

WCN Finance & Sustainability Committee Meeting
Friday, March 7, 2025 (8:30 am to 9:45 am)
Washington Center for Nursing Office
Minutes

Attending: Antwinett O. Lee, Steven Simpkins, Edna Cortez, Melissa Hutchinson, Patricia Moulton, Christina Nyriati

Topics	Discussion	Action Needed
Call to order	Steven Simpkins, WCN Board of Directors Treasurer called the meeting to order at 8:38 am.	
Consent Agenda	<p>Steven began walking the members through the Statement of Operations. He noted we have received all funds from DOH for 2024. Next, we moved to the balance sheet and noted the HRSA grant with the UW, and we have more funds due in 2025. We are right where we need to be. Noted the spike in ZOOM payment for the year. Survey Monkey was another yearly expense that came due. We should balance out at the end of the year.</p> <p>Steven noted the new cost for a grant writer that we are in the process of interviewing. Noted the hold on the work with the Carter Development Group, WABON has concerns about the cost. Until that is resolved, the work is on hold. Discussion about some consultation having been in the wrong category and has been corrected. Discussion on having a fund raiser in 2025. Noted the reserved funds are back to normal and we are doing well.</p> <p>Steven walked through the grants sheet and noted the HRSA funds received in 2024. Discussion about renewing of Hivebrite in 2025. Theresa walked through the license renewals and the slight decrease, but we also have an increase from \$5 to \$8. Sofia spoke about the changes to the terms and conditions we are proposing to the new contract. DOH now has the capability to track funding in real time. Discussion about compliance with WCN and DOH to the contract and</p>	Christina Nyirati moved; Antwinett O. Lee seconded the motion to forward the March 7, 2025, Financial

	<p>the Carter delay. Sofia and Antwinett will be attending the WABON Meeting on March 14th for their discussion of WCN.</p> <p>Christina Nyirati moved; Antwinett O. Lee seconded the motion to forward the March 7, 2025, Financial Documents to the full WCN Board of Director for approval. Unanimous approval.</p>	<p>Documents to the full WCN Board of Director for approval. Unanimous approval.</p>
2025 Budget	<p>At the December 13, 2024, WCN Finance Committee Meeting and follow up during the full December 13, 2024, WCN Board of Directors Meeting, the motion was made and approved the proposed 2025 WCN Budget upon receipt of the DOH surcharge withheld for WCN work completed through June 30, 2024. The funds have been received.</p>	
Next Meeting	<p>The meeting adjourned at 8:57 am.</p>	<p>The next WCN Finance & Sustainability Committee Meeting is June 13, 2025, from 8:30 am.</p>

Submitted by: Frank Kohel

Approved: