**West Central Minnesota Oncology Nursing Society Board Meeting Minutes**

**Sunday, January 7th 2024**

**1100-1430**

**Schlicht Residence**

**Minutes Submitted By: Laura Tokkesdal**

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| **Topic** | **Discussion/Findings** | **Conclusions/Actions/**  **Follow up** |
| 1. Welcome/ food and drinks | Food/drinks from 1100-1143  Meeting started at 1144 |  |
| 1. Minutes approval | August meeting minutes approved by Jen and Rosa. |  |
| 1. Contact Information | Taylor collecting updated phone numbers and emails from new board members. |  |
| 1. Chapter Expectations 2. Attendance 3. Email responsiveness 4. Timeline Review 5. Expectation for reviewing duties for each individual role 6. Leadership Weekend/ONS congress 7. Updated board photo | Taylor reviewed board position expectations for the year.  Board members should respond to emails within a week, if sending an email, a heads-up text to the group is nice. Agenda’s should come out 2 weeks before each meeting. Meeting minutes should be sent within the month following. | Board member introductions. |
| 1. Annual Report 2. Strategic report | Taylor has the strategic report, does not feel like there needs to be changes made from previous years. | Laura seconds approval of the strategic report that will go into the annual report. |
| 1. Treasurer Report 2. Budget 3. Review/Planning | Annual report is due by 1/31/24. Donna needs to finish yet but will get it in by due date. Checking $9,650.46 and savings $28,738.96. Discussing ways to spend money that we have. ONS congress this year is in Washington DC. We can send 2 members that is paid for. Taylor and Andrea would like to be considered for congress. Karla has receipts for Donna from today’s food/drink. Kelly Inn is booked already for next year, May 7. No deposit is needed. | Group agreed to send Taylor and Andrea to Washington DC for congress, with all expenses paid. Need to have a new process for sign-in for the vendors this year. Group recommends doing it on a laptop instead of on paper. If board members can arrive at 1630 to help check people in and set up. There will be a “kids” table this year so people can bring their kids with and have them occupied during the event. Vendor fair invites should be sent by the end of January. Vendor deadline response and payment by April 1st. $650 per table, $100 non-refundable if they back out. Max of 37 vendors. |
| 1. Break |  |  |
| 1. Scholarships | No updates on scholarships. The scholarships we offer are: a nursing student scholarship $1000, continuing education scholarship, congress scholarship and a general scholarship. |  |
| 1. Membership Update | In December we had 132 members, one person got a renewal notice. Most members had already renewed in December that needed to. | Group to brainstorm ideas of a good way to RSVP for events that is easier for members to respond and pay. |
| 1. Nominating Plan 2. Open position | Positions open for 2024 will be: Laura’s secretary, Sam’s social media co-chair, Jen’s program co-chair and president elect. | Jen would like to stay on the board in a position next year. You can be in the same consecutive position on the board for 6 years. Treasurer can be for a total of 4 years. |
| 1. Social Media Plan 2. Update Community Pages 3. Board member posting/access | Facebook 312 followers, Instagram has 104 followers. |  |
| 1. Breakout Sessions 2. Email set-up 3. Virtua Community 4. Google Drive 5. Role Mentoring | Past members passed off to current members. |  |
| 1. Event Planning/ Board Meeting Planning 2. February Meeting 3. Event Timeline 4. Save the Dates | We need 6 total events and 4 meetings in a year.   1. February meeting: Un-branded educational session with board meeting after. CEU should be offered if able. Jen has a couple ideas. Date to be 2/22/24 1900-2000, meeting at 2000-2100. 2. April: RJ’s for food, start at 1630-1700. Potential priest/pastor talk date TBD. Food and talk. Meeting after. 3. May: Vendor fair 5/7/24 4. June: “Summer event” 6/18/24 potential event further west. Big Kahuna Fun Park in Spicer, MN. 5. August: Board meeting- 8/14/24 location TBD potential Café Renaissance 1700 6. September: Congress presentations and dinner/drinks 50 min presentation minimum. Possible CEU offered. 9/12/24 or 9/17/24 7. October Blood drive: 1st or 2nd Tuesday, TBD 8. November Holiday Party: 11/21/24 Bowling in Sartell | 1. Jen to check with RJ’s. 2. We need to communicate with the red cross and the church. Potential for nursing students for volunteer opportunities |
| 1. Other business | Jen created new text group. Rosa recommending we promote more sponsored events that are being offered in the area. It would not be hosted by ONS and we would not have to do any extra work but our social media would promote it.  Taylor looking up the policy if VA employees can attend events. | Board members present thought this would be ok as long as it doesn’t break any chapter rules. We’ll do a trial of promoting these events and if it doesn’t go well we’ll stop it. |
| 1. Adjourn | Meeting adjourned 1354. |  |

**Attendees:**

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| Taylor Schroeder | President |
| Vacant | President Elect |
| Laura Tokkesdal | Secretary |
| Donna Gregory | Treasurer |
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| Rosa Jarvis Erickson | Social Media Co-Chair |
| Jen Bjork | Program Co-Chair |
| Karla Schlicht | Program Co-Chair |
| Megan Larson | Membership Chair |
| Kelsey Yasgar | Nominating Chair |
| Brenda Hommerding | Incoming Program Co-Chair |
| Karla Schlicht | Incoming President Elect |
| Becky St Jean | Incoming Nominating |
| Andrea Smoley | Incoming Membership |