

Board Meeting Minutes via Teams
Held Monday Afternoon, March 16th, 2026, 1400-1715

To Discuss:

1. Verify Chapter portal is accessible for all six of the Board Members:
 - Mariyum Mir-President, Tyler Hamblet-President Elect, Treasurer-Ryan Spalding, Treasurer Elect-Claire Hiltner, Secretary-Jennifer Vigil, Secretary Elect-Jenna Hinden
 - *All Are Now Active Members and Have Active Moderator Control Access.*

Position	Name	Unit	Phone #	Email	AACN #	RN #
President	Mariyum Mir	5DE	630-935-4302	Mir.Mariyum@mayo.edu	13487543	
President-Elect	Tyler Hamblet	5DE	702-964-5605	Hamblet.Tyler@mayo.edu	13615123	
Secretary	Jennifer Vigil	5DE	320-583-3777	Vigil.Jennifer@mayo.edu	13495043	2467350
Secretary-Elect	Jenna Hinden	6B	715-210-2741	Hinden.Jenna@mayo.edu	2897249	
Treasurer	Ryan Spalding	5DE	954-604-9662	Spalding.Ryan@mayo.edu	13489931	
Treasurer-Elect	Claire Hiltner	5DE	612-599-3883	Hiltner.Claire@mayo.edu	13612350	
Webmaster	Stella Hohmann	NT7	813-298-8042	hohmann.stella@mayo.edu	906263	2109828
Social Committee Co-Chair	Christian Shepler	5DE	336-242-4352	Shepler.Christian@mayo.edu	13543848	
Social Committee Co-Chair	Brenda Cortez	8DE	956-313-3312	Cortez.Brenda@mayo.edu	13508459	
Fundraiser Chair	Samantha Le	5DE	408-646-0066	Le.Samantha@mayo.edu	13596521	
Volunteer Chair	Lauren Wood	5DE	507-923-8126	Wood.Lauren@mayo.edu		

2. Verify Active Member Roster: As of 03/17/2026, 32 Active Members Noted.

Continue to Encourage Membership

- Confirm Member Registration: <https://aacncvcrochester.nursingnetwork.com/>
- Create/Sign In with AACN Account
- #1 Click “Follow Page”
- #2 Click “Become a Member”
- Pay Respective Membership Due Via Affinity Link: [payments](#)

- Follow Facebook Page: <https://www.facebook.com/groups/AACNRochesterMN/>
 - Follow Instagram Account: _____
3. Advertising Email:
- President to construct a large “Advertising Email” to encourage and explain involvement to share soon. Registration through Local Chapter Website, Increased Cost of Membership, Registration Fee Via Nursing Network, Etc.
4. Reestablish and Update Chapter ByLaws, See Link:
<https://docs.google.com/document/d/1FNErc-ykXwVON-13Sbt8--4i3TZpCohJ6cvJ4h12YFg/edit?tab=t.0> (ensure they are up to date)
- o Emphasis on future voting practices, discussed when to present new elections and vote with
 - o Regarding Applications
 - o Add Position’s Vacancy Clause
 - o Review Each Member’s Role Individually
 - o Coordinate Board Meeting with *Julie Kruith of Chapter Advisor Liaison* to Discuss Updating ByLaws-Mariyum will email her with decided upon dates.
 - o Will Share Updated ByLaws Via Email
 - o Review New ByLaws Document Individually
 - o **“Vote,” over ByLaws at Next Chapter Meeting with Board Members versus Active Members (discuss with Julie) Schedule Regarding March 25th**
 - o **Need to Officially Vote 2026 Applicants In or Not? (ask Julie for lawful recommendations)**
 - If so, the current board members comprise >5% of the Chapter, so can we vote each other in to be compliant?
 - o Of Note: Update Board Member Applications Soon Too
5. Reestablish Board Member Roles:
 Ensure they are being fulfilled-all positions are confirmed filled for 2026-2027 term.
- President
 - Secretary
 - Treasurer
 - Committee Positions: Webmaster, Social Committee Chair and Social Co-Chair, Fundraiser Chair, Volunteer Chair
6. Discuss Role Transitioning:
- *In an effort to make the process more seamless given turnover, notification of transition required three months previously noted in ByLaws, now updated/ changed to four months, due to the election process/schedule.*
7. Create Needs Assessment Survey:
- Who can create a survey or needs assessment to be sent out to current, active members? (There is not a current, standardized survey at this time). I have an example from Julie, our CAT.

- *Social Committee Chair & Co-Chair, Christian and Brenda, will send out by the end of the month. Will share with Board Members to review before sending out.*
8. Discuss Registration/Reservation Fee, No Show Policy Fee, Etc. **INCREASE**
- MEMBERSHIP FEES?**
- Registration Fee Regarding Panel Series? \$5? Discuss With Fundraising
 - Increase Membership Fees? Local: \$20, Bundled w/ National: \$26.
 - Maintain current fees for now.
 - Discuss No Show Policy Fee/Penalty/Accountability:
 - President to send an email out regarding absence without notification one week prior to meeting
 - Keep An Amount/History of Strikes or Waitlist for Reservations, (Unexcused/Excused) - TABLED for now
 - Coordinate With Fundraising
 - Treasurer and Treasurer Elect to Verify AACN Local Membership Once Reservations Are Made (hopefully bring in more active memberships)
 - *Mayo Federal Credit Union Account for Chapter Account: Treasurer to Pursue Account Card to Keep on File, Use for Expenses (rather than reimbursing members directly)*
 - -Share Contract with Spyhouse to AACN National, Contract Information Link_____
9. Convert Documents to Nursing Network Website?
- Convert monthly meetings, events, announcements to AACN Rochester Chapter Nursing Network Website? *Tabled*
10. Add to Membership Invitational Email:
- Facebook Account
 - Instagram Account (Social Committee to Create Instagram Account)
 - Nursing Network Website
 - Post to All Accounts, Globally
11. Create Google Document With Passwords, Emails, Log-Ins, Etc.
- Access Given to All Board Members
 - All Board Member Google Documents/Drives/Folders All Combined
 - Created, to Keep Track and Form Centralized Access
12. Discuss Ideas for:
- March 19th Certified Nurses Day (free resources and gifts available on AACN website) To Celebrate on March 30th Meeting: Take Photos, Bring Cutouts, Bring Banner, Dessert from Pittsburgh Blue, Toast
 - And Encourage Certification to Non-Certified Nurses)
 - How to Celebrate: **NATIONAL NURSES WEEK, MAY 6-May 12**
May 6 = National Nurses Day (U.S.)
May 12 = International Nurses Day (Globally, and Florence Nightingale's

Birthday)

- Ideas: Share and Advertise Via Social Accounts
- Success Stories, Testimonials of Nursing, Why Are You A Nurse?=Powerpoint/Slideshow
- What does it mean to be “certified”?=Short Videos (And Encourage Certification)

13. Food Drive Collection:

- Jenna and I need help collecting, counting, and then donating the Food Drive donations from all of the ICUs and PCUs on March 31st!
- Prize ideas are welcome for the winning unit!
- Call Salvation Army to Determine Donation Date/Time
- *Collect and Count Before or After Monday Evening Dinner?? TBD.*
- *Donate to Salvation Army on March _____*
- *Volunteers Available on March 31st: Sam, Christian, Ryan, Mariyum. Rachel.*

14. Your Critical Care Team Panel Series:

- Recommendations for potential speakers and presenters for our Panel Series (from each unit).
- To Advertise AACN Rochester Chapter: Facebook and Instagram, Canva Posters/Flyers Throughout Bathrooms and Breakrooms.
- Advertise, Share, Network, Lens Boards on different ICU units, share with ICU/PCU Managers.

Respectfully Submitted By:

Jennifer Vigil, BSN, RN, CCRN

Secretary of AACN Rochester Chapter

Date: Tuesday, March 17th, 2026

Reviewed By:

Jenna Hinden, BSN, RN, CCRN

Secretary-Elect of AACN Rochester Chapter

Date: Tuesday, March 17th, 2026

Approved By:

Mariyum Mir, BSN, RN, CCRN

President of AACN Rochester Chapter

Date: Tuesday, March 24th, 2026