

**Minutes for Wisconsin Nursing home Social Workers Association  
October 4, 2017 Meeting  
Kalahari Resort in Wisconsin Dells, WI**

Board members present: Jeff McCabe: Brewster Village, Appleton

Lisa Leahy: St. Croix Health Center, New Richmond

Julie Severin: Rennes Health Care, Appleton

Fawn Senn: Christian Home and Rehab Center, Waupun

Carol Wickboldt: Park View Home, Woodville

Tena Seipel: Trempealeau County ADRC, Whitehall

Nichole Duchow: Atrium Post Acute Care of New Holstein

Rebecca Edgren: WI Veteran's Home at King, King

Also present was Angela Lasnicka from Lakeshore Manor in Racine

- 1) **Call to order:** at 6:18 p.m.
- 2) **Introductions:** Completed as Angela was present and is interested in a board position.
- 3) **Secretary Report:** Correction made to the July minutes that Nichole Duchow is working at Atrium Post Acute Care of New Holstein, not her previous facility. Lisa motioned, Fawn 2<sup>nd</sup> all approved minutes from July 2017 meeting.
- 4) **Treasurer's Report:** Presented by Julie with current balance at \$30,634.02, with membership at 111 members. Lisa made a motion to approve the treasurer's report, Becky 2<sup>nd</sup> the motion. All approved.
- 5) **PDC, Person Directed Care:** Discussed they have a meeting in August in Madison to retool and have had new members join. Jeff encouraged someone from the WNHSWA board to join the CDP board. Mega rule language will be a huge topic/issue in the year ahead. Jeff indicated that someone from the DON council will be sitting on the board. Jeff also indicated that Rachel Selking, Ombudsman, and some NH administrators have also joined the board.
- 6) **Historian:** Fawn attended the Alzheimer's Conference in May and stated the WNHSWA booth was well attended. Carol indicated she is rejuvenating the board and will plan to take new WNHSWA board pictures as our board members have changed since the last board picture was taken.
- 7) **Marketing:** Jeff is going to Focus in November and will take the board to set up a table/booth to represent WNHSWA. Discussed purchasing a table cloth or runner with our name and logo on it for Marketing at various events as well as at our conferences. Voted to spend up to

400.00 on a banner that Becky will order and purchase. Nichole made the motion, Tena 2<sup>nd</sup> the motion.

Discussed getting name tags for attendees to wear at conferences to help everyone get to know each other and to distinguish board members. Rebecca will pick up plastic holders and will print off names of attendees each conference per the list derived by the person who collects the registrations (currently Julie Severin).

- 8) **Website Updates:** Nichole stated she will have to speak with Steve our IT consultant to add scholarship and other information we would like posted on the website.
- 9) **CEU's:** Fawn indicated she received confirmation that the request for CEU's the Fall 2017 conference have been approved.
- 10) **Social worker of the year:** there were 3 entries. Jennifer Shaw, Social Worker at King was chosen as the SW of the Year for WNHSWA 2017. Discussion held that we would give Jennifer a free registration to the Spring 2018 WNHSWA conference instead of the annual membership for WNHSWA as her employer pays for the membership, but not the conferences. Tena made a motion to offer the SW of the Year a free spring 2018 conference in lieu of the annual membership to WNHSWA. Nichole 2<sup>nd</sup> the motion, all approved. Also discussed that the money will follow the social worker of the year if they move to another facility or credit their fall conference. Rebecca works with Jennifer and will inform her coworkers of Jennifer's award, and invite them to attend the presentation of the award.
- 11) **Scholarship:** Discussed option of having others send in applications yet this year, but decided to table that decision and work on how to expand our scholarship notifications. Tena will contact the colleges that we send scholarship information to and get more information from those involved in updating students of scholarships. Also discussed that we could potentially put the scholarship on the website to draw more applications.
- 12) **Elections:** We currently have 3 open positions prior to elections tomorrow.
- 13) **New Business:** Discussion held to email membership certificates to members once we receive annual dues. Also discussed we need to review the timeline as new roles/tasks have been made.
- 14) **Spring 2018 conference:** date is April 13, 2018 in Wausau. Board meeting will be the evening before.
- 15) **Board member duties:** All board members need to write up a list of duties and descriptions of what we do for our positions for the board to review and approve to pass on from one board member to the next, so they know the expectations, roles, and responsibilities of that position. Table this until the January 2018 meeting.
- 16) **Next Meeting:** December 8<sup>th</sup> at 9 a.m. at the Holiday Inn and Suites Rothschild/Mosinee/Wausau, WI.
- 17) **Adjournment:** at 8:05 pm motion by Nichole, 2<sup>nd</sup> by Becky, all approved.

Minutes submitted by Tena Seipel, WNHSWA Secretary

**Minutes from Wisconsin Nursing Home Social Workers Association  
Executive Board Meeting  
Friday, December 8, 2017  
Holiday Inn Hotel in Rothschild/Wausau, WI**

Board Attendance:

Julie Severin	Rennes Health Center	Appleton
Jeff McCabe	Brewster Village	Appleton
Lisa Leahy	St. Croix Healthcare	New Richmond
Tena Seipel	Trempealeau County ADRC	Whitehall

**1) Call to Order:** Lisa called the meeting to order at 8:58 am.

**2) Introductions:** None needed.

**3) Secretary's Report:** Reviewed the minutes from the board meeting held on October 4, 2017 in WI Dells, WI. Will review and approve the minutes at the January 2018 board meeting.

**4) Treasurers report:** Reviewed the treasurer's report. Proceeds from the fall 2017 conference were 13,755.00. Net profit from the fall conference was 3661.77. Current account balance is 23,495.54. Current members are at 111. The WNHSWA table cloth/banner was purchased for 217.25 and the annual PO Box was paid in the amount of 132.00. Julie also indicated that she completes W-9's for all speakers which costs over 400.00 as she uses a CPA to complete the forms correctly. The forms are then sent in to the state.

**5) Marketing:** Discussed that Jeff attended the Focus conference and manned the WNHSWA booth. Jeff will be sending out letters to all SNF's in WI to the Administrators and the Social Services directors to inform and invite the SW's to join WNHSWA. Reviewed the current member list. Will continue to work on this through the registration process for conferences. We need to find out at the January 2018 meeting if anyone is planning to go to the Alzheimer's Association conference in May and Focus in November 2018 to take the WNHSWA board and set up a booth.

**6) Vacant Board positions:** We still have two vacant board positions. Jeff and Lisa indicated that they will not be able to run any more as they both plan retirement before the next elections. The next vice president and president need to be current board members, not newly appointed board members.

**7) Membership dues and conference rates for 2018:** Discussed current rates for dues and conferences. Lisa made a motion and Julie seconded the motion to keep 2018 WNHSWA membership dues at \$85.00 for a single and \$225.00 for 3 or more members from the same facility. Conference rates for the spring conference will be \$90.00 per person. For the spring conference and membership dues it will be \$175.00. Spring conference rate for a non-member will be \$135.00. Spring conference rate for a student will be \$30.00.

**8) Spring Conference 2018:** Discussed that WNHSWA 2018 spring conference would be held on 4-13-18 in Mosinee/Wausau at the Holiday Inn. Lisa and Jeff are still working on getting the speakers confirmed for the event. Because the WNHSWA conference and the Alzheimer's conference are only 3 weeks apart, it was discussed that anyone who is a current WNHSWA member by 3-1-18 will have their name put in and we will draw for a winner at that time. The winner will be notified immediately so they can register and the board will announce the winner at the spring conference.

**9) Board positions/duties:** discussed current roles for positions and request made to have each board member created a "cheat sheet" of their duties, contacts, etc. for future board members or transitions in board members completing different roles.

**10) Alzheimer's Association annual donation:** Julie indicated she has not yet received a request from the Alzheimer's Association for an annual donation from the WNHSWA. Discussion held about what we have donated in the past and what we receive from them in return. For the \$1000.00 donation, the WNHSWA receives one free admission to the Annual Alzheimer's conference in May, a booth spot to set up a display at the conference, and advertising for the WNHSWA in the conference manual. Lisa made a motion to approve a \$1000.00 annual donation to the Alzheimer's Association. Tena seconded the motion. Julie will contact the AA for making the donation.

**11) Fall Conference 2018:** Will be held in Eau Claire, WI at the Best Western Conference Center. Lisa indicated that the dates have not been secured yet, but she is working on that with the hotel. It was brought up to look at a different WI Dells location than the Kalahari after several issues at the Fall 2017 conference.

**12) Next meeting:** The next board will meet on January 26, 2018 at the Holiday Inn & Suites, Rothschild/Mosinee/Wausau, WI at 9 am.

**13) Equipment needs:** It was discussed if there are any current equipment needs. Will plan to ask Nichole if there are any IT or equipment needs at this time. No one else indicated a need for any updates of equipment or other needs.

**14) Positive promotions:** Lisa indicated that she would like to purchase items from Positive Promotions for the spring WNHSWA conference to give out to attendees for March being National Social Work month. Julie made a motion to approve 250.00 for Lisa to spend to purchase gifts from Positive Promotions for gifts for attendees. Tena seconded the motion.

**15) Adjournment** at 11:00 am Lisa motioned to adjourn the meeting. Julie seconded the motion. Meeting adjourned.

Respectfully submitted by Tena Seipel, WNHSWA Secretary.