ETENA

Business Meeting

Thursday, Nov 1, 2018 7:30pm

**MINUTES**

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| --- | --- | --- |
| Topic | Comments | **Actions** |
| Attendance | Board of Directors:* President: Katheryn Courville
* President-Elect: VACANT
* Secretary: Alexis Baggot
* Treasurer: Bonnie Avonrude
* Directors: Casey Allen, Sheila Evans, Amber Knepp

Committee Chairs:* Membership: Casey Allen
* Communication: Alexis Baggot
* Professional Education: Sheila Evans & Amber Knepp
* Nominating: Heathy Perry (Cindy Campbell?)

Representatives* Southern Tracie Brown & Karyn Smith
 | **In attendance via Zoom:**Lee WalkerBonnie AvonrudeMartha BitterKaryn SmithSydney LaxoSheila EvansKatheryn Courville |
| ENA Monthly Activity Plan  | * State Pulse
* IRS form 990 due to ENA (Bonnie?)
 | * n/a
 |
| Treasurer’s Report | * Checking & Savings – Bonnie
* ENA Quarterly Chapter Assessment Report
 | * Beg of month: 7633.70
* Payouts for Heath Perry $2815.96
* Pay out for UTTyler room reservation TCRN $83
* Pay out for webmaster (1 year of services) $300
* Current balance: $**4224.86**
* Reported by Bonnie
 |
| Budget* Katheryn Courville & Bonnie Avonrude
 | * Committees need to look at their line items and let KC know how much money to insert
 | * KC opened Google Drive and downloaded 2018 budget
* LW (2019 Pres) & KC will create 2019 budget and present to board for voting
 |
| Strategic Plan* Katheryn Courville
 | * **Tabled for now**
* Goals
* Priorities
* Committee chair?
* Ratification by membership (50%)
 | * LW to contemplate for 2019. KC will help 😊
 |
| Upcoming Meeting Dates* Katheryn Courville
 | * Dec 6 – business meeting or holiday party?
* Meeting in Lufkin (Karyn Smith)
* Interested sponsors/vendors:
	+ Chamberlain University, Lovell Brigham & Katie Johnson
	+ Zoll Life Vest (Karyn Smith)
 | * Dec 6 in Tyler
* Membership drive (invite non-members)
* Speaker: bronchiolitis
* Time?
* 1900 – Meet/Greet
* 1930 - Welcome from Board
* 1945 – Show starts
* 2045 – End
* AV needs?
* Food? Holiday theme? Bonnie said she’d cook 😊 KC can bring some food also
* Flyer
* Newsletter – KC can send out with announcement
 |
| Elections for 2019 officers* Heath Perry
 | * Elections: held on Oct 11th

2019 Board – Congratulations!* President - ~~Heath Perry~~
* President-Elect - Lee Walker
* Treasurer - Bonnie Avonrude
* Secretary - Mary Suits
* Director - Martha Bitter
* Director - Sheila Evans
* Director - Karyn Smith
* Past President - Katheryn Courville
 | * Heath has resigned
* See below for Bylaws rules on Vacancies.
* KC sent out an email to entire leadership team to discuss this situation.
* Someone (not KC) must make a motion (the Roberts Rules of Order are in the email)
 |
| Membership Standing Committee:* Casey Allen
 | * Membership list in Excel spreadsheet (# of members, new members)
* Budget
 | * Martha proposes a membership drive at the Dec meeting
 |
| Communication Standing Committee:* (formerly marketing/newsletter) – Alexis Baggott
 | * Facebook – ???
* Newsletter – Katheryn
* Web Page – Katheryn

Website.  We are going to try out the website.  John Graver is the designer and needs the following information.  He suggested Nov 14th as a launch date.         About Us page updates​  o   Update board bios/photos​  \*\*I need this from everyone!  Please send to me (Katheryn)​         Education page updates​ o   Spotlight education opportunities provided by ETENA or​  \*\* Karyn, any word on meeting in Lufkin area?​o   Spotlight TXENA or ENA education opportunities          Meeting page updateso   Illustrate future meeting dates with specific information about the next meeting (date, time, location, agenda, promo flyer, etc.)o   Meeting minutes from the previous 4 meetings         Contact Uso   Email address you want the contact form to send to​  We won't post your email, but we will create a link  so that it goes to whichever email you would like.​         Anything else you would like to promote | * Bonnie is mailing John the check for 1 year of website maintenance
* All 2019 board members need to email a bio & glamour shot to KC (Bonnie is exempt – except KC has a shot of her 😊
* We will take pic at Dec 6th meeting of leadership for website
* KC will provide updated info to John Graver and find out what our website address is!
* KC will send out newsletter to membership advertising the new website.
 |
| Professional Education Standing Committee:* Sheila Evans & Amber Knepp
 | * TCRN Review 10/26 – 10/27

CXL’d | * CEN review course in 2019?
* Which region?
 |
| Texas ENA Quarterly meetings | * Oct 11, 12, 13 in Arlington
	+ Bonnie
* Feb 7-9 2019 – Austin
	+ Need 2 ppl
* Apr 12-13 – Killeen
	+ Need 2 ppl
* July 12-13 - Lubbock
	+ Need 2 ppl
 | * Lee, Karyn, & Bonnie can go to Austin
 |
| New Business | * 2019 Board – Meeting dates
* Research Opportunity – UT Tyler & East Texas
* Stop the Bleed
 |  |
| New Officers | * Log into [www.ena.org](http://www.ena.org)
* Under slide-out menu select “State Council/Chapter Leaders”
* Select “Officer Orientation”
* Manuals & orientation materials
* ENA State & Chapter Leaders Orientation Jan 24-26 in **Chicago**
 |  |
| Adjourn |  |  |

**From ETENA Bylaws**

**Section III: Vacancies**

1. If the office of President becomes vacant, the President-Elect:
	1. Shall succeed to the office of president for the unexpired term, and
	2. Shall subsequently serve the one (1) year term of office of president to which elected.
2. A vacancy in the office of President-Elect may be filled by a current member of the board of directors, or remain vacant as approved by a majority vote by the entire board of directors.
3. In the event that the office of president and president-elect are vacated during the same year:
	1. The board of directors shall appoint an acting president to serve until the next election.
	2. The election of both president and president-elect will be held at the next scheduled election.
4. A vacancy in the office of Secretary or Treasurer may be filled by a current member of the Board of Directors or remain vacant as approved by a majority vote by the entire board of directors.
5. A vacancy in the position of Director may be filled by the individual who received the next highest number of votes in the previous election or remain vacant as approved by a majority vote by the entire Board of Directors.
6. In the event that the office of President is vacated, the Immediate Past President may remain as Immediate Past President for a second term or the office may remain vacant.