fall. Becca recommended late October because earlier is busy with back-to-school commitments for nurses.
Claire/Clayton	Data Coordination for NASN	15 10 minutes	11:15-11:30	Claire-attending online meetings and looking at what we can do. We are a Tier 3 on the National map. Many nurses using data at the district level. Don't have a method of coordinating data through the state. Feels we need a section of every newsletter related to data. Clayton feels we may be able to use our microsite to provide data.
Soph, Clayton and Katie	National Priorities Letter re: Vaping Tobacco <ul style="list-style-type: none"> - Compact Licensure (S.125) - Feminine Hygiene Vermont Nurse Connection (p. 11) ANA Legislative Day - April 21, 2020	20 20 minutes	11:30-11:50	<p>Clayton talking about the nurse practice act from ANA. We as a board can decide what is most important to us and what we want to be involved in. He wants to create a google sheet on current legislature. Great place to team with ANA since this is Meredith's strength.</p> <p>Becca pointed out that ANA Legislative day is April 21-hoping this will still happen. The stronger the school nurse showing the better!</p> <p>Soph spoke about a letter that came to us on legislation regarding vaping and the sale of flavored vaping products from Tina at American Heart Association asking if we're interested in supporting it and if so our logo and voice will go on it. Sent to us from Sharonlee. Clayton makes a motion that we show our support for this, Allison seconds the motion. Per Clayton, if we need to write an article, there is existing literature from NASN that we can cite. All members in favor of supporting this legislation</p>
Becca	Survey to Middle and High School Nurses around new state hearing screening	5 5 minutes	11:50-11:55	Diane from Essex asking us to help with creating a survey around new state hearing screenings. Allison can set up the survey and Becca can get questions to her. Becca will follow

	guidelines			up with diane, we will add questions to the work force group survey and Allison will send out survey.
	National Certification: Next testing date - REG: March 19 – June 9, 2020 TEST: July 9 – August 5, 2020	5 4 minutes	11:55-12:00 11:08	Soph discussed highlighting registration dates for National Certification which is March 19-June 9. We have some books that can be lent out to those who are interested. Who has the books now? Allison has a book she's willing to lend as well. VSSNA has a scholarship that can cover the cost of the exam. We can share this on social media for those who may be interested and cost may be a barrier.
	<i>Clayton asks about feedback about website</i>	5 minutes		<i>Top right has sign in and anyone who is a NASN member can use VSSNA community access. Soph thanked Clayton, Becca and Allison for their work on the transition to the new website. If you go to VSSNA community and discussion list, the discussions are there and don't need separate link</i>
	<i>AHEC is looking how to support school nurse education</i>	3 minutes		<i>Allison shared that AHEC looking for ways they can support school nurse learning. Looking to our group for ideas on ways they can provide opportunities to us. Allison identified CEU's, virtual conferencing. Becca cites that grand round hours could be outside of school hours so more nurses can attend.</i>
	<i>Motion to adjourn</i>		11:18 am	<i>Motion to adjourn by Allison and seconded by Clayton. All members in favor.</i>