

WCN Board of Directors Meeting Minutes
Wednesday, April 5th 9:30 am – 1:30 pm
WCN Offices 1101 Andover Park West Suite 105, Tukwila, WA 98188

Present: Michelle James, Chris Bircham, Jamie Shirley, Sally Watkins, Grace Yang, Debbie Brinker, Victoria Fletcher, Katie Eilers, Rebecca Ainley, Melissa Hutchinson

By Phone: Elizabeth Adams

Guest: Dorene Hersh

Excused: Diane Sosne, Lena Hristova, Antwinett Lee, Steven Simpkins

Topics	Discussion	Action Needed
Call to order	Ms. James called the meeting to order at 9:34 am.	
Agenda Review Welcome New Board Member Elizabeth Adams, DNP, MSN, RN, NEA-BC	Any changes or additions for the agenda? None. Ms. James thanked staff for getting materials out over one week in advance. She noted a laminated WCN strategic document now available in board member folders. Ms. James asked members to vote to confirm Elizabeth Adams as a NWone Representative to the Board of Directors. Ms. Brinker and Ms. Aragon have met with her and she goes by Elizabeth. She is a nurse executive at Good Samaritan and is very enthusiastic to join our Board. She may participate in the meeting by phone later, she had a family emergency.	No changes to the agenda. Unanimous vote approving Elizabeth Adams as NWone Representative. Chris motioned, Grace second.
Consent Agenda <ul style="list-style-type: none"> • Action Items list • Minutes • Statement of Operations (P&L) YTD 3.19.19 • Balance Sheet YTD 3.19.19 	Consent agenda. Ms. Berry walked members through budget documents and proposed changes.	Ms. Yang moved, and Mr. Bircham seconded to approve the Consent Agenda. The vote was unanimous to approve the Consent Agenda.

<ul style="list-style-type: none"> • Budget vs Expenses YTD 3.19.19 • DOH Surcharge YTD 3.19.19 		
<p>Nursing Now Discussion</p>	<p>Anne Hirsch, Associate Professor UW School of Nursing presented on the Nursing Now!</p> <ul style="list-style-type: none"> • 3-year global campaign • In collaboration with International Council of Nurses and World Health Organization • Program of the Burdett Trust for Nursing • Based on APPG report <i>Triple Impact</i> <p>Dr. Hirsch walked the Board through the program and requested feedback. Ms. James noted she loves the vision.</p> <p>Priorities</p> <ul style="list-style-type: none"> • Promote Innovation • Develop Policy • Expand nursing influence as Leaders in Care Delivery <p>Universal Health Coverage They want to push the envelope for what nursing is and what it can be. The UW and North Carolina tasked with creating goals for the US and welcome Promoting nursing as a profession is part of the global goals.</p> <p>Moving into the Washington State Nursing Now goals, Nursing Now will and want to work with partners in the state. Have we missed key players on the list? Suggested adding something about diversity. We might want to separate out population health. Nursing Now! UK efforts emphasized how nursing promotes economic equity for women around the world. Is this included in Nursing Now efforts in the US?</p> <p>How does this interface with other nursing efforts? Interface with key partners is a goal. Very dependent on partners and leveraging the collaborative work.</p>	<p>Any other thoughts? The Board would like to be kept informed. What about follow-up? Maybe in a few months to come back and let us know how we can be part of this work.</p>

Mr. Bircham wants to note the advocacy training aspect. Many nurses don't know how to help and be advocates. There is not enough training to let nurses know how to advocate. WSNA does try to make it as easy as possible.

It was noted people don't understand that nursing is part of STEM. We have made some strides in STEM. More conversations make for more activities. It would be helpful for some place to see all the activities.

Discussion about Nurse Camp – 30 UW, 30 at Children's, 60 on the eastside. MultiCare has about 150 nurses but their program is structured differently. Sinergy should be part of the camps. Success stories should be told. New camp Dare to Dream to promote diversity in healthcare. Some of the camps are focused on health professions. Broader pipeline. Incumbent workers are part of the pipeline. Noted we have campers come back to successfully get their degrees in nursing. Discussion about sharing expertise and staff between camps.

Other programs from other states were noted. Bellevue College had a program called Developing Your Horizons – focused on STEM careers/professions. Some high schools have STEM professions brought in to discuss careers.

Nursing Now will be working with WSNA to incorporate during Nurse Legislative Day in 2020.

2020 is also Florence Nightingale's 200th birthday. The Nightingale Challenge can provide leadership training for 20 at each hospital. They are looking at securing financial backing. Funding options noted, like Husky Giving Day.

They have a declaration from Governor Inslee for Nursing Now. Press release almost ready. Handout giving to members. How to get the word out – social media – Facebook, Instagram, twitter, etc. We want young nurses on board. Launch at the National Press Club. April 9, 2019 is the launch and it will be live streamed.

The Nursing Now Initiative is asking to

- Share your experience and ideas
- Be agents for change – organize to advocate for the profession
- Sign our pledge of support to Nursing Now

	<ul style="list-style-type: none"> • Raise awareness of the campaign <p>Dr. Hirsch noted that WSNA and Dr. Watkins are very active in this project. Dr. Watkins noted this will be part of the WSNA Convention. May 1 -3, 2019. Ms. Eilers noted how she appreciates the work and the universal healthcare work. Please send other thoughts or questions to Dr. Hirsch by email - Hirsca2@uw.edu</p>	
Executive Director's Report	<p>Executive Director Report – Ms. Aragon and Ms. Berry have been meeting with the NCQAC, Chris Archuleta is our new contract manager, Mary Baroni and Lois Hoell have been assigned to review our deliverables. Is there a time frame for WCN to receive feedback from the NCQAC on deliverables? Ms. Aragon has still working with NCQAC on a schedule.</p> <p>Action Now – The NCQAC funding ends June 30, 2019. She has also begun work on an Action Now Summary document for the board.</p> <p>Request for Quotation for supply survey. WCN convened an RFP review committee including Chris Birchem, Mary Sue Gorski from the Nursing Commission, and Debbie Brinker. Three candidates had interviews: The University of Washington, Livestories, Michigan Health Center. The committee thought UW should do the analysis and want to talk with Livestories to possibly do additional web based illustrative work. This will involve additional costs. The board has approved a budget for marketing and this may accommodate additional costs incurred. A web-based tool would be a good asset.</p> <p>We have a healthy pool of Communications Associate applicants. We are looking at someone with web experience, grant writing, marketing and social media. The ideal would be to have the person begin as soon as possible.</p> <p>NCQAC is undergoing rule-making to revise the scope of practice of ARNPs, RNs, and LPNs with the use of the Decision Tree original developed by the NCSBN. ARNP Advisory Committee has discussed. DOH audit of WCN in 2012 recommended that WCN should be more engaged in regulations development.</p> <p>Ms. Aragon reporting back to the board for NCQAC activities. We may want to reach out to the NCQAC to speak to the board. All members to continue reaching out to their NCQAC members to keep the dialog going.</p>	<p>Board of Directors requested timeframe for review of deliverables to NCQAC to be part of the process.</p> <p>Board Members continue reaching out to NCQAC Members.</p> <p>WCN Board fully supports Ms. Aragon's run for Burien City Council.</p>

	<p>“So, You Want to be a Professor” - The flyers have gone out to WCN networks to recruit promising students and practicing nurses. This is a pilot program. Discussion about how the workshop includes tours of a community college, public university, and private university. There is interest in expanding to eastern WA nursing schools in the next round.</p> <p>Ms. Aragon reported running for Burien City Council – Ms. James asked for any concerns or questions or potential conflict of interest. Questions about time commitment. Ms. Aragon felt she can do both and keep her commitments to both. Discussions have been more about time than conflict of interest. Noted WSNA is supportive of nurses taking seats of power.</p> <p>Potential conflicts of interest were discussed. It was noted Ms. Aragon was be there a community member, not as part of WCN. In instances of conflicts of interest, Ms. Aragon will recuse herself from voting. Former board members have reached out to Ms. James about possible conflicts of interest and want to make sure the board discussed the issue. Is there some kind of language for the board and Ms. Aragon to have on the record for conflict of interest? Maybe something that you are speaking as an individual, not part of an organization. Discussion about time commitment. It was noted that anytime a nurse can be in these positions is good for nursing (e.g. Nurses on Boards initiative). Have DOH/NCQAC voiced concerns at this time? No. Suggested we look at Boardsource and other resources on assessing potential conflicts of interest.</p> <p>WCN awarded an Innovation Grant – from the Center to Champion Nursing in America. It is a matching grant intended to continue to support Rebecca’s position to staff the Leadership WNAC.</p>	
<p>Compensation Philosophy</p>	<p>We have been working on the revised compensation policy for the last 18 months with a consultant, Sue Gerba at 501 Commons. Ms. Fletcher walked Board through the revised policy. Discussion about personnel review. Noted employee reviews are annually, while we will get market data every other year. Is there any feedback from the draft sent to members?</p>	<p>Revised Compensation Plan to be sent to BOD for approval vote by email by Victoria.</p>

	<p>We have an In Lieu of Benefits policy. All employees will receive written performance reviews, the Executive Director makes decisions for staff salaries and board makes decision for the Executive Director.</p> <p>Short discussion about staff salaries and that it needs to align with adopted budget.</p>	
<p>15th Anniversary Celebration Event</p>	<p>The Sustainability Committee met yesterday to work on planning on the 15th Anniversary Celebration Event. All board members were invited, and several have RSVP'd.</p> <p>Payment has been made to reserve the Virginia V. Mr. Birchem walked the members thru the agenda for the day of the event.</p> <p>Agenda for WCN 15th Anniversary Celebration Itinerary</p> <p>9:30 am – 10:00 am Welcome aboard the Virginia V and Check In 10:00 am – 10:30 am The Virginia V begins our voyage around Lake Union and Lake Washington! 10:30 am – 11:00 am Buffet Brunch is served. Join us in the main room. 11:00 am – 12:00 pm Welcoming Remarks, Speakers and Awards 12:00 pm – 12:30 pm Networking 12:30 pm The 'Class' Photo – Join us on the bow of the Virginia V for a photo to commemorate WCN's 15th Anniversary Celebration 1:00 pm The Virginia V returns to the dock.</p> <p>Reviewed logo designed for the event, plan to have laptops to show video work of WCN. Graphic designer is working with staff to develop a brochure for the day of the event.</p> <p>This will be a celebratory event versus a fundraising event but will give attendees the opportunity to donate.</p> <p>Mrs. Birchem is looking to donate some gifts and we are developing magnets for a commemorative gift.</p>	<p>One week before the event, everything for silent auction would need to be in WCN Office by May 3, 2019.</p> <p>Ms. Eilers will reach out to her mother to design baskets. The goal is to have them at the WCN Offices by May 6, 2019.</p> <p>Noting Virginia V not ADA accessible, we need to let invitees know in e-mail reminders about the event.</p> <p>Board Members to send staff any suggested additions to the 15th</p>

	<p>We want to honor past board members and our major partners. We are still in planning stages for awards. This is looking to be a fun event.</p> <p>We are still looking who we need to invite. It was suggested to add the Hat's Off attendee lists. We will have donation envelopes. Discussion about honoring a nurse. Planned for a silent auction for baskets.</p> <p>If there are any other comments or suggestions, please send them to Mr. Birchem.</p> <p>Mr. Birchem noted we are going with a Mimosa Bar, no other alcohol beverages. Short discussion about who to add to the invitation list. Ms. Brinker brought a copy of a WSU postcard for an event as a sample the 15th Anniversary planning committee might want to consider.</p> <p>It was also noted the Virginia V is not ADA accessible, we need to let invitees noted.</p>	<p>Anniversary invitation list.</p> <p>Any comment or concerns about the 15th Anniversary Event to be sent to Mr. Birchem.</p>
<p>Introduction of new board member, Elizabeth Adams</p>	<p>Dr. Adams was able to join the call at 11:40 am. Board members introduced themselves to her and she introduced herself to the members. She owns a healthcare quality firm. She reported a healthcare emergency lead to her reevaluating her life. Dr. Adams served on the Florida Action Coalition and enjoys working on nursing policy and workforce issues. As part of NWone, she is happy to be one of NWone's representatives on the WCN Board of Directors.</p> <p>She said she had heard lots of great information about WCN and we look forward to meeting her in person.</p>	
<p>Other Business</p> <ul style="list-style-type: none"> • Retreat Goals? • Board Contribution Policy 	<p>Discussion about help finding a place for the retreat. We want a more relaxing environment. Cedarbrook Lodge was a suggestion for a space. Several board members are not available for previously proposed date of June 21st.</p> <p>Mary Fertakis is our retreat facilitator. Ideas for the retreat included:</p> <ul style="list-style-type: none"> • Where are we on the strategic plan • Celebrate where we are • Team Building • How you interact. • Roles and responsibilities of board members, • Where we are and where we are going at WCN 	<p>Staff to send Doodle Poll for new date for WCN Board Retreat due to conflicts for many for original June 21st date.</p> <p>Melissa Hutchinson, Katie Eilers, Chris</p>

	<p>Discussion for input on the draft agenda? We want to make sure we had enough time. We don't want to have a board meeting but have an actual retreat. At the last retreat, we didn't give enough time for the retreat portion and the discussion was rich, but we didn't give it total focus. We definitely want to do board education and board development.</p> <p>What is the value of bringing everyone together? Future thinking, thinking out of the box.</p> <p>There will be some prep work before with Mary Fertakis.</p> <p>Does anyone want to be on a planning committee for the retreat? Melissa Hutchinson, Katie Eilers, Chris Birchem, and Debbie Brinker volunteered to help plan the retreat.</p> <p>Discussion on previously proposed Board Contribution Policy –</p> <p>Mr. Birchem began with a short discussion on yearly board member donation goal. He noted the history of the letter to each member in their folders at each meeting on their contributions.</p> <p>If there are other events, it is at the members discretion to donate to an event. It is important to have full participation by the board. Other groups and grant sources look to see if the board is fully committed. Discussion on definition of restricted vs. unrestricted donations. Restricted donations—donor must specify activity for use of funds.</p> <p>Discussion on other opportunities to increase members' donation, like the Giving Tuesday after Thanksgiving. Also, been outreaches for other groups, like Boeing Credit Union.</p> <p>Sustainability Committee can put together a list of opportunities. Discussion about restrictions on donations. Revise bullet point three in the policy. "Any funds donated to events would go to your overall contribution to WCN". Anything else? In first bullet – "must" should be changed to "encourage".</p>	<p>Birchem and Debbie Brinker volunteered to help plan the WCN Board Retreat.</p> <p>Ms. Aragon will reach out to the facilitator for dates she is available. Then we will send out a Doodle Poll to the board members to finalize a date.</p> <p>Sustainability committee to put together a list of opportunities for WCN supports to donate to the organization.</p> <p>WCN staff to revise Board Contribution Policy in accordance with discussion. Please send any additional feedback to Sofia.</p>
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Appreciated the feedback on the Board Contribution Policy. Please send anymore feedback to staff and we will revisit at next meeting. Mr. Bircherm noted impressed with the turnout of the meetings lately and the support and hard work of the board.

Feedback on the Board Meeting –

Possibly more microphones for the call-in members. Or a better system. Ms. Fletcher may have some examples to send to Ms. Berry.

As part of our RWJF focus groups, it was noted Ms. Hutchinson's toolkit was awesome and easy to work with. We have gotten great feedback. Ms. Pizzitola reported the focus groups work has been very exciting. We are going to attend conferences to share findings. We have had a bigger response than planned. Only missing piece has been trying to get Vancouver focus group has been tough. Tons of data and will be going through soon. Ms. Brinker offered to send a note to WSU Vancouver to help facilitate a focus group.

Diversity has been an issue with focus groups and there has been outreach to ethnic nurses' associations. Focus groups have also included non-nurses. We think about three hundred so far have participated in the focus groups.

Ms. Brinker was on a call on Accountable Communities of Health to discuss the preceptor academy as part of Action Now. There have been lots of colleges interested in partnering for clinical experiences. We have scheduled lots of meetings and Suzanne Swadener at HCA has been hard at work to assist in the outreach. Needs funding. This project has been one of the goals of Action Now. They have tried to get this going at ACH's in eastern WA and haven't been successful. We have to look for a champion for an ACH to get this to work. Discussion. Dr. Moisio and Ms. Brinker did two presentations to promote, but nothing has moved forward. There is a health equity angle that would be beneficial to explore with regards to innovative clinical experiences.

Is there a convening that WCN would want to host in the next couple of years? Ideas welcome.

	<p>Ms. Pizzitola shared that more visibility about WCN is needed given feedback from focus groups.</p> <p>We want to look at board development, maybe a create a committee to develop this idea. We also want to look at our orientation process. One idea is to have a board development topic at every meeting.</p> <p>ARNP Advisory Committee had a success with development of the new preceptor rules and were successful in revising the NCQAC Nursing Education rules.</p> <p>Ms. Fletcher reported Planned Parenthood is in great transformation. The Washington Planned Parenthood had added Indiana and Kentucky programs to their administrative duties. It has been challenging. She also noted the challenges with legislations in other states. Discussion about the Title X funds and challenges.</p> <p>AMA changes, they came out with a statement against nurse practitioners. Nursing Now is so timely.</p>	
Next Meeting	<p>Adjourn – 1:10 pm</p> <p>Doodle Poll will be sent out to Board Members for the Board Retreat.</p>	

Submitted by: Frank Kohel

Approved: