

ARNA Frequently Asked Questions

Regarding Midwest Multistate Division (MW MSD)

1. Arkansas Nurses Association (ARNA) has been an independent state nursing association for 105 years and will no longer be autonomous.
 - a. Will we continue to be known as ARNA?
 - Absolutely, each state nurse associations (SNAs) keep their name.
 - b. What happens to our historical data and honored awards of our nursing leaders over the years?
 - That should not change. ARNA will continue to house historical data, have awards just as they always have. The MW MSD may make suggestions for archiving or having electronic copies to ensure historical data is preserved.
 - c. What happens to our Foundation, our standing committees and our Research and APRN Councils, ANPAC?
 - Each SNA has a Foundation and they have continued to operate as they were prior to the joining the MSD. Two of the SNA Foundations contract for some services from the MW MSD such as financial management.
 - Each SNA has kept their committee and council structure. Each SNA evaluates which committees/councils are active and make changes as needed based on the needs of the SNA.
 - MO & NE each have a PAC and they have continued to operate as they did prior to joining the MW MSD.
 - d. What happens to the publication of our Arkansas Nursing News and the contract we have with Publishing Concepts?
 - That relationship would continue. The MSD can assist with any areas that are needed to ensure the publication is completed. Several of the MSD states also have a monthly newsletter in addition to the print magazine to enhance communication with members.
 - e. What about our relationship with Arkansas State Board of Nursing (ASBN) and other community organizations?
 - Relationships with state boards of nursing and other organizations within the states are critically important. The state director along with the board would continue to build relationships and be visible at meetings to ensure ARNA has a voice at the table.
 - f. How will it be possible as a member of the MW MSD to strengthen relationships with the Arkansas Nursing Student Association?
 - The SNAs within the MW MSD all have strong relationships with our student nursing associations. KS has held a joint convention the past two

years with the KS student nurse association. We encourage that relationship as those students are our future members. MO & NE always exhibit at the student nurse association events and often are invited to speak as well.

2. ARNA has been a visible presence in Arkansas through a physical office in Little Rock since the beginning. If ARNA becomes a half-time virtual office the visible presence will be lost and visibility as the voice of nursing in Arkansas will be diminished.
 - a. What about our current office with numerous files, donated art work, furniture and valuables?
 - This would ultimately be an ARNA board decision. The MW MSD makes recommendations on areas where expenses can be decreased such as smaller office space and/or less expensive office space.
 - b. Will all ARNA officer elections, the ARNA Board of Directors and board meetings be eliminated?
 - No, each SNA continues to have elections and board meetings. The MW MSD has contracted pricing for third party election services to ensure elections are handled properly. In addition to the state director the MW MSD CEO attends each SNA board meetings for consultation as needed.
 - c. How will members have daily access to ARNA through an office visit or by phone?
 - The MW MSD has a call center so when someone calls your local ARNA phone number they would get an automation saying you have reached ARNA with options such as press 1 for membership, 2 for education, etc. and "0" for a live person. Each state director also has a direct extension as well. From 8:30-4:30 phones will be answered either by the State Director or MSD staff. State Directors have office hours that are made known to members.
 - d. Where will nurses completing non-dues revenue ASBN behavior courses be able to daily schedule and take tests?
 - The state director would simply offer a specific date and time that he/she would be in the office or could schedule appointment times. I believe it is unrealistic to staff an office 40 hours a week in case someone wants to test. There is no reason these sessions could not be scheduled to increase efficiencies.
3. ARNA has had at least a full-time staff person for most of its history. The State Director would only work 20 hours per week with the purpose of increasing membership. ARNAs financial responsibility is based on membership numbers.
 - State directors work to recruit and retain members as well as advocacy work. This includes being the face of ARNA at meetings, coordinating

committee/councils meeting with members, working with the board, working on ARNA events, etc.

b. What will the yearly financial obligation to the MW MSD? How is the financial obligation determined?

- The MSD expenses are currently being split based on the numbers of members in each state as I shared in the PowerPoint presentation.
- Does this obligation change yearly based on membership, either up or down?
 - At this point yes, we plan to base the 2018 figures on membership so if a state loses or gains members the investment would adjust accordingly.
- What other fees will be billed to ARNA? Is a portion of the financial obligation paid monthly, quarterly, or all annually?
 - The financial investment is paid monthly. ARNA would by their portion for shared expenses, the State Director, and for a portion of the Nurse Planner.

c. Does ARNA sign a contract with the MW MSD and for what amount of time? Is there a fee if ARNA decides to disaffiliate before the end of the contract?

- Yes

Section 7.1. Affiliation. C/SNAs may join the Midwest Multistate Division by submitting an application with requested due diligence documents, agreeing to adhere to the MW MSD bylaws and policies, and paying all required financial obligations.

Section 7.2. Voluntary Disaffiliation. C/SNAs may voluntarily disaffiliate from the MW MSD after completing the initial three (3) year commitment, submitting a six-month notice of intent to withdraw and meeting all financial obligations.

Section 7.3. Involuntary Disaffiliation. Any member of the MW MSD may be disaffiliated upon a unanimous vote of the directors representing all other members. Any director may call for disaffiliation of any member of the MW MSD for cause, which shall include violation of these bylaws, failure to meet all financial obligations, or otherwise failing to satisfy the obligations of membership

d. What services are provided without an additional fee by the MW MSD?

- Staff: MSD CEO, Administrative Coordinator, Communications & Graphic Design Manager, Finance Director, Professional Development Director, and a Nurse Peer Review Leader. Plus all the services each of these position do on a daily basis for each SNA such as human resource management, insurance and compliance management to just name a few.

- e. Will ARNA lose control of their financial matters with the MW MSD providing financial services?
 - No. ARNA will still have their separate banking accounts and would receive a monthly balance summary, profit & loss (monthly, year to date, and P & L vs actual), transaction detail, and check register. The state director would approve invoices to be paid.
- f. Will ARNA continue to have a treasurer and finance committee?
 - Yes, this would not change.
- g. Who will determine the budget for ARNA or will ARNA even have a budget?
 - Whatever your current process could continue; however, you would have the added benefit of our finance director assisting with your budget preparation.
- h. Who will be responsibility for the State Director salary, our lobbyist fees, office rental under our existing rental contract and Nurses Day at the Capitol expenses?
 - The MW MSD has a salary schedule for each position. The ARNA board along with the MSD CEO would set the state director salary. The ARNA board would agree to the terms of the contract with any lobbyist. The ARNA board would decide on the need/use of any office space based on what ARNA can afford. All income and expenses for any ARNA event are controlled by ARNA. The MSD staff are her to assist where needed such as promo development, website support, social media support, online registration, etc. ARNA will keep income from events and will pay any expenses incurred for your events.
- i. Who will plan the annual Convention and Membership Assembly? Will there be an additional fee or will ARNAs nurse planners be involved?
 - The MSD has a nurse planner to assist with planning of activities; however there needs to be a full planning committee that should include ARNA members and the state director.
 - There is a fee as mentioned earlier to cover the cost of the MSD nurse planner, and that is because each SNA keeps all revenue from your events yet we must cover staff costs. There is still a cost of having a nurse planner to assist with planning & paperwork. We have found the nurse planner to be a tremendous value because many states have volunteers who want to help but not take the full responsibility of the nurse planner role.