

**Illinois Association of School Nurses
Board of Directors Meeting
Friday, October 19, 2018
Springfield, Illinois**

CALL TO ORDER @ 8:42 am

ROLL CALL (Introduction of guests present)/Sign In on Roster

Linda Vollinger

Juanita Gryfinski

Joan Kittler

Linda Gibbons

Cam Traut

Maryann Tolzien

Donna Kunz

Karen Madura

Mary Girardi

Barb Wicks

Linda Kimel

Robin Shannon

Cathy Yonkaitis

Becky Doran

Terry Luckenbill

Anne Marie Ricchio

Jeanne Burke

Lynn Rochkes

Guests:

Nila Fekaris (NASN President)

Lorraine Legg-Coleman (CPS - DNP student UIC)

Time Keeper: Cathy Yonkaitis

REQUESTS FOR ADDITIONS TO AGENDA

Finance report - motion to amend budget

Motion #1 I move that: Today's agenda be amended to include a motion under finance, and appointment of an audit committee.

Motion by: Linda Kimel Seconded by: Lynn Rochkes

Carried with vote of 13 with no objections.

Audit Committee = Barb Wicks, Karen Madura & Cathy Yonkaitis

Motion #2 I move that agenda items #: 2, 3, 4, 7, 8, 12, 13, 14, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41, & 42 be moved to the consent agenda.

Motion by: Donna Kunz Seconded by: Maryann Tolzien Motion carried / no objections

Motion #3: I move that the Minutes of May 5th, 2018 Board Meeting, be approved as circulated.

Motion by: Jeanne Burke Seconded by: Cathy Yonkaitis Motion carried / no objections

REPORTS OF ELECTED OFFICERS:

1. President- Linda Vollinger

IASN was formed in 1957.

Linda discussed restructuring and that bylaws have been revised and will be presented to membership. This will allow revision of Operating Guidelines and job descriptions, and will be transitioned over the next year to the new model.

Now that this is done - Board will develop guidelines for divisions to disburse/transfer funds

Linda and Cam had multiple conversations with the attorney that was referred to IASN by NASN.

IASN is a 501C6 entity. Those divisions that utilized IASN's EIN (Blackhawk and Northeast) will need to put their funds in the IASN treasury. Southern Division is defunct. Since the other divisions had their own EIN/tax # they can offer scholarships, by funneling their funds to the Foundation, who can distribute the funds. Other possibilities of division funds disbursement were discussed (i.e. giving money to 501C3 corporations). Final tax forms will need to be submitted by those divisions, and there will need to be assistance with that. Linda Vollinger will prepare a letter for board members and divisions.

Linda and Cam had also discussed the Executive Secretary position with the attorney, and since it is a "compensated position," it may be an employer/employee relationship, and if so, employment taxes may need to be submitted.

2. President Elect- Juanita Gryfinski (see report)

3. Recording Secretary- Maryann Tolzien (Minutes from 5/2018 Board Meeting were sent out to Board Members via email).

4. Treasurer- Joan Kittler (see report)

5. Director to NASN- Cameron Traut

NASN is having a membership drive.

Illinois nurses that have been recognized: Robin Shannon-is co chair of SNE, Linda Kimel-Special Needs co chair, Nancy Antonini-Special Needs, and Cathy Yonkaitis as Educator of the year.

IASN can have a blog on NASN.

NASN has received a grant for "Every Student Counts - Data Collection".

NASN site has been overhauled, and there were some quirks in renewing memberships.

NASN has released new seizure guidelines.

IASN needs to do more regarding recruitment, in getting our information to nurses that we do not typically access, using: School Health Days, journals, asking the State Licensing Board to share the list of school nurses, Nursing Voice/ANA Illinois, ROE & ISBE Superintendent's Weekly Message.

REPORT OF ELECTED REPRESENTATIVES

6. Representative to IEA- Donna Kunz

a) IEA Legislative Platform recommendations

Donna was seeking suggestions for IEA Legislative Platform:

1-Only Licensed School Nurse can make educational recommendations.

2-Legislate appropriate school nurse caseloads (1:750 per Healthy People 2020, and NASN's recommendation is acuity based. Essentially we want a school nurse in every school, all day, and every day to provide safe care for students. AAP also affirms every school, all day/every day.

Break: 10:08 - 10:20 am

REPORTS OF APPOINTED OFFICERS

7. Executive Secretary: Membership- Linda Gibbons (see report)
8. Historian (VACANT)

REPORTS OF STANDING COMMITTEES

9. Bylaws, Operating Guidelines- Karen Madura
 - a) Proposed Bylaws Amendments
 - Proposed Bylaws were sent in registration mailing.
 - Let membership know that dues were being lowered with restructuring-can announce at Annual Meeting

Bylaws were approved in gross. Motion carried.

Motion # 4:

I move that: the proposed ByLaws be amended as follows:

Under Article IV, Section 1, B - change # 3 to read:

Associate members shall (delete receive all mailing), vote and may participate in IASN activities, and may serve as a member of a committee, but may not hold office or serve as chairman of a committee.

Under Article VI, Section 1, A - Add Advocacy/Legislation Coordinator, after Marketing/Communications Coordinator.

Under Article VI, Section 2, B - Add Advocacy/Legislation Coordinator, after Marketing/Communications Coordinator.

Under Article XI, Section 1, A - Add Advocacy/Legislation Coordinator, after Marketing/Communications Coordinator.

Motion by: Linda Kimel Seconded by: Cathy Yonkaitis Carried with no objections

10. Education/Certification- Mary Girardi a). Status of APU application to ONA
 - Approved provider for 3 years to ONA.
 - Concussion module will be ready soon and put up.
 - Monica staying on as nurse planner
 - Adding modules for poster presentation
 - Ad Hoc learning activity - Monica is supporting DuPage
 - Developing planning checklist for nurse planners-to see if it be presented in other ways to webinars, etc
 - Lynn Roches asked if we can coordinate with ROE's to plan trainings = Not ready to support ROE at this time, but can provide options
 - Traditional learning activity can be considered for continued education opportunity if can identify need, apply scholarly articles - planners can look at educational design criteria, and our form may be completed.
 - List of approved CNE activities requested - will go to website/membership

Discussion: can put concussion training out for a limited time period as free to all (introductory offer of 2 months to encourage membership). This can be sent thru IDPH/ISBE list.
After first 2 months = member only for free
Cost to non-members once introductory offer is over: \$10

(other examples that can be offered: poster presentations, recorded webinars, etc)

11. Finance- Kathie McCroary

a). Proposed Budget

Motion # 5:

I move that: the proposed budget for 2018-19 be amended to

1-increase line 105.1 to: \$1500 for the incoming Director to NASN to attend the 2019 June Board Meeting

2-Increase line 109.1 to \$2000 for website

3-Increase line 121 to \$5000 for networking

Motion by: Cathy Yonkaitis Seconded by: Lynn Rochkes

Discussion

109.1 Website: tech support costs will go up = increase to \$1500

113.2 Webinar (software/"go to meeting") yearly subscription Advanced program will cost more

113.1 Survey Monkey - no change

121 Exhibit(new banner, more exhibits, more mileage, etc)

12. Legislative Affairs (and ISELA)- Sandy Lawinger (see report)

13. Public Relations/Website/Newsblast- Barb Wicks (see report)

REPORTS OF ELECTED COMMITTEES

14. Nominating- Kathy Knawa (see report)

REPORTS OF SPECIAL COMMITTEES

15. IASN Foundation (Mentorship, Scholarship, Research) - Linda Kimel

No communication from Mentoring Chair - unknown if connections are being made.

Only 1 grant is being given this year (1 year retroactive ability) Margaret Winters Award
Martha Bergren is willing to get word and info out there

16. Inquiry and Innovation- Robin Shannon (see report)

REPORTS OF REPRESENTATIVES TO OTHER GROUPS

17. IDPH- Jean Becker (see report)

18. ISBE- Rebecca Doran

Medication administration guide was available briefly, but removed to add info on medical cannabis and undesignated inhalers.

Discussed proposing adding addendums versus complete changes to guide(is still with legal)

Reporting form and info for undesignated inhalers is on ISBE site.

Delegation rules will come through IDPFR

ISBE has received multiple grants (SAMSHA, Dept of Justice, Behavioral Threat Assessment, etc)

Behavioral Threat Assessment has added School Nurses

School Health Advisory Community is open for 11/16/18 at 2:30 listed on ISBE website

19. Illinois Chapter National Association of Hispanic Nurses- Gloria Barrera (see report)

20. ANA-IL- Cam Traut (see report)
21. IMERT (IL Medical Emergency Response Team)- Maryann Tolzien (see report)
22. ICAAP (IL Chapter American Academy Pediatrics)- Linda Gibbons (see report)
23. IAPO (IL Alliance to Prevent Obesity)- Mary Ann Wolfenson (see report)
24. SNEC (School Nurse Emergency Care Course)- Maryann Tolzien (see report)
25. IDPH Immunization Task Advisory Committee- Anne Marie Ricchio (see report)
26. NBCSN (National Board Certification School Nurses)- Terry Luckenbill (see report)
27. IFT (IL Federation of Teachers)- VACANT
28. CTU (Chicago Teacher Union)- VACANT
29. IASN Listserv/SchoolNurseNet- Cathy Yonkaitis (see report)
30. IL Children's Mental Health Partnership- Donna Kunz (see report)
31. IDPH Committee on PANDAS/PANS – Teresa Schindler (see report)

32. Every Student Counts NASN Data Initiative – Anne Marie Ricchio - same data collection points as Step Up. Contract from CDC to implement collection on chronic illness and school avoidance
 Each state select own goal then districts can select data they will collect.
 Disposition of visits, how many 911 calls,
 Infinite Campus offered an all day session regarding updates.

FINAL REPORTS OF FORMER DIVISION PRESIDENTS (Include Treasury Reports)

33. Blackhawk- Gina Cone Anderson (see report)
34. DuPage Valley- Eileen Rydell-Boesso (see report)
35. Lake Shore/Calumet Valley- Joan Kittler (see report)
36. Marquette-Kaskaskia- Jeanne Burke (see report)
37. Midstate- Lynn Rochkes (no report)
38. Northeast- Karen Madura (see report)
39. Northlake- Wendy Kaplan-Smith (see report)
40. Northwest- Vicki Naretta (see report)
41. South Central- Nila Hawkins (no report)
42. Southern- VACANT

1:15 PM SPECIAL REPORTS

43. IASN Annual Fall Conference 2018- Juanita Gryfinski
 (Conference Planning Committee Chair)
 71 registered for conference
 Discussion about ways to increase attendance.
 Lynn Rochkes suggested keeping it accessible by I80 (some thoughts: Tinley Park Convention Center,
 Joliet, travel stipend, reduced fees??)

Job Descriptions/Ad Hoc Committee /Restructuring Committee
 Governance Structure and Functions:

NEW BUSINESS

2019 Annual Conference
 Will look at host sites.

TIME OF:

3:10 PM ADJOURNMENT- Thank you for your continued hard work.
Dinner tonight is at Lincoln Museum

NEXT MEETING: **January 2018 (Date and Location TBD)**