 FAET Board Meeting

**FAET CONFERENCE BOARD MEETING**

Date: 4/26/24 8:22 am-11:52 pm

**ATTENDANCE:**

Present: Rosalyn Barnabee

 Jennifer Bart

 Kathryn Dere

 Megan Chipman

 Denise James-Green

 Jody Moore

**President Report: Rosalyn Barnabee**

April 26 start of the 45th conference

Review of conference timeline, Decorations, and activities.

Activities

Patient panel tonight

Two video testimonials

Four in-person patients come to talk about the value of WOC experts in their healthcare journey.

Keynote speaker is not coming due to an emergency.

**SCHOLARSHIP**

Requested a scholarship from Convatec submitted not yet confirmed

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Moderator Friday night Vince Taylor

Panelists will be provided gift bags/ popcorn baskets

Basket for Vince Taylor

See the conference agenda attached.

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 **QR CODE**

Initiated the use of QR codes and QR codes for check-in; we will have both a printed list and QR code check-in to see how the process goes.

Rosalyn is using her account.

Flow code used for FAET page, shop and Vendor to sign in and note who will be at the table, cost is 109.00 dollars a year.

Have a QR code through flow code that is 109 dollars for the year, multiple QR codes for

Microsoft 365 forms provide a QR code with each, and have to pay annually approx. 99$ a year. Also, Create an Excel form. For nonprofit businesses, Microsoft is free for Different levels, with a premium $5.50 a month

Have QR code for attendance and add year of service and will add license

Board members voted a 100% unanimous vote to move forward with QR codes

Rosalyn will contact the flow code to see if we can get a price for a non-profit.

Canva has a free site for nonprofits. Jennifer has to approve users and will not pursue them.

Kathryn made a motion to vote on the QR code, and Denise 2nd the motion, all in favor of moving forward with a Microsoft premium account for QR codes, documents, excel, etc.

**SWAG BAG**:

Contribution from Marlen: Added a QR code to the giveaway bag and link to the FAET website.

**Sponsors/Speaker Fees:**

Avery account used to make certificates for vendor tables

For Madela, sponsor pre-conference
Cinthia Fernandez getting a complimentary basket.

Medline: Scott Smith

Molnlycke: Amy Armstrong

Coloplast: Janice C. Colwell

Karoline Neumann- 125/hr

Teresa Pineda - hotel room

Tammy Jensen-Lichtman- hotel room

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**Conference:** fire Marshall inspection needed work with the hotel

66 people

Food for tonight and tomorrow for 125 people based on getting money returned.

Beverage service will be ticketed one ticket per attend,

Sodas 2 per ticket, one alcohol ticket

Then open to cash bar

975 dollars in drink sales, don’t get charged for the bartender.

Menu for tonight: 57 per person: charge for carver, carver station

Breakfast for tomorrow is 7-9, an hour of the vendor to eat breakfast

Vendor open tomorrow 645-8 am

Ron Sotomayor helped with conference planning

**Years of service award**

**VP Jennifer Bart reported**

Some items were in the box from the last conference

Binders, almost everything is electronic.

Boxes from treasure. Need to sit down with new treasure, keep seven years. What is older than seven years and needs to be shredded?

58 dollars for a year of service award

The total was 98 dollars, bought 3,

Certificates printed by Jennifer

No cost for paper spending.

Retirement member gift

A local support group, the newly established UOAA Central Florida Dr. Smith urologist, initiated again sponsoring them, counting the table as the amount given. Meetings will be at Altamonte Springs, Including Volusia County, and 862 dollars will be given to the group.

Review of scholarship applications: Kathleen (? ) and Shanna Poorman

Follow the criteria, and have them add an attachment of enrollment the board voted on and 100% unanimous vote

Agreed to give the scholarship winner an award of $500.

will decline Shanna Poorman's application and send a letter of why she did not meet the requirements. due to not being enrolled, but can re-apply next year.

Reviewed as a team that the person is currently enrolled in the BS program, signed up for the WCI program, and provided information, will need to rewrite the scholarship requirements.

We will review the criteria and rewrite at our fall conference meeting.

Send Jennifer Bart ideas of how the scholarship criteria/verbiage should be presented on the website.

**Treasure Report**

**Rosalyn Barnabee**

Every hotel forgets event requests to send tax-exempt certificates. Make sure contracts include that.

Submitted for taxes and

Nonprofit organization's taxes are all due.

Need go daddy amount

Decoration 286.90

The conference last year, 2023, lost money

*End of year for 2023*

 balance: 27838.06

52325.46 in

32842.04 out

*April 25th*

32780.49, all money paid for the hotel, maybe last-minute charges.

Cost of insurance 126.00

32160.76 total conference cost estimated

Next year, consider grants and scholarships.

50 hotel rooms blocked

See attached report

Paper goods 177.24 ink and badge holders

Scholarship money donation from convatec to be used for now and future. 2000 dollars requested.

*Milestone rewards:*

Presented the milestone awards to 3 people for their years of service

Names of three: Karen Durigan, 35 yrs. ; Lori Rhodes, 20 yrs.; Tabassum Merchant 20 yrs.

**Review of bylaws:**

See the attached redline areas where changes were made.

All changes were reviewed by the board members and voted on unanimously for the changes.

Reviewed and voted that we make the new bylaws available within ten days on the website and an email informing the members that the bylaws have been updated. Any proposed major changes must be voted on at the conference in 2025.

**Membership Report: Jody Moore**

Membership signed up

74 people

The number is down compared to last year. Last year, 2023, 103 active participants, 90 at the 2023 conference

Some people paid for the conference and not the membership

Three did not pay for membership, at the check-in, scan the QR code to pay for membership

Credit for a conference for next year: Carolyn Hewitt. Board members voted to give credit to next year's conference, 2025.

June Acevedo paid for two meetings and will reimburse her for one of the conferences.

One board member is exiting their role as secretary, Denise James-Green

One nomination for Treasure:

Jeisanec Cedeno

Two nominations for secretary:

 Denise James-Green and Julia Simmons.

Plans to increase membership

Two Facebook pages

Instagram page for a nonprofit

Link the two together

QR codes

Go Daddy- Rosalyn's brother will redesign billed three ways: different services, web page, email package, and shop. Newsletter. Do not pay a monthly service fee.

Made brochures to go to schools and QR codes.

**Communications and social media report: Megan Chipman**

Website reports

This month, 993 visits, last year, 2834 visits the entire year

3180 visits this year 2024

Six newsletter campaigns sent

The announcement section shares information about other conferences.

Generated by announcement section shared information by other wound care agencies.

Website builder number 7 was updated on how to calculate the hits. Calculated page views

When they go, each counts as a different, calculated as page views.

Created a new blog- link on the website, people to share best practices and questions.

Flow code report QR code home page 33 scan, this year only 9

Vendor registration since creation 63, this year 24, FAET shop since creation 174, this year 127.

**Secretary report Denise James-Green**

Meeting mins from last year's board meeting. Rosalyn called approved, and Kathryn 2nd.

Voted on and 100% unanimous approve meeting min.

**Education Report: Kathryn Dere**

Registration, QR code: make sure to capture everything you want them to sign in on the QR code and sign in and double-check that the license number is correct to get CEU credit. 5 CEU for this conference.

Last year 2023 gave two preconference one hour ceu.

Pre-conference Madela is managing their own one ceu.

Only 20 copies of the evaluation and 20 copies of the CEU certificate.

A QR code for the evaluation and a paper copy are available if needed.

The next meeting will be post-conference in the Fall.

**Items to review and discuss at the next meeting:**

Going to get a Microsoft 365 account premium.

Send a rewrite of how the scholarship criteria.

**New business**

Discussion about increasing the membership rates

Charge non-members $150

Member $100

Student discount /university student $90 (25 dollar membership)

Vendor price - $ 950

All board members voted on and unanimously voted for rate changes.

Future conference: have space available longer for vendors. Consider during pre-conference

and during lunch break.

In the future, record the presentations and offer them on the website to view after the conference,

We will record two presentations this year (2024) and offer them after the conference.

A QR code to access the presentation will be given after the person pays for it. Finalize this information at the fall meeting. This will help to increase financial opportunity and create a bundle.

Vendor hall space for a longer time.

One pre-conference by vendor, poster hall. Submit posters, submit, and review.

Forms and QR codes are available at the end of presentations and on handouts. Next year, it will not be printed out.

PGP points

Next year, the conference site be in Gainesville

End the meeting at 11:52 pm