ETENA

Monthly Business Meeting

Wednesday, Feb 6, 2019 7:00pm

**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

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:**Lee WalkerKatheryn CourvilleJoanne Craze – High Plains chapterKristen BeddingfieldDan DiDonato – Texas ENA161 members |
| ENA Monthly Activity Plan  | * State Pulse
 | * Tabled
 |
| Treasurer’s Report | * Checking & Savings – Bonnie
* ENA Quarterly Chapter Assessment Report
 | * Checking $4668.75
* Savings $31.19
 |
| Budget* Lee Walker
 | * Committees need to look at their line items and let LW know how much money to insert for 2019
 | * Lee will work get example budget from Joann
 |
| Strategic Plan* Lee Walker
 | * Goals
* Priorities
* Committee chair?
* Must be ratification by membership (50%)
 | * Lee will get example strategic plan from Joann
 |
| Upcoming Business Meeting Dates* Lee Walker
 | * 2019 meeting dates/times
* Interested sponsors/vendors:
	+ Chamberlain University, Lovell Brigham & Katie Johnson
	+ Zoll Life Vest (Karyn Smith)
 | * Lee will contact 2019 board members and leadership team to confirm Zoom meeting day/time
* No discussion on next general meeting
 |
| Katheryn Courville is inviting you to a scheduled Zoom meeting.Topic: ETENA Monthly Business MeetingsTime: Feb 6, 2019 7:00 PM via Zoom 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
 | * Not discussed
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| Membership Standing Committee: | * Need a Chair for 2019
* Current Membership list
* Membership drive
* Membership drive at May meeting to coincide with Nurses week. May meeting is May 2
 | * Not discussed
 |
| Communication Standing Committee: | * Website
* Facebook
* Newsletter
* Web Page
* Need a Communications Chair
* Web address:

[www.EastTexasENA.org](http://www.EastTexasENA.org)* Need to advertise the site on FB, via newsletter/email
 | *
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| Professional Education Standing Committee:* Sheila Evans
 | * Need a 2019 Chair
* Future educational activities
* Need a instructor for CEN review course. Bill Light with Solheim Enterprises contacted.
* Hotel location vs hospital conference space
* Spring CEN review course Fri 4/12 and Sat 4/13. Is it too late to advertise, get instructor, space, etc?
* Fall CEN review course Fri 10/11 and Sat 10/12 to be held in Southern Region (Lufkin/Nac)
 | * Move CEN Review from April to May/June and keep Oct dates
* Lee to contact Bill Light for May/June dates
* Steven – San Antonio chapter gets venders (CroFab) to sponsor CEN review courses. More $$ for chapter
* Joann said High Plains Chapter holds 10 TNCC/ENPC courses annually. Big money maker
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|  | * TNCC/ENPC Course Director and instructors
 | * Lee will contact ENA national to find out if our chapter has any Course Directors or instructors.
* Course Director could be in charge of offering TNCC/ENPC courses.
 |
| 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 each
 | * Austin: Karyn & Lee to attend this weekend.
 |
| New BusinessLee Walker | * Stop the Bleed
 | * Stop the Bleed. Karyn and Lee to attend STB course while at Austin quarterly TXENA meeting. We can obtain instructor status at this course.
* Katheryn will meet with Amy Dodgen (Longview FD)
* Lee will talk with Bree Ward from Dallas chapter who is doing many STB courses
* Dan said Texas ENA purchased $2000 worth of STB kits. He will see about donating some to ETENA
* Kristen’s husband is at Tyler ISD. All Tyler ISD nurses are trained in STB
 |
| * Fundraiser
* T-shirts
* Vendors at CEN review
 | * T-shirts. Karyn will look into costs. Any ideas for good logos?
 |
| * ENA State & Chapter Leaders Orientation Jan 24-26 in **Chicago** report out
 | * Great meeting
* Ideas for membership (Promo codes to get reduced ENA annual membership)
 |
|  | * Chapter is “inactive” according to the Secretary of State, according to Dan DiDonato.
 | * Dan said we need to reinstate with Secy of State
* Texas ENA is going to form a taskforce to help multiple chapters who are also listed as inactive.
 |
|  | * Mail address
 | * We need PO box or UPS address
* What is address on checking account?
* Bonnie needs to confirm address and add Lee to checking account
 |
|  | * Bank account
 | * Dan suggested a national bank instead of local bank.
* Bank of America accepts mail in signature cards
 |
|  | * President-Elect – OPEN position needs to be filled. Any volunteers? See below for Bylaws
 |  |
| **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 |  |  |