

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE ASSEMBLY

June 1980



NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

ANNUAL CONVENTION AND DELEGATE ASSEMBLY

June 3-6, 1980

Radisson Downtown Hotel
45 South 7th Street
Minneapolis, Minnesota 55402

CONVENTION PROGRAM

Tuesday, June 3, 1980:

- 4:00 p.m. - 6:00 p.m. - Registration
- 6:00 p.m. - 7:00 p.m. - Reception
- 7:00 p.m. - 8:00 p.m. - Orientation of New Delegates

Wednesday, June 4, 1980:

- 8:00 a.m. - 9:00 a.m. - Registration
- 9:00 a.m. - 12:00 a.m. - Business meeting (see Business Agenda)
- 2:00 p.m. - 3:30 p.m. - Concurrent Forums -
Nursing Practice and Standards Committee *Rm. 301-303*
Examination Committee *... 302-304*
- x3:30 p.m. - 5:00 p.m. - Repeat Concurrent Forums

Thursday, June 5, 1980:

- 8:00 a.m. - 9:00 a.m. - Elections
- 9:00 a.m. - 10:30 a.m. - Area Meetings
Administration of Examination Committee -
Test Service Staff - (1/2 hour)
- 10:30 a.m. - 5:00 p.m. - Continuation of Business Meeting
- 6:00 p.m. - 9:30 p.m. - Banquet

Friday, June 6, 1980:

8:30 a.m. - 9:00 a.m. - Registration

9:00 a.m. - 10:00 a.m. - Implementation of Recommendations,
National Commission of Study - Jerome P. Lysaught

10:00 a.m. - 11:00 a.m. - Task Force on Credentialing -
Anna Kuba and Nancy Melvin

11:00 a.m. - 1:00 p.m. - Implications of Sunset Legislation -
Margaret Rowland, Helen P. Keefe, and Ann Petersen

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

ANNUAL CONVENTION AND DELEGATE ASSEMBLY

June 3-6, 1980

Radisson Downtown Hotel
45 South 7th Street
Minneapolis, Minnesota 55402

BUSINESS AGENDA

- ✓I. Call to Order
- II. Roll Call
- III. Appointments
 - ✓Rules Committee
 - ✓Registration Committee
 - ✓Election Committee
 - Resolution Committee
 - Committee to Approve Minutes
 - Timekeepers
 - Pages
- IV. Report of Registration Committee
- V. Report of Rules Committee
- VI. Report of Committee to Approve Minutes -
1979 Annual Convention and Delegate Assembly
- VII. Adoption of Agenda
- VIII. Nominations
 - Reports of Nominating Committee
 - Nominations from Floor for Officers
 - Nomination for 1980-81 Committee on Nominations
- IX. Reports of Officers
 - President*
 - Vice President
 - Secretary
 - Treasurer - with audit

Area Directors

Director at Large

- X. Report of Board of Directors
- XI. Report of Executive Director
- XII. Reports of Standing Committees
 - Finance Committee - with proposed budget
 - Bylaws Committee
 - Examination Committee
 - Administration of Examination Committee
 - Nursing Practice and Standards Committee
- / XIII. Reports of Special Committees
 - / Committee on Test Service Specifications
 - ✓ Committee to Research Limited Licensure Provisions*
 - / Liaison Committee with the American Nurses' Association*
- ✓ XIV. ✓ Report of Test Service National League for Nursing, Division of Measurement*
- ✓ XV. Reports of Area Meetings
- ✓ XVI. Election of Officers and Members of Nominating Committee
- ✓ XVII. Report of Election Committee
- ✓ XVIII. New Business
 - ✓ Kentucky - Individual Scores to Schools
 - ✓ Kentucky and Oklahoma - Equivalency of CNATS
 - ✓ Contract Amendment
 - ✓ Logo Contest
 - ~~licensing statistics~~
- ✓ XIX. Report of Resolution Committee
- ✓ XX. Installation of Officers
- ✓ XXI. Adjournment

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
Alabama				
Alaska	Ruth McMahan			
Arizona	Elaine Laeger	Nancy Melvin		
Arkansas	Mildred Armour	Maxine Otey	June Garner	
California	Patricia Norris			
Colorado	Anne M. Gough			
Connecticut				
Delaware	Jane E. Mitchell		Lois O'Shea	
RN District of Columbia				

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
PN District of Columbia				
Florida				
Georgia - RN				
Georgia - PN	Claudia Welch	Tommy A. Jackson		
Guam				
Hawaii				
Idaho	Phyllis Sheridan	Leola Daniels		
Illinois	Jo Franklin	Betty Cleinmark		
Indiana	Carol Kent		Oneida Stuart	

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
Iowa	Lynn Illes	Barbara Steen		
Kansas				
Kentucky	Marion McKenna	Annette Castle	Sharon Weisenbeck	Madonna Combs
Louisiana - RN	Merlyn Maillian	Mary Ann Kohnke		
Louisiana - PN	Helen Sheehan			
Maine				
Maryland	Loretta Richardson		Charles Henkle	
Massachusetts				
Michigan				

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
Minnesota				
Mississippi	Jeannette Gray	Patricia Simmons	Ann Roye	Wanda Pate
Missouri				
Montana	Phyllis McDonald	Helen Kiesling	Janie Cromwell	Phyllis McDonald
Nebraska				
Nevada	Jean Peavy	Bernice Martin		
New Hampshire				
New Jersey	Louise Walltbuser	Marianna Bacigalupo	Michael Sclafani	Anne Kellett
New Mexico				

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
New York	Mildred Schmidt		Grace Brown	Helen McNerney
North Carolina	Anna Kuba	Rosemary Ritzman	Judith Seamon	Audrey Booth
North Dakota	Agnes Will		Joyce Reiland	
Ohio	Stella Piotrowski	Patricia Collins	Rebecca Eden	Hazel McKimmy
Oklahoma				
Oregon	Dorothy Davy	Elizabeth Washington		
Pennsylvania				
Rhode Island				
South Carolina				

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

JURISDICTION	DELEGATE - I	ALTERNATE - I	DELEGATE - II	ALTERNATE - II
South Dakota	James Sorensen	Jane Hewett	Sr. Vincent Fuller	Lucille Leonard
Tennessee				
Texas - RN	Margaret Rowland	Barbara Woodard		
Texas - RN	Waldeen Wilson	Mildred Thormann		
Utah				
Vermont				
Virginia	Eleanor Smith	Dorothy Marshall		
Virgin Islands	Josephone Singleton	Patricia Illich		
Washington - RN	Margaret Sullivan	Thelma Cleveland		

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

DELEGATE LIST - JUNE, 1980

[illegible]

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

RULES FOR CONDUCT OF DELEGATE ASSEMBLY SESSION

June 6 - 8, 1980

General Procedure

1. All meetings will be called to order on time. Delegates are requested to be in their seats five minutes before the opening of each meeting.
2. Badges will be provided for delegates and alternates upon registering and must be worn at all meetings.
3. No delegate, alternate, or other person in attendance shall be entitled to the floor unless he/she rises, addresses the chair and gives name and jurisdiction.
4. A time keeper will single allotted time has expired.
5. The order of business may be changed by a majority vote.
6. Smoking shall not be permitted in meeting rooms.

Elections

1. Election for the officers and members of the Committee Nominations shall be held on Thursday, June 5, 1980 at 8:00 a.m.
2. If nominations are made from the floor, there shall be no seconding speeches.

Motions

All main motions and amendments shall be written, signed by the maker and presented to the Chair immediately after proposal.

Debate

1. No delegate shall speak more than three minutes to a motion without consent of the Delegate Assembly, granted by a majority vote.
2. No delegate shall speak more than once to the same question until all who wish to speak have done so.
3. A person who is not part of the voting body may speak only once to a question after all delegates who wish to have spoken, and then only for three minutes unless invited by the Chair to speak again.

Committee

Joyce M. Schowalter, Minnesota
Ruth Q. Seigler, South Carolina

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.
303 EAST OHIO STREET, SUITE 2010
CHICAGO, ILLINOIS 60611

REPORT OF NOMINATING COMMITTEE
1979 - 1980

CHANGES IN COMMITTEE MEMBERSHIP

At the delegate assembly meeting held in the Ballroom of the St. Anthony's Hotel, San Antonio, Texas, on June 6-8, 1979, Ray Showalter, Area II was elected to serve on the nominating committee and was elected chairperson. Mr. Showalter's change in position from Executive Secretary of the Kansas Board to a staff position on the Council of State Boards of Nursing necessitated changes.

Following the appropriate channels, Sister Vincent Fuller, Area II replaced Mr. Showalter as a member of the committee, and Margaret Sullivan, Area I was selected to serve as chairperson.

COMMITTEE MEETING

The Nominating Committee met at the office of the Council of State Boards in Chicago, Illinois on January 11, 1980 at 9:15 a.m.

Members Present:

Sister Vincent Fuller, Area II
Waldeen Wilson, Area III
Loretta Richardson, Area IV
Ray Showalter, Staff

Members Absent:

Margaret Sullivan, Area I was not able to attend due to adverse weather conditions.

Waldeen Wilson agreed to act as temporary chairperson

The By-Laws and Standing Rules were reviewed.

On August 22, 1979, all member Boards were requested to submit names of qualified persons to headquarters by December 1, 1979. Twenty-six nominations were received from member Boards.

The Committee reviewed the resume and the consent to serve form for each nominee. The resume consent form from one nominee was not received and was therefore eliminated from consideration.

The following slate was compiled and unanimously adopted.

President:

Mildred S. Schmidt - Area IV - New York
Executive Secretary, New York State Board of Nursing. Offices held,
Treasurer 1978-1979, President 1979.
MA, EdD - Teachers College, Columbus University
Experience - teaching in nursing education, Director of School of

Nursing and Nursing Service, Consultant, Associate Degree Programs, NIN. Associate in Nursing Education, State Educational Department, Albany, New York. Membership in National and State Nursing Organizations. Numerous professional activities and publications.

Elaine J. Laeger - Area I - Arizona

Executive Secretary-Administrator, Arizona State Board of Nursing 1973; National Council of State Boards of Nursing, Inc., Vice President. Master of Science in Nursing Service Administration. Experience - head nurse, supervisor, instructor and assistant administrator nursing. Membership in State and National Nursing Organizations, various publications and awards.

Vice President:

Joyce M. Schowalter - Area II - Minnesota

Executive Secretary, Minnesota State Board of Nursing 1973. Masters degree in Nursing Administration and Master of Education. Experience included - clinical nursing, instructor, inservice education, research associate on staffing project, and nursing education coordinator. Publications - staffing and nurse manpower.

Mr. James Sorensen - Area II - South Dakota

Member of the South Dakota Board of Nursing 1977. EdD - area of adult and higher education, masters in public health nursing. Experience has included - staff nursing, instructor and assistant professor in nursing and various experiences in nursing administration. Membership and held offices in National and State nurses organizations. Numerous projects, publications and professional activities.

Secretary:

Marianna Baciaglaupo - Area IV - New Jersey

Assistant Executive Secretary, New Jersey Board of Nursing National Council of State Boards - offices held, Area IV, representative 1975-1979, Chairperson Executive Committee 1977-1978. Masters Science in Administration. Experience included - staff and supervisory experience, instructor and associate director in nursing education. Membership in National and State nursing organization.

Dorothy J. Davy - Area I - Oregon

Executive Director, Oregon Board of Nursing, 1978. Bachelor of Science in nursing, post graduate work in sociology and psychology. Experience included - Director of Nursing Service, inservice education, Director of Hospital Education, acting head nurse and staff nursing. Membership in various National and State organizations.

Treasurer:

Merlyn M. Maillian - Area III - Louisiana

Executive Director, Louisiana State Board of Nurse Examiners 1968.
Offices held - National Council of State Boards of Nursing - Vice
Chairman one year, Chairman two years. Masters degree in education;
experience included staff nursing, supervisor operating room.
Membership in National and State nursing organization. Variety of
professional activities, as speaker, presentation of papers.

Patricia L. Collins - Area II - Ohio

Member of Ohio Board of Nursing 1976-1981.
Bachelor of Sciences in education, Diploma Reid Memorial School of
Nursing. A variety of experiences including staff nursing, health
counselor, health education, coordinator, industrial nursing, assis-
tant director of nursing. Member of several volunteer boards, (e.e.)
National Kidney Foundation, Miami Purchase Association, Fine Arts
Committee.

Director Area II:

Emma K. Flinner - Area II - Indiana *resigned w. the draw. Jo Beth Franklin*
Executive Officer, Indiana Board of Nursing 1974.
Bachelor of Science in Nursing Education, Masters of letters in
nursing education. A variety of experiences including staff
nursing, head nurse, clinical instructor, and assistant professor.

Agnes M. Will - Area II - North Dakota

Executive Director, North Dakota State Board of Nursing 1978.
Member of North Dakota Board of Nursing 1959-1969. Masters of
Nursing degree. Experiences included instructor, Associate
Director and Director of schools of nursing. Membership in National
and State organizations.

Director Area IV:

Kathleen Dwyer - Area IV - Rhode Island

President Rhode Island Board of Nursing.
Masters arts and education in nursing - Columbia University. A
variety of experience including staff nurse, assistant head nurse,
College health nurse, instructor and associate professor. Present
position - Administrative responsibility, associate degree nursing
program, practical nursing, continuing education, respiratory
therapy, medical laboratory, radiography and dental assisting.
Membership in National and State nursing organization. Attended
and participated in a variety of workshops and meetings. Active
in community and professional organizations.

Gertrude Hodges - Area IV - Maryland

Member of Maryland State Board of Examiners of Nurses 1975-1981.
Masters of Arts degree. Professor, Department of Nursing, Community
College of Baltimore. A variety of experiences including general
staff nursing, instructor, project coordinator, assistant professor,
associate professor, and Director of Nursing and Health Sciences.
Membership in National and State nursing organizations. Variety
of committee work and speaking engagements.

Director at Large:

Ruth Q. Seigler - Area III - South Carolina
Executive Director, South Carolina State Board of Nursing.
National Council of State Boards of Nursing - currently Director at Large. Bachelors of science in nursing, candidate for masters in nursing administration. Active in National and State nursing and community organizations.

Michael R. Buggy - Area I - California *withdrawn Mary Sullivan -*
Executive Secretary, California State Board of Nursing.
Masters of Science of Nursing. Experience includes head nurse, clinical instructor, educational director, and assistant professor. Active participation in ANA and served on the Executive Committee and as Chairperson, Council of State Boards of Nursing.

Oneida M. Stuart - Area II - Indiana
Nursing Education Consultant, Indiana State Board of Nursing.
Masters Science in education, Bachelors of science in nursing education. Experiences included staff nurse, head nurse, and instructor in school of practical nursing.

Martha M. Chesser - Area III - Georgia
Member of the Georgia Board of Examiners of Licensed Practical Nurses. Practical Nurse School. Experience - staff nurse and private duty nursing.

Lucille H. Leonard - Area II - South Dakota
Consultant nursing practice. South Dakota Board of Nursing.
Bachelor of Science in nursing. Experience as consultant, advisor director in public health, director of nursing, staff nurse and head nurse. Membership in American Nurses Association.

The committee approved a letter of invitation, and the deadline for response was set for January 24, 1980.

Meeting adjourned 12:00 noon.

Committee Members:

Area I - Margaret M. Sullivan - Chairperson
Area II - Sr. Vincent Fuller
Area III - Waldeen Wilson
Area IV - Loretta Richardson

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
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(312) 329-1282

Report of the Vice President

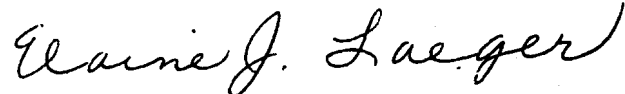
The Board of Directors met five times during the year and I participated in all sessions.

In July, 1979, the Board appointed an Ad Hoc Committee to assist monitoring the investigation of the alleged Security Break in New York and I chaired the committee. The committee completed it's investigative task and gave a written final summarizing report and recommendations to the Board at it's April 1980 meeting.

As Vice President, I served as a representative to the American Nurses Association and NCSBN, Inc. Liaison Committee. The committee held two meetings, one in the fall of 1979 in Kansas City, Missouri and the other in Spring of 1980 in Chicago, Illinois.

I have enjoyed the opportunity to serve the Council as Vice President during the last year.

Respectfully Submitted,



Elaine J. Laeger
Vice President

AGENDA ITEM IX

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
SUITE 2010
CHICAGO, ILLINOIS 60611
(312) 329-1282

Annual Report of the Secretary

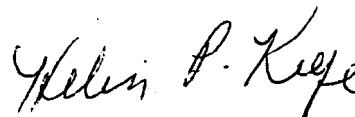
I attended all meetings of the Board of Directors during the year and transcribed minutes of regular meetings and telephone conferences. I also attended the Area III meeting in Williamsburg, Virginia on October 29-30.

One mail vote of the Member Boards was conducted in regard to changing item #11 of the contract.

Contracts were signed for use of the State Board Test Pool Licensure Examination.

With the Executive Director, I represented the National Council at a meeting called by the National Center for Health Statistics to develop a plan for obtaining the cooperation of all states to gather statistics on health care professionals.

I wish to take this opportunity to thank the members of the Board of Directors and the staff of the National Council for their support and assistance during my tenure office as Secretary. It has been a pleasure and a kind privilege to serve as Secretary to the NCSBN. I consider it to have been the high point of my professional career.



Helen P. Keefe
Secretary

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

TREASURER'S REPORT

July 1, 1979 - June 30, 1980

As treasurer, I have attended all meetings of the Board of Directors held since my election in June, 1979, and have presented a report at each meeting.

Due to unforeseen problems, such as increased rent due in large measure to the necessity to sign a five year lease and the Council's investigation of an alleged security break in Series 779, the need to make budget changes by re-allocating funds or adding budgetary items was brought to the attention of the Board of Directors. The Board acted not to make changes, by adding categories of expenditures, in the budget approved by the Delegate Assembly. They did approve re-allocation of funds from one or more categories to cover these unexpected and unprepared for expenses.

To elaborate on this issue: a. Interest revenue for FY 80 will be increased by \$7,500.00; b. Administrative salaries will be reduced by about \$40,000.00 because of delay in employing full complement of office staff; c. Moving expenses are decreased by \$500.00; d. Rent expenses will be increased by \$10,000.00; e. Test Security investigation expenses totaled approximately \$40,000.00 (\$20,000.00 to the investigative firm, \$6,500.00 for the Ad Hoc Committee of the NCSBN, Inc, \$10,000.00 additional legal fees, and \$3,000.00 for Board Meeting and Conference Calls).

Based on the above calculations, it is anticipated that the total amount of expenditures allocated in the approved budget will not be exceeded.

Another matter I wish to bring to your attention is that because general accounting principles require reporting on an accrual system, we have changed from a cash basis to an accrual basis. In an accrual system revenues and assets are recognized when earned rather than when received. In addition, expenditures and liabilities are recognized when the obligation is incurred rather than when paid.

With the Kellogg Grant, the financial position is secured. The Finance Committee has addressed and will continue to address the issue of the financial position upon expiration of the Grant.

Attached is a copy of the Audited Report for Fiscal Year 1979.

May I take this opportunity to state that I have enjoyed my term as treasurer and to thank you for giving me the opportunity to serve.

I recommend approval of the auditor's report.

Submitted by

Merlyn M. Maillian,
Treasurer

FINANCIAL STATEMENTS AND AUDITORS' REPORT
NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

June 30, 1979

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Board of Directors
National Council of State Boards
of Nursing, Inc.

We have examined the statement of assets and liabilities arising from cash transactions of the National Council of State Boards of Nursing, Inc. (a Wisconsin corporation, not for profit) as of June 30, 1979, and the related statement of revenues collected and expenses paid and equity for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As described in note A, the Council's policy is to prepare its financial statements on the basis of cash receipts and disbursements; consequently, certain revenues and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly the assets and liabilities arising from cash transactions of the National Council of State Boards of Nursing, Inc. at June 30, 1979, and the revenues collected and expenses paid during the year then ended, on the basis of accounting described in note A, which basis has been applied in a manner consistent with the preceding period.

Alexander Grant & Company

Madison, Wisconsin
August 9, 1979

National Council of State Boards of Nursing, Inc.

STATEMENT OF ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS

June 30, 1979

ASSETS

Cash	
Checking account	\$ 4,412
Savings account	<u>1,659</u>
	6,071
Investments - at cost	
First Wisconsin Money Market Fund [†]	183,000
Property and equipment - at cost	
Furniture, fixtures and equipment	10,735
Less accumulated depreciation (note A2)	<u>900</u>
	9,835
	<u>\$198,906</u>

LIABILITIES AND EQUITY

Liabilities	\$ 122
Lease commitment (note D)	-
Equity	<u>198,784</u>
	<u>\$198,906</u>

The accompanying notes are an integral part of this statement.

National Council of State Boards of Nursing, Inc.
STATEMENT OF REVENUES COLLECTED AND EXPENSES PAID AND EQUITY

Year ended June 30, 1979

Revenues		
Grants (note C)		\$207,694
Royalties		22,784
Membership contract fees		62,500
Interest		4,653
Other		<u>15,807</u>
		313,438
Expenses		
Personnel		10,223
Travel and committee expenses		57,466
Rentals		
Office		2,000
Equipment		<u>3,718</u>
		5,718
Depreciation (note A2)		900
Office expense		7,364
Professional services		<u>40,165</u>
		121,837
EXCESS OF REVENUES OVER EXPENSES		191,602
Equity at July 1, 1978		<u>7,182</u>
Equity at June 30, 1979		<u>\$198,784</u>

The accompanying notes are an integral part of this statement.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

COMMITTEE ON TEST SERVICE SPECIFICATIONS

ANNUAL REPORT

1979 - 1980

The Committee on Test Service Specifications met February 23, 1980 and March 22, 1980. Marilyn Boyd, Jennell Hubbard and Waldeen Wilson served on this committee.

The work of the Committee has centered around the criteria for selection of a testing service and the criteria of a licensing examination. Criteria in both categories were submitted to the Board of Directors at its April, 1980 meeting.

The Committee intends to refine these areas in the coming year and to expand to include criteria for administration of the examination.

AGENDA ITEM XIII

itions of misconduct, and methods for assessing continuing practice competencies.

Budgetary needs for the Committee between July, 1980 and 1981 are:

(1) Committee meeting expenses (5 meetings X 3 days each @ \$600/person)	\$21,000
(2) Consultant fees (\$500 X 6)	3,000
(3) Miscellaneous expenses, including resource materials	<u>1,000</u> \$25,000

Respectfully submitted,

Thelma Cleveland, Chairperson

Committee Members:

Rebecca Eden, Ohio
Anne Kellett, New Jersey
Albert Kelm, Wisconsin
Ruth McMahon, Alaska
Margaret Pavelka, Nebraska
Mary Shilling, South Carolina
Thelma Cleveland, Washington

The Committee will present a forum at the 1980 NCSBN Convention for discussion of its position on differences between professional and statutory definitions of nursing practice, its recommendation regarding who should develop definitions of nursing practice, the guidelines for implementing Nurse Practice Act changes, and the proposed definition(s) of nursing practice.

The Committee originally anticipated developing two statutory definitions of nursing practice: a professional level and an associate or affiliate level. However, after further deliberations, the Committee is exploring the implications of statutorily defining only a professional level of practice and addressing other levels of nursing practice through such means as exclusion clauses or administrative regulations.

Committee objectives for July 1980 through June 1981 are: ✓

- (1) Continue development of a Model Nurse Practice Act, including:
 - a. Standards for education
 - b. Standards for practice
 - c. Definition(s) of nursing practice
 - d. Code of conduct and definitions of misconduct
- (2) Submit Model Practice Act to Delegate Assembly for adoption in June 1981
- (3) Formulate statutory approaches for ensuring continuing practice competencies and submit to Delegate Assembly in June, 1981.

It is anticipated that five meetings, each three days in length, will be needed between July, 1980 and June, 1981 to conduct the above business of the Committee. Consultants will be needed to advise the Committee on the Model Practice Act, the conduct code and defin-

NATIONAL COUNCIL OF STATE BOARDS OF NURSING

Nursing Practice and Standards Committee

Annual Report

July 1979 - April 1980

The Nursing Practice and Standards Committee met five times between July, 1979 and the end of April, 1980. Two new members were added to the Committee, Anne Kellett, New Jersey and Rebecca Eden, Ohio, making a total of seven members. Mary Shilling, South Carolina, Ruth McMahan, Alaska, Margaret Pavelka, Nebraska, Albert Kelm, Wisconsin, and Thelma Cleveland, Washington, continued serving a second year on the Committee.

The work of the Committee has centered around five major areas: (1) delineation of differences between statutory and professional definitions of nursing practice, (2) development of statutory definition(s) of nursing practice, (3) development of guidelines for assisting jurisdictions undertaking statutory changes in their Nurse Practice Acts, (4) development of an outline of essential content for a Model Nurse Practice Act, and preparation of a recommendation to the 1980 Delegate Assembly concerning the Credentialing Study recommendation that definitions of nursing practice be developed by the professional society (ANA).

Consultation has been obtained in relation to items 1 through 4 from such persons as Jack Atkinson, Attorney, Federation of Regulatory Boards, and Sidney Willig and ~~Virginia Hall~~, Attorneys. Papers pertaining to items 1 through 4 also have been critiqued by the President and other Committees of the National Council of State Boards of Nursing, the NCSBN-ANA Liaison Committee, and the ~~National Federation of Licensed Practical Nurses~~.

Four jurisdictions checked "other" in responding to this question. One specified it had been used when the original examination was taken before the candidate completed the program. One again wrote "FNG's". Two jurisdictions specified the SBTPE had been used for individual candidates who had been licensed by endorsement who then wished to be licensed by examination.

Eighteen jurisdictions made additional comments. These comments can be classified into four broad categories - two of them are directly in opposition to one another. Six jurisdictions stated that the SBTPE should be limited to the initial entry to practice group of candidates. Three jurisdictions stated that the SBTPE is designed to test for minimum ability for safe and effective practice and therefore could be used to test anyone for that ability. Seven jurisdictions indicated a need for some measure to determine ability for safe and effective practice but thought some other provision or test could be developed for candidates who were not seeking initial licensure.

The final category of comments was the recommendation made by three jurisdictions for using the same passing score on the SBTPE thus eliminating the need for retesting candidates who do not meet an individual jurisdiction's requirement for a higher score for admission to practice.

SUMMARY OF RESPONSES TO QUESTIONNAIRE ON USES OF
THE STATE BOARD TEST POOL EXAMINATION

A questionnaire on the uses of the State Board Test Pool Examination (SBTPE) for Registered Nurse and for Practical Nurse Licensure was mailed to the Member Boards October 1979. The total number of respondents was 50, representing an 83 percent return. There was no response from Connecticut, Florida, Guam, Hawaii, Massachusetts, Missouri, Nebraska, Virgin Islands, Washington and West Virginia RN.

Responses to two basic questions were requested. The Jurisdictions were asked what they believed were appropriate uses of the SBTPE and what uses had they made of the SBTPE in the last three years.

To the first question, all respondents, (100 percent) checked the option "Entry to practice (Never before licensed)." The next greatest number 20 Boards (40 percent) checked the option "upgrading of scores when jurisdiction administering examination requires higher scores for admission to practice." The remaining options are listed in descending order of frequency: 11 boards (22 percent) "Re-entry to practice after revocation of license;" six jurisdictions (12 percent) "re-entry to practice after license lapsed because of non-renewal;" and no jurisdiction chose the option "Upgrading of individual candidate's scores for purposes other than licensure."

Two jurisdictions checked "other" in responding to the question on appropriate use. One specified that it was appropriate when the original examination was taken before the candidate completed the nursing program. The second jurisdiction stated "FNG's"

The second question concerned the use made of the SBTPE in the last three years. All respondents (100 percent) checked the option "Entry to practice (Never before licensed)." The next greatest number, 13 (26 percent) checked the option, "Upgrading of scores when jurisdiction administering examination requires higher scores for admission to practice." The option, "Re-entry to practice after revocation of license" was checked by six jurisdictions (12 percent); only one jurisdiction (2 percent) checked the option "Re-entry to practice after license lapsed because of non-renewal." Again, no jurisdiction indicated they had used the SBTPE for "Up-grading of individual candidate's scores for purposes other than licensure."

3. Conduct observational visits to those jurisdictions having administrative, security or unusual problems relating to the examination.
4. Review and revise the forms used by the Committee pertaining to the security measures.

To accomplish the above goals and objectives, the Committee believes it will need to meet three times during the year, and estimates that a budget of \$10,000 will be required.

Submitted by the Committee:

Martha Chesser, GA
Jeanette Gray, MS
Sandra McKenzie, MN
Lois O'Shea, DE
Eleanor Twiggs, OH
Geraldine Wenger, PA, Chairperson

Consideration was given to a request from the Utah State Nurses' Association regarding a third examination date each year. The Committee took action that at this time there be no consideration given to a third examination date.

A recommendation was forwarded to the Board of Directors indicating that the test service should not be permitted to ship test booklets to a jurisdiction until its security measures have been approved by the Committee.

A request was received from Virginia for the local incineration of test booklets on a permanent basis. The Committee reviewed the procedure submitted and recommended to the Board of Directors that such be provided in the contract for this jurisdiction.

A Contingency Plan was developed for utilization in case a security break is identified prior to the administration of an examination. This Plan was forwarded to the Board of Directors with a recommendation for adoption.

The Member Boards were surveyed in regard to the appropriate use of the SBTPE and the actual use of the SBTPE in the past three years. The summary of the responses is attached and marked exhibit A. Based on the results of the questionnaire the Committee recommends to the Delegate Assembly that the present statement be retained in the contract because it provides for initial licensure for entry into practice and for upgrading scores when such is necessary to meet the requirements of a jurisdiction for licensure by endorsement.

The Committee recommends to the Delegate Assembly that the submission of security measures be made discretionary with the employment of a new executive director rather than mandatory as is the current procedure. Thus, the Committee moves that security measures be required for review if (1) there is a major change in regard to the administration of the examination, (2) there has been a security problem, or (3) there is any other unforeseen circumstances. The submission of ^{new} security measures ^{may be required by ctc} is discretionary with the employment of a new executive director.

Also, the Committee moves that the testing dates for 1991 be:

RN - February 5-6 and July 9-10
PN - April 16 and October 15

The Committee identified the following goals and objectives for 1980-1981:

1. Monitor and investigate any actual or alleged security breaks.
2. Review and approve security measures of the Member Boards assigned in the 1981 review cycle, and of any other Member Board who has a major change relative to the administration of the examination or has a security problem.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

ADMINISTRATION OF EXAMINATION COMMITTEE

ANNUAL REPORT 1979-1980

The Committee held three meetings during the year: October 1-2, 1979; January 21-22, 1980; and April 1-2, 1980. Early in the year the resignations of Dorothea Whitmire (WA) and Dolores Milton (CA) as members of the Committee were accepted. The vacancies were filled with Sandra MacKenzie (MN) and Lois O'Shea (DE) consenting to serve.

Changes in security measures relating to new examination centers, seating arrangements, and storage of test booklets were approved for nineteen jurisdictions.

The jurisdictions in the 1981 and 1982 review cycle were required to update their security measures in regard to dates. These were reviewed and approved prior to granting permission to negotiate a contract for the use of the State Board Test Pool Examination for the next contract term.

Full security measures were submitted by twenty jurisdictions. These were reviewed and approved, and permission was granted to negotiate a contract with the test service.

One defective booklet in Obstetric Nursing was reported by South Carolina for Series 779.

There were three instances in which booklets were reported missing. NLN reported a sixth test booklet for Medical Nursing in Series 779B missing when an inventory was done of the returned shipment of test booklets from South Carolina. The booklet was included in the first and final count inventory by the Board. It was never found. New York reported a Psychiatric Nursing booklet for Series 779 missing. The booklet was reported to be present during the initial inventory, but was not present when the proctor received the packet of booklets assigned to her. The booklet was never located. Following the administration of Series 280 in Wyoming, a trunk was damaged in transit during the return of booklets to the test service. Ten Medical Nursing booklets are missing. In Michigan a candidate left the examination room with a sixth test booklet under her arm at the end of the July examination. *The examiner* followed her and recovered the booklet.

The Committee determined that two violations on security measures occurred and referred these to the Board of Directors. *3rd. incident - Const. Violations*

An observational visit was made during the administration of the October 16, 1979 P.N. examination in Chicago, Illinois.

2. Three 1-week meetings for Team II - New York City.
3. One two-day meeting of the total Committee - Chicago.

Estimated cost for Examination Committee activities:

1. Six meetings at \$5,000 each - \$30,000
2. One meeting of total Committee 10,000
\$40.000

Phyllis T. Sheridan

Phyllis T. Sheridan, R.N.
Chairperson, Examination Committee

in advance, so there would be at all times two approved 'real' Series and Forms available. The development of the contingency examinations can be accomplished within Fiscal Year 1982.

COMMITTEE MEMBERS

Team I

Area I - Phyllis T. Sheridan, Idaho
Area II - Lee Christie, Illinois
Area III - Ruth Stiehl, Florida
Area IV - Loretta Richardson, Maryland
PN Board - Mary Herbert, Texas
Member-at-Large - Renatta Louquist,
South Carolina

Team II

Phyllis McDonald, Montana
Sharon Weisenbeck, Wisconsin
Shirley Dykes, Alabama
Jean Caron, Maine
Nancy Wilson, West Virginia
Louise Sanders, Texas

Phyllis Sheridan, Idaho, serves as Chairperson, and Sharon Weisenbeck, now of Kentucky, serves as Vice-Chairperson of the Committee. Each team is responsible for one Series, one Form, and one review draft of new items for use in future State Board Test Pool Examinations.

Objectives for 1980-1981 Year

1. Carry out test development activities as outlined in the By-Laws and policies and procedures of the Examination Committee and in accordance with the timetable developed by the Testing Service.
2. Undertake development of a brochure or booklet about the State Board Test Pool Examination for distribution to the public.
3. Initiate procedures for development of a registered nurse and a practical nurse contingency examination which could be administered in case a security break or other occurrence prevents administration of an approved, scheduled 'real' examination.
4. Conduct appropriate surveys as needed or requested.
5. Evaluate test development procedures for the purpose of increasing cost effectiveness of Examination Committee, while maintaining the Committee's responsibility for monitoring the test development process.

Number of meetings needed:

1. Three 1-week meetings for Team I - New York City.

1. That the document distributed to Member Boards in February, 1980, be accepted as the final form of the revised Test Plan for the ~~Registered Nurse State Board Test Pool Examination~~, *for R.N. Licensure*
2. That the standardized scoring system to be used with the comprehensive examination will have a mean score of approximately 2000, a standard deviation of 400, and a ~~recommended~~ passing score of 1600.
3. That one standard score be reported for the comprehensive examination, and that subscores be provided which indicate the percentage of items answered correctly in each of the five categories of nursing behaviors. *Delete*

PN The Practical Nurse Test Plan was reviewed by the Examination Committee in the fall, 1979. The Committee members decided that the Test Plan should be revised, to be consistent with the revised Registered Nurse Plan. The Committee recommends that a critical incident study be done to establish what is current practice for the licensed practical nurse. The results of the study will be used as a basis for revision of the Practical Nurse Test Plan.

POLICIES AND PROCEDURES

During the January, 1980, meeting of the total Examination Committee, policies and procedures used by the Committee in its test development activities were defined and compiled. The policies and procedures were submitted to the Board of Directors at their April, 1980, meeting.

CONFIDENTIALITY RELATIVE TO THE STATE BOARD TEST POOL EXAMINATION

After carefully reviewing information about the State Board Test Pool Examination which has been kept confidential in the past, the Examination Committee recommends that only the actual content of an examination, i.e., the content summary and the test questions themselves, be kept confidential. All other information about the examination should be considered public information, for use by Member Boards at their discretion. ??

CONTINGENCY EXAMINATION

At the request of the Committee on Examination Administration and Security, the Examination Committee considered the development of contingency examinations for the Registered Nurse and Practical Nurse State Board Test Pool Examinations to be available for administration in case of a security break a short time prior to a scheduled examination date. Together with the Test Service, the Committee has developed a tentative timetable for approving a 'real' examination approximately eight months

7. Adopted Series 780, State Board Test Pool Examination for Registered Nurse Licensure.
8. Adopted 12 item analysis tests for administration with Series 780.
9. Adopted Form 080, State Board Test Pool Examination for Practical Nurse Licensure.
10. Adopted 10 item analysis tests for administration with Form 080.
11. Adopted 2 item analysis tests for administration with Series 281.

Confidential directions were developed and adopted for:

1. Series 780 and 281.
2. Forms 080 and 481.
3. Use by registered nurse item writers in Fall, 1979.
4. Use by practical nurse item writers in Spring, 1980.

During the November, 1979, meeting, 871 new items for use in future Registered Nurse State Board Test Pool Examinations, which had been reviewed by 46 boards of nursing in Spring, 1979, were individually evaluated on the basis of board data and comments. One hundred items were omitted, and 771 items were approved, with or without revision, for use in item analysis tests. During the March, 1980, meeting, 700 new items for use in future Practical Nurse State Board Test Pool Examinations, which had been reviewed by 44 boards of nursing in Fall, 1980, were individually evaluated on the basis of board data and comments. 73 items were omitted, and 625 items were approved, with or without revision, for use in item analysis tests.

TEST PLAN

RN In November, 1979, the Committee distributed to member boards Draft 7-b of the revised test plan for the Registered Nurse State Board Test Pool Examination. At the Meeting of the total Committee in January, the final form of the test plan, Guidelines for Constructing the Examination, and suggested options for scoring were developed. These materials were sent to member boards in February, 1980, to be distributed as they wished.

Members of the Examination Committee have attended at least 12-15 meetings in various states to explain the revised Test Plan.

The Examination Committee recommends the adoption of the following:

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
SUITE 2010
CHICAGO, ILLINOIS 60611
(312) 329-1282

NATIONAL COUNCIL OF STATE BOARDS OF NURSING

REPORT EXAMINATION COMMITTEE

1980

Team I of the Examination Committee met at the National League for Nursing Headquarters, New York City, on November 5-9, 1979, February 11-15, 1980, and May 19-23, 1980. Team II of the Examination Committee met at National League for Nursing Headquarters, New York City, on September 10-14, 1979; December 3-7, 1979; and March 24-28, 1980. Two members from each Team including the Chairperson and Vice-Chairperson, attended a special meeting of the Examination Committee at the National League for Nursing, New York City, October 15 and 16, 1979. The total Committee met at the National Council of State Boards of Nursing office in Chicago, Illinois, January 10-12, 1980.

TEST ACTIVITIES

The following newly-assembled examinations and tests (approximately 4740 items) were reviewed item by item and the following actions were taken:

1. Adopted Series 280, State Board Test Pool Examination for Registered Nurse Licensure.
2. Adopted eleven item analysis tests for administration as the sixth test with Series 280.
3. Rescinded adoption of four tests from Series 280 and two Item Analysis tests for administration with Series 280.
4. Adopted four tests for Series 280 as revised.
5. Adopted Form 480, State Board Test Pool Examination for Practical Nurse Licensure.
6. Adopted ten item analysis tests for administration with Form 480.

3. The secretary of the body shall notify all members of the body conducting the vote of the results of the mail vote within ~~three~~ ten days following the deadline for return of the ballot.

IX. Fees and Finance

A. Fee schedule for Member Boards

~~1.--The annual fee payable each fiscal year by each Member Board shall be \$1,000.~~

~~2.--Delinquent fees shall be:~~

~~a.--\$1,000 for the first year for which a fee was unpaid;~~

~~b.--\$500 for each additional year or portion of a year for which a fee was unpaid up to a maximum of \$5,000.~~

1. The annual fee payable each fiscal year by each Member Board shall be \$3,000 (effective July 1, 1982).

2. In addition to membership fees, delinquent fees shall be assessed as follows:

a. ⁹⁰~~Sixty~~ days after the beginning of the Council's fiscal year, a delinquent fee of \$500 shall be added to the annual fee.

b. A member, whose annual fee is not paid within the designated ~~sixty~~ day period, shall be subject to review and possible termination by the NCSBN Board of Directors at its next regular meeting.

C. Budget Control

~~The Board of Directors may~~ The Executive Director, under the direction of the Board of Directors, shall manage the budget, shifting between categories as necessary, but without exceeding the total expenditure level authorized by the Delegate Assembly.

X. Headquarters and Staff

The executive director may hire ~~additional~~ staff for authorized positions, perform annual performance appraisals and grant salary increases and other benefits in accordance with the established personnel policies.

- c. If a nominee withdraws after the committee report has been sent to Member Boards but before the election, the committee shall select another nominee using the same procedure of invitation and obtaining written consent.
- d. The chairperson shall read the report of the committee including any additions to the written report at the meeting of the Delegate Assembly, excluding the qualifications of nominees which were mailed to Member Boards.

2. Nominations from the Floor

- a. Nominations from the floor shall be accepted following the report of the committee on nominations.
- b. The person making a nomination shall be permitted two minutes to give the qualifications of the nominee and to indicate that written consent of the nominee had been received.
- c. No seconding speeches shall be allowed.

V. Meetings

A. Telephone Conference Calls

- 1. The secretary of the body meeting by telephone conference call shall:
 - a. maintain a written record which documents that each member of the body was notified of the call;
 - b. list the members taking part in the call, take each vote by roll call and write minutes of the proceedings;
 - c. send the minutes of the telephone conference call to all members of the body which met. ~~within-three~~ days.
- 2. A majority vote shall be necessary to consider action valid.

B. Mail Votes

- 1. Each member of the body conducting a vote by mail shall be sent by first class mail an identical proposal so worded as to be answered by a "yes" or "no" vote. A deadline for return shall be indicated on the ballot.
- 2. A majority of the delegates or members of the body must vote in order to consider action taken on the basis of a mail vote to be valid.

c. have on hand at all sessions of the Delegate Assembly and Board of Directors the minutes of at least two previous sessions of the respective body, a current copy of the articles of incorporation, bylaws, standing rules, a copy of the contract between the Council and test service, the contracts between the Council and each Member Board and a typical contract between the test service and a Member Board, if such a contract exist;

d. conduct mail votes of the Delegate Assembly and Board of Directors.

~~2.---The secretary may delegate any duties to the executive director~~

IV. Nominations and Elections

A. Nominations

1. Duties of the committee on nominations

a. The committee shall:

- (1) invite suggestions from Member Boards, setting a date for the submission of ~~names-for-consideration;~~ written consent forms indicating willingness to serve if selected for the ballot by the committee;
- (2) review copies of all correspondence received by the committee;
- (3) ~~decide-by-ballot~~ select by a majority decision the qualified individuals who shall be invited to accept a place on the ballot; ~~75% majority vote-being-required;~~
- (4) send a letter of invitation to each individual who is the choice of the committee for each office, setting a deadline date for receipt of response; ~~written-consent-of-each-nominee-must-be-obtained before-an-individual's-name-is-included-in-the report-of-the-committee;~~
- (5) submit a report of the committee including a list of nominees and their qualifications to the executive director at least ~~130~~ 60 days before the annual convention.

b. If an individual declines the nomination before the committee report is prepared, all committee members shall be notified and the committee shall select another prospective nominee. The same procedure of invitation and obtaining a written consent shall be followed.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

STANDING RULES

PROPOSED AMENDMENTS

III. Officers

A. President

The president shall:

1. prior to the annual session appoint at least the following committees to serve the annual-session-of the Delegate Assembly; ~~the appointments to occur in accordance with the membership and times listed:~~
 - a. Rule committee; 2 members; ~~at least 60 days before the session;~~
 - b. Registration committee; 3 members; ~~at least 30 days, before the session;~~
 - c. Election committee: 3 members who are not officers or candidates for office nor members or candidates for membership on the committee nominations; at least 30 days before the session;
 - d. Resolution committee: 3 members; at least 30 days before the session;
 - e. Committee to approve minutes; 3 members; ~~during the session;~~
2. appoint at least a rules committee and registration committee before any special session of the Delegate Assembly;
3. appoint a timekeeper and, if necessary, pages during any session of the Delegate Assembly;
4. appoint a parliamentarian approved by a national body and qualified as a convention consultant.

B. Secretary

1. The secretary shall:
 - a. keep the minutes of sessions of the Delegate Assembly and Board of Directors in separate books;
 - b. keep a list of all Board of Directors standing rules;

- (2) number of meetings and/or workshops days anticipated, and
- (3) an estimated budget.

ARTICLE XI - FEES AND FINANCE

Section 1. Fees

Each Member Board shall pay a fee each fiscal year. If the fee has not been received by within sixty (60) days of the beginning ~~the-close~~ of the Council's fiscal year, the Member Boards shall be subject to termination in accordance with the provisions of these by-laws.

- (4) countersign all contracts in the event there is a vacancy in the Executive Director position.

d. Treasurer

The treasurer shall:

- (1) be custodian of all funds;
- (2) serve as chairperson of the finance committee;
- (3) present quarterly reports to Board of Directors and an annual report to the Delegate Assembly; and
- ~~(4) sign all checks for disbursements over \$1,000.~~

e. Directors

The directors, except the director-at-large, shall call at least one meeting per year of the Member Boards of their respective areas.

ARTICLE VII - MEETINGS

Section 3. Convention Time, Call and Cancellation

An annual session of the Council, hereinafter referred to as a convention, shall be held at a time and place as determined by the Board of Directors.

The official call to the convention, giving the time and place of the session, shall be sent to each Member Board ~~not more than 120 nor less than~~ at least 90 days prior to the convention.

In the event of a national emergency, the Board of Directors by a two-thirds vote may cancel the annual convention. All Member Boards shall be notified of the cancellation, and the Board of Directors shall provide for the election of officers by mail.

ARTICLE X - COMMITTEES

Section 4. Records and Reports

a. Records

Each committee shall keep a written record of its proceedings.

b. Reports

Each committee shall submit an annual report ~~to the Board of Directors~~ at least 60 days before the annual convention for presentation to the Delegate Assembly. The report shall include a review of the past year and all activities or programs proposed for the succeeding year. The proposed plan shall include:

- (1) specific goals and objectives

a. President

The president shall:

- (1) preside at all meetings of the Delegate Assembly and Board of Directors;
- (2) appoint, subject to ratification by the Board of Directors,
 - (a) a professional parliamentarian;
 - (b) all committees not otherwise provided for in the bylaws;
- (3) fill all vacancies not otherwise provided for;
- (4) sign, ~~together with the Executive Director,~~ all contracts as authorized by the Board of Directors; except those contracts between the Member Boards and the test service agency which contracts shall be signed by the Executive Director.
- (5) retain the right to vote on all matters before the Delegate Assembly, if a delegate, or on all matters before the Board of Directors, casting that vote at the same time all voters cast their votes;
- (6) serve or delegate a qualified representative of a Member Board or staff of the Council;; to serve as the official representative of the Council in its contrats with govermental, civic, business, and other organizations.

b. Vice-President

The vice-president shall:

- (1) preside in the absence of the president;
- (2) succeed to the office of president for the unexpired term in the event of a vacancy in the office of president;
- (3) ~~shall~~ assume all such functions or responsibilities as may be delegated by the president or the Board.

c. Secretary

The secretary shall:

- (1) record the minutes of all meetings of the Delegate Assembly and the Board of Directors;
- (2) maintain the master copy of the articles of incorporation, bylaws, and standing rules and the transcripts of any meeting of the Delegate Assembly or the Board of Directors;
- (3) have authority to authorize payment in the absence or inability of the treasurer to do so;

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

BYLAWS

PROPOSED AMENDMENTS

ARTICLE III - MEMBERSHIP

Section 5. Termination and Reinstatement

Any Member Board whose fees remain unpaid sixty (60) days after the beginning of the Council's at-the-end-of-the fiscal year, in which they were due or who does not comply with the provisions of a contract, the bylaws or the standing rules shall be subject to termination after review by the Board of Directors. If such action is taken, the secretary shall notify the Member Board by certified mail within ten days. Such action is subject to appeal to ~~the voting body~~ of the Council, hereinafter referred to as the Delegate Assembly.

Any Member Board which has been terminated for non-payment of fees shall be eligible for reinstatement to membership upon payment of current fees plus delinquent fees.

Member Boards in good standing at the time of membership termination shall not be required to pay delinquent fees as a condition of reinstatement.

ARTICLE V - OFFICERS

Section 2. Qualifications

Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers.

No more than three officers shall be from the same area.

No person may hold more than one elected office at the same time.

The president shall have been on the Board of Directors at least one year before being elected to office.

No officer shall hold elected or appointed office in a state, regional or national association or body if such office might result in potential, actual, or appearance of conflict of interest to the National Council of State Boards of Nursing, Inc. or the individual as determined by the Board of Directors of the National Council of State Boards of Nursing, Inc.

Section 5. Duties of Officers

All officers shall perform duties as usually pertain to their offices and prescribed in the bylaws and standing rules.

National Council of State Boards of Nursing, Inc.

Bylaws Committee

Annual Report - April 1980

Report

The Bylaws Committee held one telephone conference committee meeting on March 26, 1980. The committee received suggestions from a member board, a council committee, staff and committee members. The majority of the proposed amendments reflect suggestions based on the second year of operation and the addition of headquarter's staff. The amendments were prepared in accordance with Article XIV of the Bylaws.

Plan for 1980-81

The Committee expects that the ongoing activities and programs of the Council may call for further changes in the Bylaws and Standing Rules to meet the Council's changing requirements.

Estimated budget - \$400 (or cost of 2 conference calls)

Members of Bylaws Committee

Marjorie P. Doyle, Chairperson
Margaret S. Driver
Ivy M. Nelson, Ed.D.

ORGANIZATIONAL EXPENSES (continued)

	<u>FY 1981</u>
Insurance (corp., travel, workmen's comp, etc.)	\$ 2,000
Convention	15,000
Printing & Supplies	4,500
Publications:	
Newsletter	5,500
Booklet	20,000
Library/Memberships	1,500
Rent & Utilities	40,000
Telephone	8,500
Postage	3,500
Equipment:	
Lease & Maintenance	5,000
Depreciation	<u>3,500</u>
TOTAL ORGANIZATIONAL EXPENSES	\$315,500
TOTAL OPERATING EXPENSES	<u>407,600</u>
EXCESS OF REVENUE OVER EXPENSES	98,106 98,106
BUDGET FOR PURCHASE OF EQUIPMENT	<u>(4,000)</u>
CASH RESERVE	\$ 95,106 94,106

E X P E N S E S

PROGRAM:

Test Development (including staff)	\$ 40,000
Test Security & Administration	7,100
Maintenance of Security	5,000
Standards & Practice	25,000
Research	10,000
Ad Hoc Committees	<u>5,000</u>
TOTAL PROGRAM EXPENSES	\$ 92,100

ORGANIZATIONAL:

Administration:

Salary and Benefits	\$138,500
Travel	7,000
Board of Directors	23,000
Committees (Finance, By-Laws, Nominating)	5,000
Professional Services:	
Legal	20,000
Accounting	8,000
Other (Parliamentarian, Editor, etc.)	5,000

PROPOSED FISCAL YEAR 1981 BUDGET FOR
NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

R E V E N U E

	<u>FY 1981</u>
Grant	\$ 84,606
Exam Royalties	304,100
Publication Royalties	23,000
Contracts	59,000
Interest (money market)	18,000
Consultation/Honorariums	2,000
Convention	<u>15,000</u>
 TOTAL REVENUE	 \$505,706

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

REPORT OF FINANCE COMMITTEE TO 1980 DELEGATE ASSEMBLY

The Finance Committee met on March 10-11, 1980 at the headquarters office in Chicago, Illinois.

The Committee supported the staff proposal that the Examination Committee meet at NCSBN Headquarters whenever reviewing analysis of item review drafts.

A copy of the proposed budget for Fiscal Year 1981 is attached. It has been approved by the Board of Directors with the Committee's recommendation that the Delegate Assembly adopt the FY 1981 budget in toto. This budget is based on actual expenses for FY 1980 and anticipated revenues and expenditures for FY 1981.

The Committee has proposed certain changes to the By-laws and Standing Rules to increase funds and to rectify loose fee collecting procedures. The membership fee increase is proposed to compensate, in part, for grant funds which will expire and to provide a proportional increase to fund organizational growth and increased program activity, especially establishment of a central disciplinary action data bank. These proposals were sent to the By-laws Committee.

The Committee established a goal of increasing yearly test income to the \$750,000.00 range beginning with the implementation of the comprehensive SBTPE (July 1, 1982). The purpose of this increase is to fund needed test validity studies and to provide a proportional increase for operational capacities, such as computer access, beginning in July 1982.

After a review of current income based on a 1% royalty schedule increasing to a 10% royalty schedule (July 1, 1980) the Committee has asked that the test service provide price estimates for the comprehensive SBTPE, both with and without a diagnostic breakdown. Believing that a test price increase will occur when the comprehensive SBTPE will be used the Committee recommends that the Board of Directors renegotiate the last year of the current NCSEN/NLN contract to provide increased NCSBN income.

The Committee has also recommended determination of the feasibility of negotiating the next contract with the Test Service in a way that provides for receipt and disbursement of all test-related monies through the NCSBN.

MEMBERS:

Merlyn M. Maillian, Chairman
Nancy Dean
LaVonne Russell

5. Initiated contacts with American Institute of Research for further investigation of critical incidents according to variables of type of program of respondents.

Objective 5: To interpret program of the Council to interested parties.

- Activities:
1. Prepared article for publication in Nursing Outlook on new Test Plan.
 2. Participated with chairperson on Examination Committee in interview on Test Plan to be published in American Journal of Nursing.
 3. Presented Council's viewpoints and program activities to nursing educators and nursing service administrators at University - sponsored meetings
 - a. Lewis University - April 17, 1980
 - b. University of Illinois at Chicago - May 13, 1980
 - c. University of Texas at Austin - May 19, 1980

Objective 6: To provide information about Council's activities in support of objectives of Kellogg - funded project.

- Activities:
1. Met with Barbara Lee to discuss progress and direction of project - October 10, 1979.
 2. Prepared and submitted annual progress report to W. K. Kellogg - March 1980, (Received check for second year of grant on April 4, 1980.)

With the continued guidance and support of the Board of Directors and the members of the Delegate Assembly, and with the excellent assistance of staff and committee members, the Council will continue to service its Member Boards. In addition, the Executive Director believes that fiscal year 1981 objectives for the orderly growth and service of the Council should include the following:

1. To plan and implement educational programs and workshops for Board members and other persons who can aid member Boards in matters concerning public health, safety, and welfare.
2. To identify additional program activities that meet the stated objectives of the Council and to suggest ways of implementing new activities.
3. To establish a reference bank or resource of information about the work of Member Boards, in statistical and in descriptive format for research purposes and for the use of Member Boards and their respective state agencies.

Submitted by:

Eileen A. McQuaid
Executive Director

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.
REPORT OF FINANCE COMMITTEE TO 1980 DELEGATE ASSEMBLY

The Finance Committee met on March 10-11, 1980 at the headquarters office in Chicago, Illinois.

The Committee supported the staff proposal that the Examination Committee meet at NCSBN Headquarters whenever reviewing analysis of item review drafts.

A copy of the proposed budget for Fiscal Year 1981 is attached. It has been approved by the Board of Directors with the Committee's recommendation that the Delegate Assembly adopt the FY 1981 budget in toto. This budget is based on actual expenses for FY 1980 and anticipated revenues and expenditures for FY 1981.

The Committee has proposed certain changes to the By-laws and Standing Rules to increase funds and to rectify loose fee collecting procedures. The membership fee increase is proposed to compensate, in part, for grant funds which will expire and to provide a proportional increase to fund organizational growth and increased program activity, especially establishment of a central disciplinary action data bank. These proposals were sent to the By-laws Committee.

The Committee established a goal of increasing yearly test income to the \$750,000.00 range beginning with the implementation of the comprehensive SBTPE (July 1, 1982). The purpose of this increase is to fund needed test validity studies and to provide a proportional increase for operational capacities, such as computer access, beginning in July 1982.

After a review of current income based on a 1% royalty schedule increasing to a 10% royalty schedule (July 1, 1980) the Committee has asked that the test service provide price estimates for the comprehensive SBTPE, both with and without a diagnostic breakdown. Believing that a test price increase will occur when the comprehensive SBTPE will be used the Committee recommends that the Board of Directors renegotiate the last year of the current NCSBN/NLN contract to provide increased NCSBN income.

The Committee has also recommended determination of the feasibility of negotiating the next contract with the Test Service in a way that provides for receipt and disbursement of all test-related monies through the NCSBN.

MEMBERS:

Merlyn M. Maillian, Chairman
Nancy Dean
LaVonne Russell

PROPOSED FISCAL YEAR 1981 BUDGET FOR
NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

R E V E N U E

	<u>FY 1981</u>
Grant	\$ 84,606
Exam Royalties	304,100
Publication Royalties	23,000
Contracts	59,000
Interest (money market)	18,000
Consultation/Honorariums	2,000
Convention	<u>15,000</u>
 TOTAL REVENUE	 \$505,706

3. Held individual conferences with staff of
 - a. National Pharmacy Board
 - b. American Dental Association
4. Functioned as member of Board of Directors of the Federation of Associations of Health Regulatory Boards.

Objective 4: To maintain ongoing functions of the Council including development and regulation of the use of the licensure examination.

- Activities:
1. Provided professional staff assistance to the Board of Directors meetings
 - September 24-26, 1979
 - November 26-28, 1979
 - April 9-11, 1980
 - June 2-3, 1980
 2. Provided professional staff assistance to the program committees of the Council (with assistance of Associate Executive Director)
 - a. Examination Committee meetings
 - September 10-14, 1979
 - October 15-17, 1979
 - November 5-9, 1979
 - December 3-7, 1979
 - January 10-12, 1980
 - February 11-15, 1980
 - March 24-27, 1980
 - May 19-23, 1980
 - b. Administration of Examination Committee meetings
 - October 1-2, 1979
 - January 21-22, 1980
 - April 1-2, 1980
 - c. Nursing Practice and Standards Committee meetings
 - October 25-26, 1979
 - December 11-12, 1979
 - January 9-10, 1980
 - March 3-4, 1980
 - April 28-29, 1980
 - d. Item Writers Committee of the Board telephone conference calls
 - January 21; January 30, 1980
 - e. Test Service Specifications Committee meetings
 - February 22, 1980
 - March 22, 1980
 3. Assisted Ad Hoc Committee to Monitor Investigation as requested.
 4. Initiated investigation of production of booklets of information for candidates for licensure examination.

4. Responded to verbal and written requests for services.

Objective 3: To communicate with national professional organizations concerning role and purpose of NCSBN.

- Activities:
1. Presented papers at meetings of the
 - a. National League for Nursing Councils of
-Baccalaureate and Higher Degree Programs
November 14, 1979
-Associate Degree Programs
April 3, 1980
-Diploma Programs
May 2, 1980
 - b. American Nurses Association
Commission on Nursing Education-
November 6, 1979
Staff - December 18, 1979
 - c. American Association of Colleges of Nursing
(with the NCSBN President)
October 8, 1979
 - d. American Hospital Association
Staff - January 15, 1980
Council on Nursing - March 13, 1980
 - e. Joint Commission on Accreditation of Hospitals
Staff - January 16, 1980
Board - April 30, 1980
 - f. Federation of Association of Health Regulatory Boards
Annual Meeting - March 22, 1980
 2. Attended meetings of the
 - a. Federation of Associations of Health Regulatory Boards on Testing
October 12-13, 1979
 - b. National Center for Health Statistics meeting
(with the NCSBN Secretary)
January 22-24, 1980
 - c. American Medical Association
Invitational Conference
November 1, 1979
 - d. Interagency Conference on Nursing Statistics
(Associate Executive Director)
April 14-15, 1980

NATIONAL COUNCIL OF STATE BAORDS OF NURSING

Report of Executive Director to

Delegate Assembly

1980

With the guidance and support of the Board of Directors, this first year of operating the Council in which there has been full time staff has been completed.

The Executive Director assumed the position on September 1, 1979. The objectives for the first year were formulated at that time. This report includes the objectives and the activities of the staff related to achieving each one of the objectives.

Objective 1: To establish the organizatibn's operations.

- Activities:
1. With the assistance of the President, selected an office in Chicago at 303 East Ohio Street in conformity with criteria set by Board.
 2. Selected staff for the positions of
 - Associate Executive Director
(Ray E. Showalter) 1/1/80
 - Administrative Assistant
(Deborah J. Kalnis) 9/17/79
 - Receptionist/Typist
(Gracellen Heneghan) 2/19/80
 3. Monitoring professional services provided by legal firm, accounting firm, and other consultants.
 4. Staffed organizational committee meetings
 - Finance Committee meeting - March 10-11, 1980.
 - By-Laws Committee telephone conference call - March 26, 1980.
 - Nominating Committee meeting - January 11, 1980.

Objective 2: To communicate with and provide educational and informational services for Member Boards.

- Activities:
1. Attended meetings of the four Areas of the Council.
 2. Participated in educational conferences conducted by nine states.
 3. Initiated publication of quarterly periodical - Issues.

Board Members in addition to their regular duties represented the NCSBN or served on committees as follows:

Elaine Laeger Merlyn Maillian Ann Petersen	ANA - NCSBN Liaison Committee
Ruth Seigler	ANA Congress on Nursing Practice COFGNS
Margaret Rowland	COFGNS
Joyce Schowalter Helen Keefe	NFLPN
Helen Keefe	FAHRB Meeting on National Center for Health Statistics

Ad Hoc Committees

Elaine Laeger Joyce Schowalter	Committee to Monitor Investigation
Marianna Bacigalupo Ann Petersen	Committee to Develop Criteria for Item Writers
Ann Petersen Margaret Rowland	Committee to Select Item Writers

Joyce Schowalter also visited the Illinois Board to review examination procedures.

Helen P. Keefe
Secretary

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
SUITE 2010
CHICAGO, ILLINOIS 60611
(312) 329-1282

Report of the Board of Directors

The Board of Directors of NCSBN, Inc. met four times in regular session and held three telephone conferences during the past year. Due to excellent assistance of the Executive Director and staff, the Board found it was not necessary to meet in January.

Activities of the Board included:

- Appointment of all Committees
- Employment of Attorney, Parliamentarian and accounting firm.
- Selection of sites for annual convention 1980-1985.
- Approval of the following:

- Resolution regarding release of test booklets to legal officials where necessary for investigation of a security break.

- Criteria for selection of item writers for the SBTPE.

- Procedure for selection of item writers for the SBTPE.

- Guidelines for investigation of breaks in security of the SBTPE.

- Policy on charging royalty fee when materials are furnished for publication.

- Policy on consultation services and fee for same.

- Preparation of a book on the licensure examination by the NCSBN.

- Guidelines for future use of the critical incidents.

The Board conducted an investigation on behalf of the NCSBN into the alleged security break in New York at the July 1979 licensure examination. Elaine Laeger and Joyce Schowalter were appointed as an Ad Hoc Committee to monitor the investigation conducted by the firm Dressel and Altman of New York City. Results of the investigation indicated that no security break had occurred. The Bureau of Criminal Investigation of New York State arrived at this same conclusion independently.

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

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Report of the Director at Large

As the Director at Large, I attended four of the five meetings of the Board of Directors. During the year, I represented the Board as the liaison to the ANA's Ad Hoc Committee on Legal Aspects of Nursing. This Committee's work resulted in the publication "The Nursing Practice Act: Suggested State Legislation."

I have been appointed to the Board of Directors of the Commission of Graduates of Foreign Nursing Schools. In this role, I have attended one meeting and chaired the Committee on Credentials.

This has been an exciting and demanding year for me as your Director at Large. It has been a privilege to serve in this capacity.

Ruth Q. Seigler
Director at Large

REPORT FROM AREA IV

NATIONAL COUNCIL OF STATE BOARDS OF NURSING

Twenty-four representatives from eleven states attended the October 4-5, 1979 meeting in Harrisburg, Pennsylvania of the National Council of State Boards of Nursing. Neither the District of Columbia nor the Virgin Islands was represented. Also present were Eileen McQuaid, Executive Director, National Council of State Boards of Nursing and Leonarda Laskevich, Coordinator, State Board Test Pool Examination, Department of Test Development, National League for Nursing.

Participants discussed matters of mutual interest including the alleged security break in New York, the model practice act, entry into practice, the Commission on Graduates of Foreign Nurses' Examination, problems related to interstate endorsement, the employment of graduates pending the first scheduled examination, the American Nurses' Association Credentialing Study, the revised test plan and the bylaws of Area IV.

The following actions were taken:

- (1) That the New York State Education Department change its position regarding the denial of licensure by endorsement of candidates who wrote the State Board Test Pool Examination in a state other than New York, including July, 1979
- (2) That the issue of standard verification forms be referred to the National Council of State Boards of Nursing and that a report be available for the 1981 annual meeting
- (3) That the representatives discuss with their Boards their current policies in regard to employment between graduation and licensure in preparation for discussion and action at the 1980 meeting of Area IV
- (4) That the National Council of State Boards of Nursing continue to study the American Nurses' Association Credentialing Report and that recommendations be presented to the Delegate Assembly in June.

Submitted by: Marianna Bacigalupo
Area IV Representative
March 11, 1980

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
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CHICAGO, ILLINOIS 60611
(312) 329-1282

Report of Area III

A meeting was held in Williamsburg, Virginia on October 29-30, 1979. There were thirty-three persons representing all jurisdictions in Area III except Mississippi and Kentucky. Eileen A. McQuaid, Exec. Director, NCSBN and Lee Laskevich, NLN were also present.

There was a discussion of the alleged security break of the July SBTPE and the action of the New York Board. Possible means of improving security measures were explored by the group. Members of various committee's of the NCSBN gave reports to the membership.

Eileen A. McQuaid gave a report and answered questions on the Test Plan. The Test Plan and single scores were discussed. Other items discussed were:

1. Microfilming copies of nurses records for endorsement.
2. Centralization of records of nurses with disciplinary problems with the SBTPE.
3. Number of times candidate is permitted to repeat examination.
4. Acceptance of "part-scores" for other states.

Submitted by
Margaret Rowland, Area III
Representative

NATIONAL COUNCIL OF STATE BOARDS OF NURSING INC.

Report of Area II Director

Eighteen representatives of twelve Member Boards met October 24-25, 1979 in Chicago, Illinois. Eighteen representatives of eleven Member Boards met March 18-19, 1980 in St. Louis, Missouri. Only one Member Board, West Virginia - PN, was unable to attend either meeting.

In addition to receiving reports of the activities of the Board of Directors and related Council matters, participants discussed issues of mutual concern. Such topics included the provisions of the contract between Member Boards and the test service, examination security, the concept of limited licensure, evaluation of continued competence, proctoring examinations for and by other states and processing foreign nurse applicants.

In October, Eileen McQuaid, Executive Director, NCSBN, and Michael Kane, NLN Department of Test Development, participated in a discussion of the proposed test plan for the registered nurse licensing examination.

At the March meeting, the group proposed the content of a verification/endorsement form. A committee will present a suggested format for action at the next meeting, during the NCSBN convention.

Area II has no specific proposals to make at this time.

Joyce M. Schowalter, Minnesota
Area II Director
4/2/80

AGENDA ITEM IX

NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.

303 EAST OHIO STREET
SUITE 2010
CHICAGO, ILLINOIS 60611
(312) 329-1282

Annual Report of Area I

The Area I meeting is scheduled April 24-25, 1980 in Salt Lake City, Utah. A program on the new test plan will be presented the afternoon of the 24th. Participants on the program include:

Eileen A. McQuaid, Ph.D., R.N., Executive Director NCSBN
Michael Kane
Phyllis Sheridan, Chairperson, Examination Committee
Phyllis McDonald, Member, Examination Committee

Individual boards have been encouraged to invite nursing education programs preparing persons for Registered Nurse Licensure in their jurisdiction. Any other interested individuals have also been encouraged to attend.

As a member of the Board of Directors, I have attended all scheduled Board Meetings and participated in all but two telephone conference calls. I have been a member of the NCSBN-ANA Liaison Committee which has met twice, once in Kansas City, Missouri and once in Chicago, Illinois. My board activities have included assignment to several subcommittees, selection of item writers, analysis of credentialing study, revision of criteria for item writers, development of press release regarding July SBTPE alleged security break.

Ann Petersen
Area I Director

AGENDA ITEM IX

National Council of State Boards of Nursing, Inc.

OTHER REVENUES, TRAVEL AND COMMITTEE EXPENSES,
OFFICE EXPENSE, PROFESSIONAL SERVICES

Year ended June 30, 1979

OTHER REVENUES

Special Task Force - State Boards of Nursing	\$ 4,309
Convention registration	11,300
Miscellaneous	<u>198</u>
	<u>\$15,807</u>

TRAVEL AND COMMITTEE EXPENSES

President	\$ 1,002
Staff	872
Board of Directors	18,873
Committees	
Examination	19,448
Nursing standards	2,561
Security and administration	2,489
Budget and finance	1,517
Nominating	993
By-laws	756
Other (search, site)	7,745
Other convention costs	<u>1,210</u>
	<u>\$57,466</u>

OFFICE EXPENSE

Telephone	\$ 3,214
Postage	1,195
Office supplies	1,254
Printing and copying	400
Miscellaneous	<u>1,301</u>
	<u>\$ 7,364</u>

PROFESSIONAL SERVICES

Accounting	\$ 3,748
Legal	33,062
Parliamentarian	1,715
Consultants	<u>1,640</u>
	<u>\$40,165</u>

AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

National Council of State Boards
of Nursing, Inc.

Our examination was made primarily to enable us to express an overall opinion on the basic financial statements of the National Council of State Boards of Nursing, Inc. for the year ended June 30, 1979, which are presented in the preceding section of this report. The supplemental information presented hereinafter, although not considered essential for a fair presentation of assets and liabilities arising from cash transactions and revenues collected and expenses paid, has been subjected to the audit procedures applied in the examination of the basic financial statements. In our opinion, the supplemental information is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Alexander Grant & Company

Madison, Wisconsin
August 9, 1979

SUPPLEMENTAL INFORMATION

National Council of State Boards of Nursing, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 1979

NOTE D - LEASE COMMITMENT - Continued

The Council's future minimum rental payments (including the electricity charge) required as of June 30, 1979 under this long-term lease are as follows:

Year ending June 30,	
1980	\$ 28,090
1981	33,708
1982	33,708
1983	33,708
1984	33,708
July and August 1984	<u>5,618</u>
Total minimum payments required	<u>\$168,540</u>

National Council of State Boards of Nursing, Inc.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

June 30, 1979

NOTE C - W. K. KELLOGG FOUNDATION GRANT

The Council has been granted a \$444,035 appropriation from the W. K. Kellogg Foundation to support program development during the fiscal period from March 1, 1979 through February 28, 1982. Some of the terms to which this grant is subject are as follows:

1. Funds provided by the Foundation are to be accounted for separately and are to be used only for purposes specified in the budget for this project.
2. The Council is to provide the Foundation an annual report at the end of each project year. This report is to include a narrative progress report of the program and a statement of disbursements for that year, reflecting any unexpended cash funds, and certified correct by the chief financial officer of the Council.
3. Any unexpended cash funds at the end of the commitment are to be returned to the Foundation.
4. The Foundation's approval is required in advance for disbursements deviating from the approved budget for this project.

Total amounts received under this grant were \$207,694 during the year ended June 30, 1979. Of this amount, unexpended funds for purposes specified in the project's budget totaled \$137,344 at June 30, 1979.

NOTE D - LEASE COMMITMENT

Effective September 1, 1979, the Council has entered into a lease agreement for office facilities in Chicago, Illinois. The lease expires on August 30, 1984 and calls for monthly payments of \$2,689, adjusted annually based on the change in the Consumer Price Index. In addition to the basic rental, the Council is required to pay an initial amount of \$120 per month for electricity. This amount may also be adjusted annually to account for changes in usage and/or increased rates.

National Council of State Boards of Nursing, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 1979

NOTE A - SUMMARY OF ACCOUNTING POLICIES

A summary of the Council's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows.

1. Basis of Accounting

The accompanying financial statements are prepared using the cash basis of accounting. Under this basis of accounting, certain revenues and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred.

Checks written prior to year-end but not sent to the payees as of June 30 due to being in transit to be signed by authorized check signers have been recorded as disbursements in the year the checks were written. Checks written and in transit at year-end totaled \$7,490.

2. Depreciation

Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives of seven years by the straight-line method.

NOTE B - PURPOSE AND TAX STATUS

The Council is a nonprofit corporation organized under Chapter 180 of the Wisconsin Statutes. Its purpose is to serve as a charitable and educational organization through which Boards of Nursing act on matters of common interest and concern affecting the public health, safety and welfare including the development of licensing examinations and standards in nursing. It is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code as indicated in a letter dated July 9, 1978. Therefore, the accompanying financial statements reflect no provision for income taxes.