

WCN Joint Meeting for Finance and Sustainability Committees Minutes

April 5th, 2019 8:30 a.m. – 9:30 a.m.

WCN Offices, 1101 Andover Park W., Ste. 105, Tukwila

Present: Grace Yang Chair, Michelle James, Debbie Brinker, Victoria Fletcher, Chris Birchem, Katie Eilers, Sally Watkins
 Staff: Sofia Aragon, Theresa Berry, Frank Kohel

Topics	Discussion	Action Needed
Call to order	Ms. Yang called the meeting to order at 8:38 am	
Review of documents Statement of Operations (P&L) YTD 3.19.19 Balance Sheet YTD 3.19.19 Budget vs Expenses YTD 3.19.19 DOH Surcharge YTD 3.19.19	<p>Statement of Operations – Ms. Berry reported we have received our second quarter payment from NCQAC/DOH. She noted we received \$1,100 from Board Members and \$5,000 from CHI Franciscan for Action Now. Discussion about payments received from DOH noting we are on track. Did they give us actual money received? No, NCQAC is still withholding anything over our contracted amount. Will add for next Board Meeting.</p> <p>She noted the savings from Communications Director position currently empty.</p> <p>How does the trending work for the balance sheet? Ms. Berry walked the committee through expenditures and amounts in bank accounts. We still make sure we have enough to sustain us between quarterly NCQAC/DOH Payments. It could be about a year before we see the full effects of the trend in spending reserve funds. Money Market fund (reserve fund) is accruing a small amount of interest.</p> <p>Budget Expenses – we are on target for the year. An error was found on the NCQAC/DOH Surcharge document. Ms. Berry to fix this error for the full Board Meeting.</p>	<p>Ms. Berry to report difference in DOH disbursement vs. surcharge funds collected by the DOH minus administrative fee at next WCN Board meeting.</p> <p>Ms. Berry to add a title and date to budget balance spreadsheets.</p> <p>Ms. Berry making small change to budget document for the full Board Meeting.</p>

	<p>Discussion about the increase for subscriptions and registrations. Increases to the Board Source conference and subscription to Academy Health with noted as reasons for changes.</p> <p>Did we plan for all of Action Now expenses? Action Now as a deliverable in WCN contract with DOH due June 30th with no further deliverables. Discussion tabled for the full Board Meeting.</p> <p>NCQAC/DOH surcharge funds were reviewed and noted discussion earlier about status. Still holding funding over the contract amount. We have requested the information from NCQAC/DOH about amount of withheld funding.</p>	
<p>15th year Anniversary Celebration</p>	<p>Several Board Members were met yesterday with the Sustainability Committee to help the planning for the WCN 15th Anniversary Celebration. We went over wording on a brochure for the event, decorations, silent auction. Slideshow presentations on laptops during the event to show historical pictures, video productions. Birchem walked the committee through a proposed agenda. Lots of time is scheduled to visit and enjoy the event. This is to be a celebratory event. Discussion about possible awards to founders, partners, and others.</p> <p>Mr. Birchem's wife wants to donate prizes for the event. How is the event being funded? Money from the last Hat's Off Events and Board Member contributions from previous years will be used to fund the event. Ms. Aragon and Ms. Berry walked the committee through the funding sources. Discussion about the process and funding development. Noted the event is budgeted at \$13,000. Over \$8,000 for boat and catering and \$2,000 for the graphic designer.</p>	
<p>RWJF Innovations Grant</p>	<p>Ms. Pizzitola applied for an innovation grant from the Robert Wood Johnson Foundation. This grant is given over two years at \$25,000 toward her position. This work is related to the Social Determinants of Health work which includes diversity. We have also applied for a grant through the Snoqualmie Tribe to support this and work to increase diversity among nursing education faculty. WCN has also applied for a grant with the Premera Foundation to support a</p>	

	number of WCN initiatives, particularly those to support the rural nursing workforce.	
Next Meeting	Next Meeting: To Be Determined Meeting adjourned at 9:19 am	

Submitted by: Frank Kohel
Approved: SA

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