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**Reports for  
NEW YORK STATE ID/DD NURSES  
ASSOCIATION  
ANNUAL MEETING  
September 26, 2017 8:00 am**

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**Minutes of 9/27/2016 Annual Meeting**

- Meeting opened at 7:45 AM by President Elect Darlene Langkau. Opening remarks were made.
- Minutes of previous annual meeting were provided to membership. After review of minutes, motion to accept by Carol Kreuger and seconded by Vicki Schultz. Minutes approved.
- Copies of committee and zone reports were made available prior to the meeting. Zone officers for each zone were asked to stand and be recognized.
- Treasurer's Report: Roseann Hanley gave treasurer's report.  
Income: 9/1/15-9/25/16 \$32,903.80  
Expense: 9.1.16-9.26.16-\$65,388.63.  
Net Ordinary Income: \$5,258.55.

Motion to accept the financial report was made by Fred Wetzel and seconded by Marty Gleeson. Report accepted.

- Doug Sheffield is the winner of this year's scholarship.
- Conference: Edie Smith thanked Nan and Jim Rutledge and the conference committee. Discussed having handouts on the website.
- Nominating: Per Susan Sayers balloting showed Teresa Deuyour elected to Corresponding Sec'y position and Mary Boisvert as Treasurer.

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**Minutes of 9/27/2016 Annual Meeting**

- Membership: per Cathy Engel we currently have 319 members and 7 applied at this conference. Please take applications to coworkers.
- DDNA: certification test held. DDNA recommends 10 as a minimum for each exam. She mentioned that DDNA is the only professional group that has a certification for LPNs.
- Bylaws: Darlene Langkau said the addition of the provision to have the office for President and President Elect be two years each is now in bylaws.
- Website/Facebook: Trish Potocar said having handouts on the website seemed to work well. Watch for pictures of this conference. Facebook continues to slowly show an increase in people involved.
- Newsletter: Julie Heneka gave dates for upcoming newsletters.
- Thank you to Kathy Brown from DDNA. Kathy said this is the 25<sup>th</sup> year for DDNA and conference will be held in Dallas. Try to attend.
- Outgoing officers, Roseann Hanley and Julie Heneka were recognized.
- Zone basket winners were picked from those attending.
- Edie said to remember we need to promote ourselves.
- Motion to adjourn meeting by Lorna Barok and seconded by Cathy Engel. Meeting adjourned at 8:10 AM.

Respectfully submitted, Trish Potocar, Recording Secretary

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**NYS ID/DD Nurses Association, Inc.**

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**Strategic Plan**

Spring 2017

Current Performance

**Key Accomplishments 2005-2015**

<ul style="list-style-type: none"> <li>• <i>Annual conference as an educational opportunity</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Scholarship program informs and attracts nursing students or those going for a higher degree as to the purpose of our organization.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Recognition for successes of members - established Joyce Binder RN Award</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Continue to provide timely and relevant information to members through our annual conference and zone activities.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Newsletter</i></li> </ul>

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Plan Summary

**S-W-O-T Analysis**

Strengths	Weaknesses	Opportunities	Threats
Structure of the organization and support of zones	Difficulty drawing new & younger members to assume office	Develop Publications: Orientation Standards, Nursing School Clinical Curriculum Templates, Practice Guidelines	Difficulty of recruiting nurses to this field because of misunderstanding of our function, salary disparities
Conference	Employers do not value the organization – education, networking, idea generation, Cost/Benefit.	Educate hospital staff to caring for our individuals and recognizing their abilities. Look beyond the obvious	Budget cuts for services
Networking	Some Zones are struggling	Partnering with other organizations	Lack of competitive salaries and lack of annual wage increases makes it difficult to recruit and retain employees
OPWDD employees as resources	Lack of role definition and standardization	Association to attend health fairs, etc	Leadership Burnout/Recycling
Scholarship	Board Meetings can be disjointed		OPWDD Structure and Status
Recognition of Successes			Retention of Staff
Newsletter			

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NYS ID/DD Nurses Association Strategic Plan Development

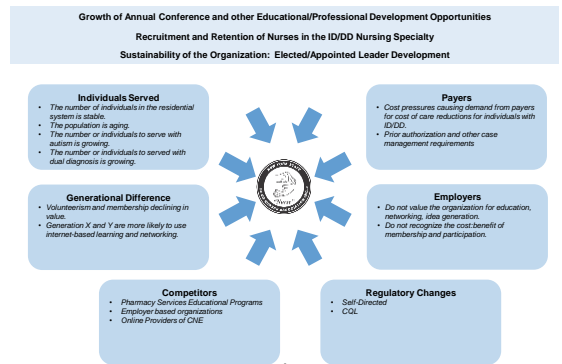
**Organizational Strategic Priorities Identified from SWOT Assessment**

Top 3 Organizational Strategic Issues	
1	<b>Growth of Annual Conference and other Educational/Professional Development Opportunities:</b> The Corporation is primarily formed for the purposes of promoting the professional development of nurses interested in persons who are developmentally and/or intellectually disabled through: educational opportunities, sharing of information and research.
2	<b>Recruitment and Retention of Nurses in the ID/DD Nursing Specialty</b>
3	<b>Sustainability of the Organization: Elected/Appointed Leader Development</b>

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Future Market Assessment

**Market Forces Impacting the 3 Strategic Priorities of the NYS ID/DD NA**



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2017 Strategic Plan

Priority	Objective(s)	Chosen Initiative
Growth of Annual Conference and other Educational/Professional Development Opportunities:	<ul style="list-style-type: none"> <li>5% increase in conference attendance in 2017.</li> <li>10% increase in conference attendance in 2018.</li> </ul>	<b>Develop enhanced marketing through use of social media</b> Others discussed: Provide employer education about benefits Network with other organizations, including as a vendor at their conferences. Restructure the annual conference and add one day regional events.
Recruitment and Retention of Nurses in the ID/DD Nursing Specialty	<b>Publish Recommended New Nurse Orientation Curriculum for ID/DD Specialty</b>	<b>Standard Orientation Curriculum – draft to Exec Board by Fall 2017 Exec Board Meeting.</b> Others discussed: Collaborate with Universities for curriculum and clinical experiences development in nursing education programs. Develop mentoring program Complete salary survey
Organization Sustainability: Elected/Appointed Leader Development	<b>7 new appointees to committees in 2017</b>	<b>Hold non-CNE session at conference about committees – what they are and do, how to lead a committee, etc.</b> Others discussed: Clarify Committees and list members on web site. Recruit at Membership Table Enhance Zone level activities

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Treasurer's Report

The financials for the organization, through July 31, 2017, are in the table on the next slide.

The accountant has filed the March 1, 2016 – February 28, 2017 Annual ST-101 for our Sales Tax report. The accountant reported that he filed Income Taxes May 10, 2017 but we do not have copies of them yet.

The organization intends to issue a Request for Proposals for accountant services for 2018. If anyone knows of any accountants who might be interested, please send their name and contact information to our office.

Respectfully submitted,  
 Mary Boisvert, Treasurer

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Treasurer's Report

Fiscal Year: January 2017-July 2017			
	Checking	Money Market	CD
BEGINNING BALANCE Jan. 1	\$50,637.77	\$5,006.34	\$36,009.58
Revenue: 2017 Conference	\$6,651.71		
Revenue: Membership Dues	\$8,685.23		
Interest		\$1.46	\$123.05
<b>TOTAL REVENUE*</b>	<b>\$15,336.94</b>		
Expense: 2017 Conference	\$15,171.06		
Expense: Non-Conference	\$10,262.92		
<b>EXPENSE</b>	<b>\$25,433.98</b>		
<b>BALANCE AS OF 7-30-17</b>	<b>\$45317.82**</b>	<b>\$5007.8</b>	<b>\$36132.63</b>

\*Please note, additional 2016 revenue was received in 2017 which is not reflected in the above

\*\*The Checking Account balance includes \$1930.55 being held for Zone 7.

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Committee Reports: Conference – Edie Smith, Chairperson

2017 Committee members:

Edie Smith, Chairperson  
 Amanda Aiello, Cathy Engel, Anne Payette, Karen Jarvis, Mary Jean Keegan, Carol Krueger, Kelly Minde, Iellen Rice, Marcia Richman, and Dr. Frederick Wetzel.

Financial Reports

2016 financial report/ final totals for the 2016 NYSIDDDNA conference, held in Suffern, NY:

Attendees: 174 nurses from 76 different agencies.  
 Total expense: \$57,632  
 Total revenue: \$56,512  
 Net: -\$1120

In planning for 2017, the budget was based on 175 attendees with the highest possible projected costs, leaving a projected deficit of -\$11,675.00. The Executive Board agreed to budget conferences at a worst case scenario to keep registration costs down for attendees, as we have some cash reserves.

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**Committee Reports: Conference – Edie Smith, Chairperson**

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Current 2017 based on final negotiations and registrations:  
 Registered Attendees: 182  
 Projected expense: \$64,000  
 Projected revenue: \$61,670  
 Projected net: \$-2330

The conference evaluations are useful tools that guide us in planning the following year's conference and meeting the needs of our members. Please be sure to complete one!

**Looking ahead:**

**2018:** We are planning to go to Syracuse at the Hilton Doubletree Hotel. Syracuse is in the heart of Central NY, less than 3 hours from Albany and Buffalo, located right off the NYS Thruway. For those coming up from Westchester County and the New York City areas, it is a scenic fall ride through Central NY and the Catskills up Routes 17 and 81. The hotel is literally 10 minutes from Route 81, the airport, and the train station. Shopping at Destiny USA is nearby!

**2019:** We are returning to Saratoga, NY, likely at the Holiday Inn.

We value your input, suggestions, and are always looking for new voices on the conference planning committee.

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**Committee Reports: Membership- Cathy Engel, Chairperson**

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We currently have 236 members of our Association! Unfortunately, that represents a decrease of 83 from last year. Kudos to Zone 7!

ZONE 1 – 23 (down from 38)  
 ZONE 2 – 28 (down from 43)  
 ZONE 3 – 10 (down from 13)  
 ZONE 4 – 43 (down from 50)  
 ZONE 5 – 30 (no change)  
 ZONE 6 – 33 (down from 50)  
 ZONE 7 – 24 (up from 21)  
 ZONE 8 – 9 (down from 20)  
 ZONES 9/11 – 35 (down from 47)  
 ZONE 10 – 1 (down from 6)

The reasons for this significant decrease are not clear, and will definitely be a focus for the coming year. Any insights that current members may have, related to the decisions of colleagues not to renew their membership, feedback regarding recruitment efforts within the Zones, nurses leaving the field, etc. are welcome. Please feel free to stop by the Membership table to share your thoughts and ideas!

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**Committee Reports: Website - Trish Potocar, Chairperson**

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Web Address: [www.nysiddna.org](http://www.nysiddna.org)

Hopefully you have seen the new look to the website. We wanted to make it more user friendly and easier to access data. In particular the conference and membership information was made prominent. In doing this we wanted a whole new, more professional look. Try out the search feature on the front page. It will give you choices of places on the website that fit your search criteria. If you experience any issues, be sure to let us know. It can be a simple fix. Positives or negatives, we want your feedback.

Once again handouts for conference sessions were available through the website. It worked out very well last year and helps the association keep conference prices down. You will be able to download the session material you need and post to your tablet or make a hardcopy for about one week after the conference. Pictures of the conference are posted to the site.

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**Committee Reports: Website - Trish Potocar, Chairperson**

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If you have any news, events, milestones for your members or photos to post please send to [tpotocar@slnysarc.org](mailto:tpotocar@slnysarc.org). **What's New** continues on the website and includes info on state, zone, members plus some late-breaking medical issues. It is updated periodically so check it out.

**FACEBOOK-NYSiddna**

There is only one facebook page for the organization now. The name needed to be changed to NYSiddna. Continue to look for us. We have over 100 who have found us. It can be linked to your personal facebook page so you will see new postings quicker. Check it out. Comments, postings, photos are welcome. If unsure how to comment, send to information to [tpotocar@slnysarc.org](mailto:tpotocar@slnysarc.org).

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**Committee Reports: Newsletter – Martin Gleeson, Jr., Chairperson**

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Thank you all for the wonderful responses to requests for information for the newsletter. Most every submission is received in Word format or a convertible text form. It makes editing easier for me and organizing the newsletter easier for Nancy. A quality printing job continues to be completed by St. Lawrence NYSARC Inc., as a community pre-vocation activity. Work is completed in a very timely manner.

When completing zone reports for the newsletter, please think of member's professional activities that could be listed and encourage members to write articles for our newsletter. The next submissions are due November 4<sup>th</sup> for the Newsletter sent out on Dec. 5. The date was set to follow the Fall Executive Board meeting in Syracuse.

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**Committee Reports: Bylaws – Darlene Langkau, Chairperson**

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The current Bylaws and Standing Rules are being reviewed by the committee for accuracy and consistency. Discrepancies or segments that need clarification will be brought to the Executive Board for discussion. Recommended changes will be brought to the membership for approval. If any member has a question or suggestion for any part of the Bylaws/Standing Rules please contact me at [langkau@cfdnsny.org](mailto:langkau@cfdnsny.org).

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**Committee Reports: Nominating – Carol Krueger, Chairperson**

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Hello everyone - This year we have filled 2 positions to start 1/1/18 – they are: President Elect and Recording Secretary and the results are per the announcement at the end of the annual meeting.

We could use people to help on the 2018 nominating committee if you are interested please let Nancy Rutledge (NYS ID/DD Nurses Association [information@nysiddna.org](mailto:information@nysiddna.org)) and I ([greenfroggy38@yahoo.com](mailto:greenfroggy38@yahoo.com)) know via e – mail or speak to me at the annual meeting.

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**Zone Reports**

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**Zone 1:** Zone 1 had a meeting Monday, June 1st to network and discuss changes to the site review protocols. The next meeting will be after the conference.

Trish Potocar, Co-Chairperson

**Zone 2:** Zone 2 has struggled this year with inactivity and structural changes. Several members of the zone were able to meet at Casey's Place on 8/18/17. We discussed the changes and the future of the zone. Iellian Rice, RN and Amanda Aiello, RN have agreed to co-chair the zone. Our members are eager to get active again and came up with several meeting topics for the future. We also encouraged the zone 2 nurses to reach out to other agencies for membership and participation. It was a great day reuniting with our fellow nurses. Our next meeting is scheduled for October 19<sup>th</sup> at 11am at Herkimer Arc, you are all welcome and encouraged to participate.

Melissa Ostrander, RN CDDN, Zone 2 Secretary

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**Zone Reports**

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**Zone 3:** Zone 3 has remained active with the last quarterly meeting held at the Log Jam in Lake George on June 15th, with our special guest speaker being David Robinson from the Justice Center. As of the time of this submission, our next scheduled meeting is slated for August 10th at the Paul Nigra Center, to be hosted by Lexington Center, with special guest speakers from SPAN, a statewide peer program in support of nurses with addictions across New York State. Our final meeting of 2017 is slated to be hosted at the Raindancer Steak Parlor in Amsterdam NY in November with date, time, and guest speaker to be announced. All area nurses are welcomed to attend. Anyone wishing further information may feel free to contact Anne Payette Zone 3 Chair at [hansona2001@yahoo.com](mailto:hansona2001@yahoo.com) or any other Zone 3 Member.  
Anne Payette, Zone 3 Chair

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**Zone Reports**

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**Zone 4:** Zone 4 continues to engage its membership and had had another enjoyable year of networking and continuing education. In March Wildwood Programs hosted a presentation on Presto Absorbent Products. in June Schenectady ARC hosted a presentation on Psychiatric Disorders and Developmental Disabilities by our very own Vicki Schultz. We also celebrated Vickie's PMHNP completion. Otsego ARC hosted the annual Zone BBQ at Brooks BBQ with a presentation by "Genesight" – who is "changing lives through genetic insight and replacing trial and error with triumph" Our December meeting place and topic is TBD but will include our annual Holiday Celebration.  
Lisa McHugh, Secretary

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**Zone Reports**

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**Zone 5:** Zone 5 had a meeting in March and a meeting In June with a presentation by the pharmacy on vitamins and OTC and a presentation by the Alzheimer Association. Both were very informative and well received. We will be looking at a meeting for November.  
Madlyn Vaillancourt, Secretary

**Zone 6:** Verbal report to be given

**Zone 7:** Verbal report to be given

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**Zone Reports**

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**Zone 8:** Zone 8 is seeking motivated folks to help us generate a more robust approach to enhanced attendance and networking. We continue to meet every other "odd" month at the Aspire Bldg at 7 Community Dr. We moved the meeting time back to 5:30. A complimentary dinner and 6 pm in-service is always provided, followed by our meeting. The DDAWNY (Developmental Disabilities of Western New York) is a nurses group that also supports our nurses from Zone 8 every other month. This group has Zone 8 representation.  
Linda Cultrara, Secretary

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**Zone Reports**

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**Zone 9/11:** Mary Ellen Stammersky, our long standing zone president and former NYSIDDDNA president, has retired from her position as Residential Nursing Director at Arc of Seneca Cayuga. Mary Ellen still plans to remain involved with the association; however, we are looking for a new President, should anyone be interested. In addition, the zone is currently looking for someone interested in being Treasurer. If interested, please contact Edie Smith at [edie.smith@cayuga-cc.edu](mailto:edie.smith@cayuga-cc.edu).

Our June 2017 meeting was hosted by CP Rochester. Upstate Pharmacy provided a speaker to discuss the new seizure medication, Briviact, which is manufactured by the same company that does Keppra and Vimpat.

The November 14, 2017, meeting will be hosted by CP Rochester. We will be providing the NYS Infection Control Packet which meets licensing requirements in collaboration with Auburn Community Hospital. Meeting times for 2018 will be set in November.  
Edie Smith, Secretary