

WNHSPA Executive Board Meeting Minutes for November 18, 2025 held virtually via Zoom.

Board Attendance:

Tena Seipel, Secretary	Pierce County DHS	Ellsworth
Teresa Clement, Treasurer	Maryhill Manor	Niagara
Tabitha Becker, President	ThedaCare Hospital	Appleton
Fawn Senn, Vice President	Marshfield Medical Center	Beaver Dam

Board members missing: none

1) Call to order – at 4:35 pm.

2) Introductions— none needed.

3) Treasurer’s Report: Teresa reviewed the treasurer report. Current balance of account is \$31,571.54. Teresa indicated that the credit card balance of 5500 for conference fees is still pending. Teresa indicated that there was a profit of \$4632.29 from the fall 2025 conference. Teresa indicated that membership is at 72 right now. Fawn made a motion to approve the treasure’s report and Tena seconded the motion.

4) Membership/marketing: Discussed that Tabitha will draft the annual letters to the Nursing Home Social Workers and review at our January board meeting. Once approved then she will mail out the letters after our January board meeting to help remind and promote membership renewals.

Will continue sending a post card to social workers for the upcoming conferences, instead of mailing the complete brochure to save on printing and mailing costs. Registration materials, conference brochures, and handouts from speakers would all be available for attendees on the website for them to print out. Will use email addresses collected at conferences to do reminder emails of registration and conferences via email blasts.

5) Timeline: Tabitha will make up letters to send out to NH social workers early next year to encourage and remind them to renew their membership and what membership offers. Kim will work on getting the CEU’s approved through NASW for the Spring Conference.

6) Old Business: Tabitha will order additional bookmarks as advertising for WNHSPA.

7) New Business: Spring 2026 conference will be held in Wausau, WI at the Holiday Inn. Fawn will confirm that they have April 17, 2026 available with the board meeting to be held on April 16, 2026 at 6:30 pm. Speakers currently scheduled are Anne Coyle, Megan Scott, and someone from BCS. Topics will be psychotropic management and MA fraud at this time.

Fawn and Tabitha will complete the Spring Conference 2026 flyer.

Speaker agreement has been reviewed and updated to avoid speakers requesting additional reimbursements after the contract has been signed.

Will determine dues/registration fees for 2026 and spring conference at our full board meeting in January.

All agreed the raffle has gone well and Tabitha will get the needed permit for 2026 so we can continue to have the raffle at conferences.

Discussion held regarding agencies, such as Hospices, requesting to sponsor a meal or snack break at the conference so they can have a booth and representatives present during the conference to promote their services and answer questions for attendees. All present indicated this would be a great option for our conferences. Fawn will follow up with

Fall 2026 looking at having it in the WI Dells, Madison, or Sheboygan areas based on surveys. Tabitha and Fawn will check on location availability. Discussed looking at the first 3 weeks in October to avoid other conferences such as Focus.

Alzheimer's Association annual donation discussion held. Executive board decided to discuss this issue further with full board at January's meeting and discuss if we maybe donate for 2026 but do less than our usual \$1000.00 annual donation. Looking at the website, May 19 and 20, 2026 is their conference. \$700.00 is the cost for a vendor/exhibit table and one registrant to attend. Executive board in agreement that this would be a good use of funds for advertisement and networking. Will discuss with full board in January.

8) Next Board Meeting: will be held in January 13, 2026. The January board meeting is planned for a virtual meeting at 3pm.

9) Adjournment: at 5:30 pm. Teresa motioned for meeting to adjourn and Fawn seconded.

Minutes submitted by Tena Seipel, WNHSWA Secretary