ETENA

Business Meeting

Thursday, Dec 6, 2018 6:30pm

Held at Christus Trinity Mother Francis – Education

814 Beckham

**MINUTES**

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| Topic | Comments | **Actions** |
| In Attendance | Outgoing 2018 Board:* President: Katheryn Courville
* President-Elect: VACANT
* Secretary: Alexis Baggot
* Treasurer: Bonnie Avonrude
* Directors: Casey Allen, Sheila Evans, Amber Knepp
* Past President: Cindy Campbell

Committee Chairs:* Membership: Casey Allen
* Communication: Alexis Baggot
* Professional Education: Sheila Evans & Amber Knepp
* Nominating:

Representatives* Southern Tracie Brown & Karyn Smith

Incoming 2019 Board* President - Lee Walker
* President-Elect - OPEN
* Treasurer - Bonnie Avonrude
* Secretary - Mary Suits
* Director - Martha Bitter
* Director - Sheila Evans
* Director - Karyn Smith
* Past President - Katheryn Courville
 | **In attendance:**Katheryn CourvilleBonnie AvonrudeLee WalkerMartha BitterKaryn Smith |
| ENA Monthly Activity Plan  | * State Pulse
 | * n/a
 |
| Treasurer’s Report | * Checking & Savings – Bonnie
* ENA Quarterly Chapter Assessment Report
 | * Beg of month: 7633.70
* Current balance: $4532.98
* Reported by Bonnie
 |
| Budget* Katheryn Courville
 | * Committees need to look at their line items and let LW know how much money to insert for 2019
 | * LW (2019 Pres) & KC will create 2019 budget and present to board for voting
* KC will email 2018 budget to LW
 |
| Strategic Plan* Katheryn Courville
 | * **Tabled for now**
* Goals
* Priorities
* Committee chair?
* Must be ratification by membership (50%)
 | * LW to contemplate for 2019. KC will help 😊
 |
| Upcoming Business Meeting Dates* Katheryn Courville
 | * 2019 meeting dates/times
* Interested sponsors/vendors:
	+ Chamberlain University, Lovell Brigham & Katie Johnson
	+ Zoll Life Vest (Karyn Smith)
 | * 2019 meetings to be held the first Thursday of the month. All officers & directors should mark their calendars and ask for time off
* Business meetings will be held via Zoom when not meeting F2F. Zoom links are below. Link is highlighted in yellow. Phone number included for those without internet access. All members can join the meeting. Links will be posted on the website
* General meetings are F2F meetings with the entire membership. We need 1 General meeting per quarter.
* Feb 7 – Educational offering – Train the Trainer – Stop the Bleed course to be held in ETENA’s southern district (Karyn Smith) – see below
 |
| Katheryn Courville is inviting you to a scheduled Zoom meeting.Topic: ETENA Monthly Business MeetingsTime: Jan 3, 2019 7:00 PM Central Time (US and Canada) Every month on the First Thu, until Dec 05, 2019, 12 occurrence(s) Jan 3, 2019 7:00 PM Feb 7, 2019 7:00 PM – General meeting in Nac? Coinciding with Stop the Bleed Train-the-Trainer Mar 7, 2019 7:00 PM Apr 4, 2019 7:00 PM May 2, 2019 7:00 PM – General meeting. Location: tba Membership drive Jun 6, 2019 7:00 PM Jul 4, 2019 7:00 PM Aug 1, 2019 7:00 PM Sep 5, 2019 7:00 PM – General Meeting & Education (proposed). Location: tba Oct 3, 2019 7:00 PM Nov 7, 2019 7:00 PM Dec 5, 2019 7:00 PM – General Meeting & Education (proposed). Location: tbaJoin Zoom Meeting<https://uttyler.zoom.us/j/359989124> One tap mobile+16699006833,,359989124# US (San Jose)+16468769923,,359989124# US (New York)Meeting ID: 359 989 124 |
| Elections for 2020 officers | * Past-President is chair of Nominations committee
 | * KC will follow up when the time is right
 |
| Membership Standing Committee: | * Need a Chair for 2019
* Current Membership list
* Membership drive
 | * Need volunteer to be Chair of membership committee (Martha?)
* KC will email current membership list to Lee.
* Lee needs access to chapter reports – contact Dan Didonato at Texas ENA
* Membership drive at May meeting to coincide with Nurses week. May meeting is May 2
 |
| Communication Standing Committee: | * Website
* Facebook
* Newsletter
* Web Page
 | * Need a Communications Chair
* Web address: John Graver bought our domain name

[www.EastTexasENA.org](http://www.EastTexasENA.org) (yay!)* KC will provide updated info to John Graver
* Need to advertise the site on FB, via newsletter/email
 |
| Professional Education Standing Committee:* Sheila Evans
 | * Need a 2019 Chair
* Future educational activities
 | * Chair: Sheila Evans???
* Offer Spring & Fall CEN review courses. Make this consistent so everyone knows we do them and we become the preferred CEN Review course organization!
* Spring CEN review course Fri 4/12 and Sat 4/13. Held at Longview UTT campus
* Fall CEN review course Fri 10/11 and Sat 10/12 to be held in Southern Region (Lufkin/Nac)
* Above dates subject to availability of Sheila and space.
* Start advertising now
 |
| Texas ENA Quarterly meetings | * 1Q Feb 7-9 in Austin
* 2Q Apr 12-13 in Killeen
* 3Q July 12-13 in Lubbock
 | * 2 ETENA reps need to attend
* Austin: Lee, Bonnie, Karyn
 |
| New Business | * Stop the Bleed
 | * Offer train the trainer course in Feb 7th meeting.
* Collaborate with Sean Gunther (?) who is an advocate for Stop the Bleed
* KC or Lee to contact Longview Fire Chief
* Bonnie to contact a trainer in Dallas
* Karyn to arrange for meeting space
* We need funding for the kits (how much are materials?)
* KC would love 😊 to do research on how a Stop the Bleed campaign can improve health in East Texas! Any joiners? Do ED’s code when a patient arrives with a tourniquet in place??
 |
| * Fundraiser
 | * T-shirts. Karyn will look into costs. Any ideas for good logos?
 |
| * ENA State & Chapter Leaders Orientation Jan 24-26 in **Chicago**
 | * Lee to provide Bonnie with budget of expenses (make sure we have enough in the account!)
* Lee will be providing training to all officers upon return. (Feb or Mar meeting?)
 |
|  | * President-Elect – OPEN position needs to be filled. Any volunteers? See below for Bylaws
 | * No action
 |
| **From the 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.
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| 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
 |  |
| Adjourn |  |  |