WEST CENTRAL MINNESOTA CHAPTER

West Central Minnesota Oncology Nursing Society Board Meeting Minutes
January 16, 2022
11:00-1430
Crooked Pint Ale House – Waite Park, MN

Minutes Submitted By: Brittany Myers, WCMONS Social Media Co-Chair

Topic	Discussion/Findings	Conclusions/Actions/ Follow up
Welcome	Kara called the meeting to order at 11:11 a.m.	
Minutes Approval	Kara requested for the August 9th, 2021 meeting minutes be reviewed.	Brenda motioned to approve the minutes; Markie seconded. All present board members in agreement.
Agenda Review	Kara reviewed the plan for the meeting.	
Contact Information	Kara passed around a contact form of all board members. Members were asked to review.	Contact information was updated. The updated version will be posted in the google drive. Kara will create a new text thread that will include the new board members.
Chapter Expectations	a. It was discussed that our local chapter strategic plan does not need to be updated until 2023, to go live in 2024. b. It is a chapter expectation that if a board member is unable to attend a meeting, they need to provide the president with their information/report prior to the meeting. c. Board members are expected to respond to all emails within one weeks' time. For more urgent or time sensitive messages, a text shall be sent. d. Kara reviewed the timeline we follow for the year.	a. Kara asked the members to review our current strategic plan. Updating the strategic plan will be deferred until next year. b. If a board member is unable to attend a chapter meeting, it is an expectation that they read the minutes once available. c. Kara will follow up with Shannon to obtain access to the virtual community for new members.

	Reminded members that we must hold at least 4 board meetings and 6 events a year. e. Kara asked the members to review the individual duties and expectations for their specific role. f. Currently, national is not planning on hosting their annual leadership weekend. As of now, Congress is still planning to be live. The board discussed interest in providing a reduced scholarship for members to attend congress virtually if plans change. g. Photo of board members was updated for those that were present.	e. The board agreed to continue with the following expectations: meeting agendas are sent out 2 weeks prior to an event, social media co-chairs post events 60 days prior to event being held (or as soon as information is made available), and meeting minutes are to be sent out within 1 month. f. Karla indicated that she may be interested in attending Congress.
Annual Report		Kara submitted the annual report prior to the retreat, except for the treasure's report. Kara will submit the treasurer report before January 31.
Treasure's Report a. Budget review/planning b. Account balances	a. Markie discussed that our checking account balance and budget got off last year with the change of hands. She has now set us up with online banking for easier monitoring. We only paid out three scholarships last year and we brought in $7200 with the vendor fair in the second quarter. The group discussed keeping the same vendor fair table fee of $600, but requiring a $100 nonrefundable deposit. b. Current checking account balance is $5351.08. Savings	a. Markie will update the vendor fair invitations to state that there will be a $100 nonrefundable deposit be made in the event that a vendor would cancel prior to the event.

	account balance of $8822.70. Total is $14,173.78. c. We still have $70 cash from the holiday party to deposit.	c. Board decided to apply $70 cash from holiday party to the bill from board retreat.
Event Planning/Board Meeting Planning a. Needs assessment results b. February event c. March event d. Vendor fair e. Summer event f. August board meeting g. September event h. October event i. Holiday Party j. Save the dates	a. Taylor provided the needs assessment results. Networking and local events are the main priorities for why members join ONS. Tuesday is the number one favored day to host events, with Thursday being the second preferred weekday. Members also show interest in virtual events. Brittany held a drawing for the gift card winner of the members who completed the needs assessment. b. The February event will tentatively take place on Tuesday, February 15th at 7:00 p.m. It will be a virtual sponsored event providing education to members on an approved topic. A board meeting will follow. The backup date will be Thursday, February 17th. c. The March event will tentatively take place on Tuesday, March 22nd at 5:30 p.m. The event will include a presentation by social media co-chair Rosa and by 2021 Congress scholarship Ann Backes. The goal is to host this event in person at either Jimmy's, G-Allen's or Crooked Pint. The event will include a meal and one drink ticket. A	a. Sara Maciej is the winner of the $50 amazon gift card for completing the needs assessment. Markie will get in touch with her and send her the gift card. b. Brenda and Karla will move forward with securing a sponsor/speak for February's event. c. The goal is host this event in person, but will be switched to virtual depending on pandemic guidelines. Brenda and Karla will inquire if this event will be appropriate for ILNA points.

	board meeting will follow the event. d. The annual Connecting and Caring vendor fair will tentatively take place on Thursday, May 5th from 5-7 p.m. Discussion was held to keep the vendor fair at the Tuscan center. Food and two drink tickets will be provided like usual. e. Potential date for our summer social event is Tuesday, June 15th at 5:30 p.m. Potential location is Milk & Honey cider house in St. Joseph. Pizza, two drink tickets and games will be provided. f. August board meeting is scheduled for Wednesday, August 10th at 5:00 p.m. This board meeting has historically been held on Monday's, but due to Antone's new hours it has been moved to Wednesday. g. The tentative schedule for the September event is Monday, September 19th at 6:00 p.m. The goal is to host this event at O'Neil's in Spicer. This will be another educational event. h. The goal for the October event is to potentially host a community blood drive through the Red Cross. Potential locations discussed by the group were the YMCA, Whitney Center, Centracare or Sartell community center.	d. Since the event will be held on Cinco de Mayo, program co-chairs will inquire from caterer if it's possible to hold a taco bar. More planning to take place at upcoming board meetings. e. The board agreed on a $10 charge for members to attend the summer social event. Brenda and Karla will work on securing the location and date as that time draws closer. f. Reminder that it is very important that all board members are present at the August board meeting. g. Brenda and Karla will move forward with planning this event as the date draws closer. h. Brittany will look into contacting the Red Cross to see if this event can be made possible and bring forward her findings at a future board meeting.

	i. The group discussed changing up the location of the annual holiday party this year. Some ideas included an ugly sweater bowling party at Great River Bowl in Sartell. Tentative date is Thursday, November 17th with a social starting at 5:30 and bowling to begin at 6:00 p.m. Apps would be provided. Prizes for best and worst bowler, ugliest sweater, etc. j. The group discussed created a "save the date" document to post on social media and post for members to see.	i. The group decided on a $10 charge for the holiday event as well. More details to follow. j. Brenda will create a "save the date" document for the 2022 events.
Scholarships	No scholarship updates.	Taylor will send out reminder that we have scholarships available and which ones. The board did agree to honor one ONS Congress scholarship if someone applies since it is now past the deadline.
Nominating Update	Kelsey reported that the open positions for 2022 include one program co-chair, president elect, one social media chair and secretary.	Kelsey will continue seek out new candidates. Some potential candidates include Jenn Bjork, Annie Kidd, Jordyn Bzdok and Amy Midas.
Social media Update		a. Facebook private group has 87 members. b. Our Facebook page has 232 followers. c. 64 followers on Instagram. d. Brit to update board members on the virtual community page and to update board member photo.

		e. Program co-chairs to e-mail/text social media chairs when event update page gets updated so events can be posted online.
Membership	We currently have 153 members. January postcards have not been mailed out yet due to not having a current list from national. The “thank you for renewing” cards need to be updated due to listing an inactive link. The group discussed not needing to send out “thank you for renewing” cards.	More discussion about the postcards will be held at the next board meeting.
Breakout sessions	Brenda (program co-chair) mentored Karla into her new role. Megan (new membership chair) was unable to be mentored in due to Pam (previous membership chair) being absent.	Pam and Megan will meet at a later date for Pam to help Megan learn the responsibilities of her new role.
Open Agenda	A. Discussed the utilization of Gmail accounts and the google drive. B. Discussion of the utilization of the WCMONS virtual community and special access for board members.	A. Brenda opened her Gmail account to allow new members to visualize and become accustomed with the program. B. Brenda opened up the chapter webpage and Kara helped to explain components of the virtual community site.
Adjourn	The meeting was adjourned at 1506	

Attendees:

Kara Panek	President
Taylor Schroeder	President Elect
Markie McLaughlin	Treasurer
Brittany Myers	Social Media Co-Chair
Rosa Jarvis Erickson	Social Media Co-Chair

Brenda Hommerding	Program Co-Chair
Karla Schlicht	Program Co-Chair
Kelsey Yasgar	Nominating Chair
Megan Larson	Membership Chair