

WCN Finance & Sustainability Committee

Friday, December 13, 2025, 8:30 am to 9:15 am)

Washington Center for Nursing Office Minutes

Present: Steven Simpkins, Edna Cortez, Melissa Hutchinson, Antwinett O. Lee, Sofia Aragon

Excused: Michelle James

| Topics | Discussion | Action Needed |
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| Call to Order | Steven Simpkins, WCN Board Treasurer, called the meeting to order 8:38 am. He then reviewed the agenda for the meeting. | |
| Review of Financial Documents | <p>Steven walked members through the statement of operations. He walked the members through the delays in payment. Theresa noted that she got a response yesterday afternoon and got an OK from DOH that \$137,000 should be paid next week and we should have the \$430,000 next week as week and last quarterly amount of \$137,000. DOH currently owes WCN over \$700,000 dollars.</p> <p>Discussion. Theresa noted we were at the bottom of our reserves. It was noted the DOH clinical placement contract should be paying us \$90,000 next week as well.</p> <p>Steven will talk about contributions in the budget discussion during the full board meeting. We are still receiving monies from UW HRSA grant from last year. The latest UW invoice will go out in January. And we have completed the SANE grant for 2024. There are small differences in payroll and L&I taxes. Expenses are where we should be. Steven then walked the members through the grants. Theresa presented the graph of license renewal funds noting that we have not received all the license renewal numbers.</p> | <p>After discussion on the budget, Antwinett O. Lee proposed the motion – I am moving to approve the proposed 2025 WCN Budget upon receipt of the DOH surcharge withheld for WCN work completed through June 30, 2024.</p> <p>Melissa Hutchinson seconded the motion to approve</p> |

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| | | the proposed 2025 WCN Budget upon receipt of the DOH surcharge withheld for WCN work completed through June 30, 2024. Unanimous approval. |
| 2025 Budget | <p>Steven walked members through the changes to the proposed budget. He noted the increase of 17% due to medical insurance. Registration fees increase by 3% and travel will increase by 5%. Patricia and Angelina compensation increased by 4%. And an Increase to Teen Academy to continue expanding the program. We kept the fundraising event in the budget. We have a total negative margin of \$82,000. We are planning to use the carryover (funds withheld by DOH accumulated over the previous fiscal year) to fund the negative margin. Due to WABON financial challenges, WCN has taken on the costs for the two facilitator fees. Discussion about meetings and the increase in the budget. Marketing increase? The increase in supplies is for the Teen Nursing Academy.</p> <p>Steven walked through the consulting budget including the grant writing includes the Carter Development Group - the outside consultant to facilitate WCN's working relationship with WABON. And we are looking into hiring CLEAR Impact for the deliverable training. Sofia will also meet with Kristin Peterson to discuss the deliverable training work.</p> | |
| Next Meeting | <p>Meeting adjourned at 9:11 am.</p> <p>Next WCN Finance & Sustainability Committee Meeting on March 17, 2025.</p> | |

Submitted by: Frank Kohel

Approved: