

ANPD Affiliate Informational Phone Call 08/20/2018 6 p.m.
Meeting Minutes

Attendees: Lauri Jankowski, Lauri Ledbeter, Amy Nowik, Melani Mangum-Williams, Wendy Fordham, Ann Moore, McKenzie Williams, Becky Weiderstrom, Susan Hanser, Matt Liechty

Goals for this phone call

- Committee Status Updates
- Share overview of ANPD affiliate draft bylaws & organizational manual
- Determine next steps!

Update on Committee Work:

- **Bylaws & Board Directors-** *Melani Mangum Williams, Wendy Fordham, McKenzie Williams, Vanessa Cameron, Amy Nowik, Ben White, Lauren Kalember, Carrie Kronberg, Lauri Ledbeter---* Thank You!
 - Mission, Vision, Purpose
 - Bylaws Statements
 - Organization Manual
 - Board Director Positions & Descriptions (10)
 - Nonprofit application submitted to WA Dept of Revenue
- **Membership-** *Amy Nowik, Ann Moore, Lauri Jankowski, Ben White, Matt Liechty-* Thank you!
 - Recommended dues \$50/yr
 - Membership in ANPD not required; *but recommended (required for Board of Director positions)*
 - Process of applying- online
 - ANPDWA members get decreased pay/rate for CNE Ed events/offerings
 - May offer discounted membership in the future for ANPD members, if can determine a way to easily verify their ANPD National status.

Reviewed process of committees, bylaws, M/V/Purpose, and Organization manual. Awaiting notification from WA. Dept of Revenue (non-profit application submitted week of 8/13/18).

This Membership committee will next work on a membership/recruitment drive, ideally timed with NPD week (September). They will develop a flyer that we can share/distribute. Lauri L. to send logos to Amy Nowik and Ann Moore who will take the lead with this committee. Please try to "join" as a member online www.anpdwa.org to test out reporting features of website; payment won't be collected when testing it. Lauri L. to send out represented hospitals/facilities so that this committee can reach out to those not represented. (Don't forget ambulatory, clinics, and long term care facilities, too!)

- **Finance-** *Elaina Robinson and Marie Therese Timbol-Padriga- Thank You!*
 - Surveyed integrated payment platforms
 - PayPal & Braintree
 - Next: Tax ID and bank account

- **Journal Club (& Scholarship Committee?)**- *Matt Liechty and Susan Hanser- Thank You!*
 - Uploaded possible forms for use
 - Pick first article
 - Determine process details; consider 2011 article as a guide
 - Host on website page; add article name/reference (*mention available on HEALWA; via ANPD Website, etc.*). Consider vlog 😊

Committee work on-hold pending bylaws and membership:

- **Education Committee-**
 - Annual conference? CNE?
- **Communication/Networking**
- **Awards & Recognition**
- **Nominating Committee**

Lauri L. to send to Ann/Amy ANPD Facebook/Twitter/LinkedIn log-ins to use for media blitz.

Those interested in the ANPDWA business cards left over from the national conference, email Lauri L. at andpwa@gmail.com and I will mail some cards to you for distribution.

The draft bylaws copies should work for bank account creation. Hopefully will have a tax ID# from WA. Dept. of Revenue within next 3 weeks, upon which can establish bank account and open registrations.

Matt and Susan will connect to determine first article; will add name of determined article to website and remind people they can access via ANPD or HEALWA site (avoid placing article directly on site to avoid copyright issues). Lauri L. added journal club to ANPDWA.org website, as well as set-up a blog! 😊 Matt will look into video blog (vlog) as well.

Board Directors Committee will evaluate “willingness to serve form” and Matt may be able to translate into digital/online form. Lauri L. to try to add email confirmation for membership applicants to have a statement, “We are new and we need you; please volunteer!” with a link to the “willingness to serve” online info.

<p>Draft Bylaws & Organizational Manual</p> <ul style="list-style-type: none"> • Thoughts and concerns? • Send out for approval? 	<p><i>Suggested to send drafts out to those people who have expressed interest in serving on committees; seeking thoughts/feedback. Can't have "official" vote until we have membership.</i></p>
<ul style="list-style-type: none"> • Next steps: <ul style="list-style-type: none"> ○ Financial accounts to support opening membership payment ○ Membership Recruitment ○ Seek nominees for Board positions/Host Election ○ Plan Eastern Wa/Western Wa meetings & educational offerings 	<p>See notes, as above.</p>
<ul style="list-style-type: none"> • Next meeting: Sept. 20th at 6 pm <p>NPD Certification review course: January 3-4, 2019 Tacoma, WA.</p> <p>ANPD National Conference: March 31st, 2019 Phoenix, AZ</p> <p>Meeting adjourned: 7:30 p.m.</p>	<p><i>Wendy confirmed location in Tacoma as that of CHI Franciscan Education and Support Center. Cost is anticipated to be <\$200 for both days (plus food & training booklet included... this is significant cost savings to the National ANPD course!!)</i></p>