LMFNA Board Meeting

Jan. 13, 21

Meeting call to order – 1900 via Webex

Attendees –

* Tannis Sorge – Peded Host
* Karen Bellefontaine
* Cath Wilkins
* Julie Phaterpekar
* Diane Hill-Doell
* Susan Fulton
* Michelle Warrington

Agenda:

1. Finances
2. Education
3. June Fling
4. Diane – Budget
* Accountant – Dec.29/20 – email – reason why an audit is not required annually
* Saving $1000 annually without audit
* Forward everyone a copy of email from accountant
* Would like to wait to do an audit until we have to

Profit and Loss

* Entire 2020
* $1372.91
* Membership fees, webinars, administration – accounting, legal, etc($4307)
* A portion of the fees would be the audit
* Lawyers vs notary – if our association was sued, notary cannot represent us in court
* Lawyer does a lot of the secretarial tasks
* Notary may be less expensive – secretary or notary to hold the records?
* ? savings with switching to a notary – unknown
* Ask a notary if there is a difference in costs
* ? business lawyer/notary
* Website - $824 – changing to Watershed $50/month – May 1/21 – start invoicing
* Website domains – auto renew q 2 years
* BC Footcarenurses.com x 5 years
* LMFNA renews q year
* SSL renews q year
* Domain renewal q 2 years - .com and .ca – just renewed in fall
* January a lot of people will be renewing membership

How to boost our revenue?

Educational seminar/workshop?

New Board?? - Diane

Convatec – Mike

Wounds Canada

3 Insurances needed now – PLP, Commerial General Liability, CNPS Supplementary

CNPS – lawyer from CNPS will speak to group – March?? – ask Tammy to arrange

* LPNs and RNs different

New group – RN, RPN, NP – different insurance – BCCN&P

* Supplemental coverage
* Business plus – PLP – BMS

Diabetic foot journal

Charge for webinars? – Webex

CFCN - $112.00 per year – plus another $50 to advertise on website

If we increase fees from $50.00 would be able to offer more

Remember our mission statement – To support and facilitate the continued professional and educational growth of all foot care nurses within the lower mainland foot care nurses association.

Watershed – ? charge a fee for each area you advertise you work in ie.$10 per area

Advertise on website – suppliers, yearly fee to advertise on website – approach the suppliers

* Multiple suppliers
* Resource page – advertise there – what they provide
* Providers use many suppliers
* Members only side of site
* Lead members towards resource area
* Flyers
* Advertisers to sponsor a speaker
* Fee ? – hitting their target market
* Ask Watershed about fees – Susan to ask them
* What would our fees be for this?

Increasing Membership fees?

* 125 members – retaining our members
* CAFCN – they are fighting for us behind the scenes
* Increase of $25 annually – total $75/year – all present board members agree - yes
* Share a summary of budget with members

Trial Balance – all monies coming and going

Balance Sheet -

* Expect to grow and have higher expenses
* Profit is $1300 when we didn’t spend any money
* We have no cushion
* Contingency

Accountant – fees $100/month

* + 300 - ??
* Feb. 2020 - $1300.27
* Diane will ask Lisa

If anyone wants to advertise – small fee

June Mini/Conference Workshop

* How much do we charge
* How do we do it virtually
* Vendors:
	+ Neubourg Health Care – Onyfix – nail bracing, skin care
	+ CAFCN hired a company to organize their online conference
	+ Lectures not longer than an hour – 30 - 45 min good
	+ Ie. Super charged June – speaker each week, sign up – moderator for boot camp
	+ Join in live, watch a pre-recorded session
	+ Not very many speakers will allow recording
	+ Door prizes – opportunity to win something each day/night
	+ Special word or phrase to give the member a chance to win something – encourage them to listen in – clue word
	+ Exhibitors each get an opportunity to talk about their products – maybe they will donate something – their name on the card, etc.
	+ 2003 – LMFNA
	+ Jublia – Dave – lots of speaker and topics
	+ Main website – Kintec, Paris,
	+ Certain ads visible to nurses only (membership portal) and other ads visible to public
	+ Ie. Nurse next Door, Ladybugs, CBI, Bayshore, Classic
* 3-4 speakers spread out over June
* Convatec - Tannis
* Neubourg - Diane
* Toebro – marquis
* Jublia rep - Diane
* Julia Overstreet – Podiatrist in Seattle – Tannis
* Alice Wang? – podiatrist – Cath - $100 stipend in past
* Someone sponsor door prizes ie. Drill, burrs, skin care line, dressings from Convatec
* Autoclave
* Ie. Saturday – 2 three hour sessions – break in the middle

Include Karen and Tammy as had to miss meeting.

Week of June 14 – June 12 or 19 – Saturday – 2 choices.

Meeting adjourned 2040