

## NIARN Board Meeting Minutes

**Date: April 19, 2016**

**Time: 5:30pm**

**Location: Independence plus**

**Members Present: Nancy Tafoya, Sally Strong, Naomi Seef , Carolyn Walton, Mary Goillinger, Patti Mucia, Karen Berhinig**

**Participated by phone: Crystal Frantilla**

Topic	Discussion	Resolution	Responsible Parties
<p><b>Conference Planning</b> Co-sponsored by NIARN and RIC</p>	<p>We have full approval to co-sponsor and will share the revenue Current plan is 9:30am-3:30pm August 18, 2016</p> <ul style="list-style-type: none"> <li>• Topic/ Speakers Brain Injury Topic</li> <li>-Pathophysiology ( Traumatic vs non etc) 60 minutes</li> <li>-Behavior/ Aggression</li> <li>-Ethical Dilemmas</li> <li>-Self care for Caregiver</li> <li>-BI Patient to share experience</li> </ul> <p>Parking is available and we can include it in the registration fee.</p> <p>Vendor discussion <u>Vendor fee will be \$400</u></p> <p>Crystal will evaluate how many vendors we can accommodate.</p>	<p>Crystal will reserve the Hayworth room ( larger room with dbl screens) Sally Strong has a presentation and will do this one.</p> <p>Ann Bines, speaker from RIC</p> <p>Debjani Mukherjee, speaker from RIC( needs an afternoon time) Beth Reece, speaker from RIC ( all speakers will receive \$100 honorarium) Sally spoke with past BI pt that has spoken for NIARN in past, Julie. She agreed, Sally is discussing her honorarium.</p> <p>Naomi will contact Hollister Molnlycke Sally will contact Posey</p>	<p>Entire Board</p>

<p><b>NIARN Annual Meeting</b></p> <p><b>Treasurer Report</b></p>	<p>Registration will be \$60 Non members \$50 for RIC caregivers and NIARN members</p> <p>Crystal will check on any catering restrictions, she does not think there are any, as they have ordered outside in past.</p> <p>Next meeting early July at RIC</p> <ul style="list-style-type: none"> <li>• Review the room and vendor space</li> <li>• Confirm all speakers</li> <li>• Vendors</li> <li>• Plan menu</li> </ul> <p>Since our longer Educational Program is moved back to August we will hold our Annual Meeting along with 1 CEU program on Sepsis June 22, 2016 at Christ Advocate, Sally Strong will be the speaker.</p> <p>Balance at last meeting was \$16,023.53</p>	<p>Bard Mary will contact Allergen Medtronic</p> <p>Naomi will email vendor letter to Board members</p> <p>Irene is composing a list of local Rehab hospitals and units to contact to send an invite to the Annual meeting program to grow our potential list of future Board members. In future we would like to invite guest regularly to our Board meetings.</p>	<p>Will ask Irene to send out an update on June program and any assistance needed from Board.</p> <p>Naomi Seef</p>
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<p><b>Website</b></p>	<p>Reviewed Website with the Board. Much good discussion and a long list of improvements and changes. Members to send information to Naomi by Thursday April 28, 2016 and she will coordinate with the new vendor.</p>	<p>Updates</p> <p><u>Home Page</u> Remove “Lock” and “Shopping cart” top right Sally to send Naomi revised verbage.</p> <p><u>Board members</u> Need head shots from</p> <ul style="list-style-type: none"> <li>• Patti</li> <li>• Irene</li> <li>• Diane</li> </ul> <p>Revise Karen’s email to her new name.</p> <p><u>Membership tab</u> Change “Cost” to “Membership” and add Total Membership is \$125 Add a <u>Resources Tab</u> for current important topics Start with 2 topics Carolyn will gather info and a link for article on In pt vs SNF Rehab Mary will gather info and a link for Care tool.</p> <p><u>Announcements tab</u> This tab will be used for the Election next month, after that we will create a message “If you would like to advertise on our website .....( Board still needs to discuss the fee and duration, and who the contact goes to) Message will include “We reserve the right to determine the content that appears on our website”</p> <p><u>Links</u></p>	<p><b>ALL MEMBERS PLEASE SEE IF YOU ARE NOTED TO SEND NAOMI VARIOUS ITEMS BY THURSDAY APRIL 28, 2016 SO WE CAN GET UPDATES DONE</b></p>
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<p><b>Nominations for 2016</b></p> <p>Next Meeting: Annual Meeting June 22, 2016 Time: 5:30pm Christ Advocate</p>	<p>List of open positions reviewed. Nancy Tafoya will run for President Elect. Board member candidates are Irene Tranowski, Karen Berhinig, Crystal Frantilla ( Website) Diane LaPorta will run for Treasurer All were asked to send their Bios to Irene by Tuesday April 26, 2016</p>	<p>Website security – Mary asked questions regarding security of our website related to coping from external sources and the security of funds once we start conference payment options.</p> <p>Irene Tranowski is responsible for completing the ballot by April 28, 2016 so we can post on website by first week in May.</p>	<p>protections we can secure once we start conference payments. She has been using these on multiple other websites she manages and has not had any breaches. I approved to purchase SiteLock at \$80 a year.</p>
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Respectfully submitted: Naomi Seef