



INTERNATIONAL
ASSOCIATION OF
**Forensic
Nurses**

MINNESOTA CHAPTER

Chapter Meeting Agenda

(Sent by Ellen Johnson)

Monday December 7, 2020 @ 4:00 pm

Join by webex, invite sent

-The minutes from December 7th meeting are in italics and red font throughout this document.

-Members in attendance:

-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 Amy Schmitz.

- 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. Introductions

a. **Present:**

*Katie Laney
Amy Schmitz
Alisha Blazevic
Kelly Nelson-Cichose
Alaine Ripley
Barb Kem-Pieh
Ellen Johnson
Chip/Karine Zakroczymski
Savanha Winkel
Gail Hansen
June Boie
Breanna Heisterkamp
Charity Lusteck
Maureen McConnel*

3. Approval of minutes
 - a. August

-Katie to send

- b. October

-Approved

- c. November

-Edited to add links for FaceBook, Instagram, twitter, and updated names. Approved by board.

4. Mini education topic: *Strangulation, Kelly Nelson-Cichosz*
 - i. *IAFN Webinar Conference regarding Strangulation*

1. **Summary:** *Photograph anterior, posterior, right, left, multiple photographs of the eyes (looking up, down, left, right), inside of mouth x4 (tongue out, palette). Take measurement of the neck. Take many pictures as to collect photography for possible missed injury. Other professionals may be able to recognize injury that the photographer wasn't able to identify or wasn't clearly visible without clear photo. Photography is an important learning tool/opportunity for peer review. Compare photos taken at exam to same photos taken shortly after the event to determine if there are changes to injuries or if injuries that were not visible at time of exam are visible shortly after exam. They recommend photo documenting as many of the positions of strangulation event as possible with pt using a mannequin to demonstrate what was done to them because pt facial expressions and presentation can say a lot about the strangulation event even when a pt can't remember the details of the event.*

- b. January topic?

-Amy Schmitz to present on HIV medications (protocols, how her program handles it, how it's charged to the patient/paid for).

5. Voting for new Board members still in process, will conclude Dec 17. Please remind your colleagues to vote. We have unprecedented interest this year and would like to keep the momentum going.

-Voting concluded on 12/02/20, not 12/17/20 per email from Kelly. Kelly received email from Linda stating it went through 12/17/20

-Many voters skipped multiple candidate positions on the ballot which seemed odd.

-40 members voted, deemed a good turnout, twice as many voters as last year.

-Motion made to stay with results as they were tallied by Linda Walthier today and not extend voting through 12/17/20, motion approved.

-Reminders to vote should've gone out but they did not this year, focus next year (2021) on reminders to vote before concluding voting.

-2021 Election Results:

President Elect: Savanha Winkel

Treasurer: Charity Lusteck

Secretary: Katie Laney

Director at Large: Breanna Heisterkamp

President: Alaine Ripley

6. Treasurer's Report – Barb

- a. Our balance is **\$5,662.38**

-No additions/subtractions since November meeting.

7. Reports needed for year end to IAFN

- a. Annual report: *Ellen to work on this*
b. Financial report and E990: *Barb to work on this*
c. Yearly Minutes: *Katie and Barb to work on this, missing august, august to be approved by email. In January we will approve December minutes. Jan-june is on the website and ellen to send the rest of the months except for august and December.*
d. *All Board members will need to sign a conflict of interest form early 2021*
e. *Let's teach the incoming Board how to do these*

8. Chapter welcome letter:

- a. Alisha

-Amy on member committee for IAFN- start sending letter to join state chapter to those that are members of IAFN but not MN States Chapter of IAFN.

-Letter goal is to get IAFN members to be interested in the MN State IAFN Chapter.

-Add letter to the minutes for December.

-This letter will go out via email automatically when IAFN or MN IAFN membership is purchased.

-Barrier to membership is that there's no benefit because the education events don't have much cost difference between member vs non-member.

-Discussed adding a sentence to letter about where the \$30 membership fee goes to spell out what the benefits are (scholarship, education, ANCC credits for two 8 hour conferences, ANCC credits are otherwise very expensive, need 12 ANCC credits to re-certify nationally).

-List from Christine received by board members. It is very confusing who is a member and who is not, list does not delineate between IAFN vs MN Chapter IAFN or which state members live in.

-Need feedback from Hennepin, Amy to send list to Breanna, Breanna to review names on list.

-Ellen inquired how many people were sent the survey/ballot email? 85 give or take. Previously received 15-20 bounce back emails from our gmail account contact list. This time when sent list there were no email bounce backs. To put on agenda in January to address list of members and determine who is active, IAFN, which state, are they members in their state? Amy suggested each program submit a list of the SANEs in their program. Decided we don't need to require permission from recipient for initial contact but would have to put line about notifying us if want to be taken off the email list.

-Strangulation Institute training coming to Duluth in 2021. HARTS grant to cover cost for some. Breanna works with Stephanie who works with the HART grant.

How do we make it easy for chapter members to find out about meetings and join in?

b. How do we send invites for meeting next year?

-Alisha asked Savanha to look into Google Meet for next year (gmail, google calendar, Google Meet). Benefits of google include that all docs available for resources, links to the meetings, intertwined and all in one place, consistent format that is very accessible. Host can dump/block/drop/reject a person out of the meeting is there are any questionable attendees present on the meeting. Host can also add a password to keep it more secure. Google does have a "nickname" capability.

-Determined we need to find a way to let people know how to get on meetings. Alisha to work with Savanha. Savanha needs access to MN IAFN gmail email so she can build the surveys and such. Email to entire email list or notify of change to google. Kelly to put it on the website. Savanha to create google invite on google platform for invite to meeting. Don't use current contact list in gmail email account, possibly update it and maintain it going forward. We need a member list and we need an email list. Contact list should be separate from member list as some may just be interested vs being a member. Kelly to commit to organizing and updating and organizing the list on Wednesday. Savanha to put the list in the google contact list and we will send meeting invite to members only. Need to be updating email list with education events twice a year. Kelly to work with Barb to finance the upgrade to Google Docs.

-Alisha to discuss with Linda the MN Forensic Nurses website that she owns.

i. Continue with webex? Ellen can still send an invite

-See above regarding decision to switch to Google platform.

ii. Zoom? Who can take responsibility for a zoom invite?

-See above regarding invites.

9. Virtual conference planning for 2021- Kelly and everyone

-Resurrect the education event we were going to have may 2020 for May 2021. It will be about testimony. Kelly to email Linda regarding conference being virtual.

-Can we use a google format for the all-day conference? Savanha to look into it. In past we've had 50 participants but will likely have more than that with a virtual conference d/t not needing to travel.

-Kelly to bring back specifics about conference planning for January meeting.

-Kelly to reach out to presenters that were going to present last year and inform them that it will be a virtual event. Ellen suggested waiting to contact them until we come up with a date. Fridays have worked well in the past. Don't put it on the same times as the skills lab. Bring date options back to the table in January so we can do a save the date for the May event. We need enough time to submit the ANCC credits without penalty. Need to consider how much time people can take time off of work considering the 4 days for the strangulation institute is shortly after the May Education event.

-Live vs pre-recorded or a combination of both to be on next month's agenda to discuss.

10. Any additional business?

-Storage of documents and how to share documents (Google platform recommended). Ellen is now able to access documents. Alisha recommended the Google Suite for documents. Can associate the MN IAFN email with the google docs account. Alisha made motion for MN Chapter to purchase a Google One account for

\$19.99/year, 100 gigabites for the purpose of storing google docs. Alained seconded motion, all in favor unanimous.

-Kelly discussed Survey Monkey is only free up until a certain point. That's how we have voted on everything. Kelly to look into alternate survey sites that are free before January meeting, to be put on agenda for January 2021.

11. Adjourn

-Kelly motion to adjorn, Alisha seconds, all in favor... meeting adjorned at 1738.