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 Walker  Bonnie Avonrude  Martha Bitter  Karyn Smith  Sydney Laxo  Sheila Evans  Katheryn 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 updates  o   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 Us  o   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.