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 Walker  Katheryn Courville  Joanne Craze – High Plains chapter  Kristen Beddingfield  Dan DiDonato – Texas ENA  161 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 Meetings  Time:  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: tba  Join 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 |
| 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 |  |
| 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 |
|  | * 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 Business  Lee 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 |  |  |