



INTERNATIONAL  
ASSOCIATION OF  
**Forensic  
Nurses**

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## Chapter Meeting Agenda

(Sent by Ellen Johnson)

Monday, August 3, 2020 @ 4 pm

**Join by webex, invite sent**

***-The minutes from August 3rd meeting are in italics and red font throughout this document.***

*-Members in attendance:*

*Katie Laney  
Amy Schmitz  
Alisha Blazevic  
Kelly Nelson-Cichose  
Alaine Ripley  
Barb Kem-Pieh  
Ellen Johnson  
Chip/Karine Zakroczymski*

*-Meeting was held via WebEx*

### 1. Reading of our chapter Mission and Vision:

*-The reading of the mission and vision of the Minnesota Chapter of the IAFN was read by Katie Laney.*

- a. The mission for the Minnesota IAFN Chapter is to develop and promote excellence in forensic nursing through education and collaborative partnerships.
- b. The Vision for the Minnesota IAFN Chapter is to improve care and long-term health outcomes for victims of violence in Minnesota.

### 2. Approve June 2020 Meeting Minutes

*-Alisha updating July minutes to include the bylaw/split positions and sending it out.*

*-Split secretary/treasurer board positions with 1 year terms effective 01/01/2021 pending bylaw approval by the membership.*

*-Minutes approved with above changes.*

3. Treasurer's Report – Barb
  - a. Our balance is \$4,012.38

*-Notified account would be discontinued without activity due to no activity in the last 6 months, paid \$1 to IAFN to keep account open.*

*-\$225 in deposits for membership from IAFN.*

4. Planning for Fall Education- Kelly
  - a. Letter to members

*-Discussion regarding what to do for Fall conference. Concerns about not getting enough people to sign up to be cost effective, potential loss due to poor attendance. IAFN is doing conference online as well which would compete with MN Chapter IAFN due to same time period. It was suggested that MN IAFN cancel activity all together and focus on May Education event instead. Proposed that member's receive a deep discount on May conference education event. Kelly to look into webinars and how to present May education event in webinar format d/t covid. Kelly to send out email to all members stating that d/t covid the MN IAFN didn't feel able to prepare an education event and will have one in May at discount to members. Kelly to draft email and send to Ellen for approval before sending to members, will email by tomorrow to Ellen. Ellen to add information about MN IAFN Chapter working to review and revise current bylaws. Board agrees to cancel Fall education event d/t circumstances.*

5. Review of entire bylaws

*-Ellen updated the bylaws document as it was reviewed by board at current meeting.*

*-Alisha reviewed bylaws and sent recommendations to Ellen regarding splitting secretary and treasurer as well as changing board approval requirement from 5 board members to 7.*

*-Alisha to send July minutes to Linda to ask her to add information to her website for MN IAFN.*

*-Concerns addressed regarding having one education director to act alone once Linda is no longer assisting. It was discussed that the education tasks should be spread out across all board members. Director at Large job description to possibly include spelled out duties of board members. All board position job descriptions to include "other" to incorporate education event tasks.*

*-Kelly, Alisha and Amy learning how to organize the CEUs (previously done by Linda who will no longer be organizing CEUs for education events).*

*-Discussed having 2 full day conferences, one in spring and one in the fall. There are concerns that the fall education event will continue to compete with IAFN conference which may result in poor attendance. Someone suggested that it is only a concern this year since IAFN is via webinar with significantly decreased price otherwise MN IAFN Fall Education Event is a cost-effective alternative to the IAFN conference which occurs during the same time. Board to continue to discuss what's to come of the events depending on if they are virtual or in person.*

*-Need to determine who is handling taxes. It was decided that Treasurer should be doing the taxes.*

*-It was decided that Past President to take care of filing the paperwork in January with President Elect so President Elect knows how to do it next year.*

*-Discussed social media management. Decided to leave that duty in Education Director role and to work in conjunction with Director at Large to manage social media.*

*-Add to Director at Large job duties: will assist with managing social media.*

*-Add to all board position job descriptions: will be active participant in planning and implementation of the annual conference.*

*-Ellen to send out details to board and members, need to give them 30 days to vote, then changes will be effective 2021.*

*-No further questions, concerns or comments regarding bylaws.*

6. Planning ahead for 2021- do you know of any interested candidates for board positions?

*-Alisha reports having a couple candidates for board positions in 2021. To post on website, link to social media the details regarding the positions and put board positions out there for all MN IAFN members who are interested.*

7. Any additional business?

*-Alisha brought up the affiliation agreement. Ellen to review the affiliation agreement and send to Christing to make sure proposed changes are approved by IAFN. Ellen to send it to them once she gets updated requested changes in place.*

8. Adjourn

*-Meeting adjourned.*