San Antonio ENA Meeting Minutes

November 16, 2015

Board Members
Carol Twombly, President - present
Yvonne Moseley, President Elect - present
Mary Leblond, Past President - present
Darin Smith, Secretary - absent
Steven Jewell, Treasurer - absent
Sharon Keith, Director - present
Brandie Bedore, Director - present
Michael Moon, Parliamentarian - absent

Attendees
Helen Staudt
Barbara Baldwin
Tom Culwell
Lauren Bennett
Elsa R. Spillers
Sherrilee A. Dimmer
Arlene M. Aliano
Susan Douglas

Minutes

Monday November 16, 2015 1800 - 2030

1. Call to Order / Welcome…………………………………………………………………Carol Twombly
The meeting was called to order at 1807.
Lauren Bennett was introduced as the winner of the 2015 Scholarship.

2. Reflective Comment……………………………………………………………………Barbara Baldwin

3. Introductions and Parliamentary Procedure..........Members Present and Michael Moon
   - M. Moon not present

4. Approval of Agenda…………………………………………………………………All
   Agenda with time change of business meeting to 6pm and speaker starting at 7:30pm
   was approved.

5. Approval of Minutes  October 19, 2015………………………………………………Darin Smith
   - Not present
   - Deferred Oct. 19th minutes until January 18, 2016 meeting.
   - Minutes for November 16th meeting taken by C. Twombly.

6. Board Reports
   A. Carol Twombly
      i. December 14th Dinner Meeting – A limit of $15 was set for the White
         Elephant Gifts. Meeting will be held at the Salt Grass Steakhouse on 281
         inside loop 1604. See website for more information.

   B. Yvonne Moseley
      - Working on finalizing the 2016 Committee Chairs

7. Other Business

8. Adjournment
- Will be attending the ENA’s State of the Association webinar on November 23rd.

C. Mary Leblond
- Attended webinar on ‘how to talk to congressmen and set story line’ which will help when talking to legislators regarding nursing/healthcare legislation
- Will be attending the ENA’s State of the Association webinar on November 23rd

D. Darin Smith – not present
E. Steven Jewell – not present
F. Sharon Keith – no report
G. Brandie Bedore – no report
H. Michael Moon – not present

7. Treasurer’s Report.................................................................Steven Jewell
S. Jewell not present. C. Twombly provided information based on written report provided by S. Jewell.
- The format of the information on the report has changed slightly.
- Approval of the report was deferred until the next business meeting, January 18, 2016, due to questions on the content.
- A brief discussion was held regarding the how to renew a CD coming due in November; roll over at current interest rate or apply the monies to a longer CD at a higher rate. This topic was deferred until Jan. 16, 2016 so that additional information can be obtained by Y. Moseley. The next CD will be coming due in Feb. 2016.

8. Happenings at National..........................................................Michael Moon
M. Moon not present. C. Twombly provided brief report
- All elected officers for 2016 have already been entered into the ENA database as required.
- There is a search on-going for an Executive Director for the ENA – no candidates as yet – reported by M. Leblond
- Invitations will be sent out to the president, president-elect, secretary, treasurer for the Leadership conference in Las Vegas in February 2016. Other members can attend but at a cost of $150. Attendance is limited so applications, for non-officer slots, need to be submitted immediately. The amount of funding provided by the chapter will be discussed at the budget meeting on Nov. 20th and will be added to the budget as a 2016 line item.
- ENA Foundation is accepting grant applications for 3 grants. For more information see the ENA Foundation website. Submission deadline is December 1st.
- ENA was the recipient of the PR News’ PR Crisis Management Award for their Ebola crisis response.
9. State Council Report........................................................................................................Carol Twombly
   C. Twombly submitted a written report but stressed the following items:
      A. Texas State Council 2016 election results:
         i. 2016 President-Elect – Marcia Fuller
         ii. 2016 Treasurer-Elect – Dan DiDonato
         iii. 2016 Director at Large – Teresa Atwell Coyne
      B. Scholarship Endowment Fund – The TxENA has donated $25,000 to the newly organized ENA Scholarship Endowment Fund. Interest on the fund will be utilized to provide additional scholarship. Scholarships to Texas nurses will be awarded by National based on the amount of money Texas donated and how much interest accrues.
      C. 1st Annual TxENA Awards dinner was a success. Jamie Jewell was recognized as the 2015 ‘Behind the Scenes’ winner. Her name will be submitted to National for consideration. Next year’s event will include the presentation of Officer and Committee Chair plaques.
      D. 1st Quarter Meeting - Jan 14-16, 2016 Memorial Hermann Memorial City – Westin Hotel. A Texas Leadership conference will take place on Jan 14th.
      E. 2nd Quarter Meeting – April 7-9, 2016 Marriott Spring Hill Suites Seabrook, Texas. An Injury Prevention Workshop will be held on Thursday April 7th.
      F. Speaker Bureau / Outreach program is being initiated by the TxENA Professional Education Committee. This is a pilot program that will provide three (3) lectures to at risk chapters free of charge. At the same time, the lecturers will take the opportunity to discuss the chapter’s progress and issues as well as the roles and responsibilities of the officers in an effort to assist the at risk chapters.

10. STRAC Report.............................................................................................................Yvonne Moseley
    - The next STRAC meeting will be held on December 4th. A report will be provided at the next business meeting.
    - Joint STRAC and SAENA educational proposal.................................Steven Jewell
      J. Jewell not present.  C. Twombly indicated this was a proposal for a joint effort between STRAC and SAENA to provide needed education to regional nurses. Based on information already obtained, STRAC will provide the logistics of the classes while SAENA will provide the instructors. More information is needed to discuss this matter and this discussion will be deferred until S. Jewell returns.

11. Committee Reports..................................................................................................Committee Chairs
    A. Trauma ..................................................................................................................Susan Douglass
       - Written report provided
       - TNCC courses for 2016 will be held on January 8-10th in Victoria. January 29-31st, April 29 – 30th, June 24-26th, August 12 -14th, October 21-23rd courses will be held at the UHS OR conference room which seats 50 people. More information is on the website.
       - May hold an instructors course in 2016
- Due to increase in fees, the cost of the course will be raised by $10 which will help increase the profit.

B. Injury Prevention ................................................................................................... Barbara Baldwin
- The last Babysitting course for the year is scheduled. Will be working on the 2016 schedule which will be published on the website soon.
- B. Baldwin will be attending the Dec. 6th Rock and Roll marathon

C. Government Affairs and Nursing Practice ............................................................................................................. Mary Leblond
- A written report provided and M. Leblond stressed the following items:
  o AHA ‘2015 Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care’ has been published in the Nov. 3rd ‘Circulation’. There are several changes and members are encouraged to review the article.
  o According to the Oct 6th ‘Stroke’, the decrease in time from symptom onset to tissue-type plasminogen activator treatment has significant benefits.
  o Bill 2020 regarding paramedics in the ER or acute care facilities has passed. The Texas Medical Association has written a set of criteria regarding guidelines. The TNA has responded to the guidelines with a letter of questions. Once the information is obtained, the TNAs response will be sent to Texas Board of Nurses.
- M. Leblond will be attending a taskforce meeting on workplace violence on November 30th.

D. EMS Liaison ................................................................................................................................. Tom Culwell
- Soon the 2 specialized MSO units will have Ketamine on board. Nurse may see patients coming into the EC after receiving it.
- CPR plungers and Threshold Impedance Devices are to be placed on all EMA units in Bexar County. These items are being paid for by Methodist Healthcare Ministries. The exact distribution date is not known.
- In 2016 all SAEMS paramedics will go through the ‘wet lab’ or cadaver lab at Bulverde Spring Branch EMS for some excellent hands on skills experience

E. Scholarship ............................................................................................................................................. Tom Culwell
- Our 3 scholarship winners for the fall semester 2015 are in the middle of the subsidized semester. Once this semester is over, they will send transcripts to the committee to verify class hours and performance scores to see if they met the criteria for reimbursement. Also, they are required to attend one chapter meeting this semester (other than the meeting where they receive their scholarship checks).
- The winners are:
  o Lauren Bennett – ‘Non-nurse seeking initial RN degree’ scholarship. Lauren is attending tonight’s meeting.
o Jennifer Branam – ‘Rising Star’ scholarship. Jennifer attended last month’s meeting
o Bongun (Sunny) Rich – ‘RN seeking a post-graduate degree in nursing’ scholarship. T. Culwell will contact Sunny to ensure she attends the December meeting.

F. Membership / Media.................................................................................................Brandie Bedore
- ‘ER Nurse Weeks’ efforts were well received and several nice compliments were expressed by the nurses. Pictures will be posted on the website.

G. Pediatrics....................................................................................................................Diane Walcutt
- Not present but submitted written report
- 2016 schedule of courses is on the website
- C. Twombly stated D. Walcutt did hold the Nov. ENPC course which had 5 attendees. The previous course had only 4 registrants.
- D. Walcutt is requesting input from the Board and members regarding the minimum number of attendees for the ENPC course and other suggestions which would make the courses more viable. A brief discussion was held and the following suggestions were made by those in attendance and will be forwarded to D. Walcutt:
  o Decrease the courses to 4 per year - once per quarter staggered between the TNCC courses
  o The minimum number would be 10 registrations - however, if the course coordinator wants to hold the course with less people that is her decision.
  o Put something in the registration form indicating the need to have 10 registrations already paid for 30 days prior to the course for the course to be held.
  o If the course coordinator feels there is a need to cancel a course, she should notify the board (president) first and get their input. In addition, if there are registrants for the course she wants to cancel she should make an effort to try and direct them to another source for the course.
  o Since the ENPC course is not only for emergency nurses but other nurses as well, advertise the course at addition locations rather than just the EDs and in the website.

H. Professional Education..............................................................................................Carol Twombly
- A written report was provided. C. Twombly stressed the need for members to help identify meeting sites and educational events for 2016

I. Convention..................................................................................................................Steven Jewell
- Not present
- C. Twombly provided the following reports:
  i. ‘Essentials in Emergency Nursing – 2015’ – the final 2015 budget vs expenses spreadsheet is not done as yet due to continuing to receive monies and the need to pay late invoices. The conference did lose money but the exact amount is not known yet. The loss estimates
provided at the last meeting are still the same and will probably be correct.

ii. TCRN – certification for Trauma Nurses – the flyer is on the website and on the table at the back of the room.

iii. Project Helping Hand – Fundraiser; meet Jeff Solheim - to be held at the Top Golf venue. The $100 donation includes food and the ability to play golf. Flyer is on the website and on the table at the back of the room.

iv. Conference 2016 – the budget for the upcoming conference has not been finalized and won’t be until the 2015 conference income/expense report is complete. Base on the 2015 conference being a loss, the committee will have to determine where to make cuts in the 2016 budget. The venue of the conference has also not been finalized yet and a site is still being sought.

1) M. Leblond submitted a proposal for funding three of the Conference Committee members (S. Jewell -$1500, Yvonne Moseley - $750 and Carol Twombly-$750) due to the extensive amount of work they did for the 2015 conference. This money would come out of the general fund for 2015 but would be included in the conference budget as a line item for future conferences. The motion was made by M. Leblond, seconded by S. Douglass and approved by the members attending.

Note: The people who receive the funding will be based on who does the actual work; a) Conference Chair and venue organizer (includes vendors), b) person in charge of the application and organization of CEUs, c) person in charge of registration and coordinating classes with registrants.

J. Bylaws and SOPs..............................................................................................................Yvonne Moseley

i. Bylaws Changes – Deferred until next business meeting (January 2016)

1) the Directors’ terms of office to elect one Director each year instead of two

2) Proposal to limit the candidates for Board of Directors to only those members who live within the SAENA chapter boundaries as identified by the TxENA.

ii. SOP Additions – Deferred until next business meeting (January 2015)

1) Identify value of check which would require a second signature to be valid.

K. Election Process...............................................................................................................Mary Leblond

- 2016 officers will be installed at the December 14th dinner meeting.

12. Membership Open Discussion..................................................................................................All

A. Administrative Assistant Position..................................................................................Steven Jewell

- Deferred until next business meeting (January 2015)

B. Legacy Circle..................................................................................................................Carol Twombly
- Attendees reviewed the updated draft Legacy Circle application. A motion was made to accept the document by M. Leblond, seconded by T. Culwell and approved by the members in attendance.
  Note: The Legacy Circle will be posted on the website on the Forms page and funding will be included as a line item starting in the 2016 budget.

C. Strategic Plan 2016-2020.................................................................Carol Twombly
- Attendees reviewed the updated draft Strategic Plan for 2016-2020 and made minor changes to:
  - The TNCC portion of the document (page 2 Section I 4 a) was changed to ‘Provide at least 4 courses per year’ from ‘5 courses per year’.
  - The ENPC portion of the document (page 2 Section I 5 a) was changed to ‘Provide at least 2 courses per year’ from ‘5 courses per year’.
  - A typo was corrected on page 5 (section I 2 b) ENF 411 program was changed to ‘EN 411 program’.
  - A typo was corrected on page 9 (section II 1 c) with the removal of the words ‘Rising Star’ from the paragraph.
- A motion to accept the amended document was made by B. Bedore, seconded by B. Baldwin and approved by the members in attendance.
  Note: The Strategic Plan will be posted on the website on the ‘Forms’ page under the SAENA Bylaws.

D. Volunteer at the Texas Open Golf Tournament on April 18-24, 2016. Y. Moseley suggested it would be a benefit to the chapter and would provide advertisement for the organization if members were to volunteer to help out at this event. The tournament needs 1500 volunteers on 28 committees. Anyone interested in volunteering should contact Y. Moseley.

E. The Board will be meeting on November 20, 2015 to start to plan the 2016 budget.

F. M. Moon who was to provide the educational event at the meeting was contacted via phone. Unfortunately, he was just leaving a business meeting and would not be able to arrive for an additional 45 minutes. Members were polled and it was decided not to hold the educational event.

13. Complete Assignment Table.....................................................................Carl Twombly

14. Adjourn - The meeting was adjourned at 1928 after a motion by B. Bedore, seconded by S. Dimmer and approved by the members in attendance.

15. Assignment Table

<table>
<thead>
<tr>
<th>Assignment Table Item</th>
<th>Assigned To</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be prepared to discuss Oct. 19th meeting minutes</td>
<td>D. Smith</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Be prepared to discuss Nov. 16th Treasurer report</td>
<td>S. Jewell</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Post Legacy Circle on the website</td>
<td>C. Twombly (contact J. Grevera)</td>
<td>Nov. 20, 2015</td>
</tr>
<tr>
<td>Post Strategic Plan 2016 – 2020 on website</td>
<td>C. Twombly (contact J. Grevera)</td>
<td>Nov. 20, 2015</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible</td>
<td>Date</td>
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<tr>
<td>Email ENPC ‘suggestions’ to D. Walcutt</td>
<td>C. Twombly</td>
<td>Nov. 20, 2015</td>
</tr>
<tr>
<td>Provide map of SAENA chapter area to Y. Moseley</td>
<td>C. Twombly</td>
<td>Nov. 20, 2015</td>
</tr>
<tr>
<td>Be prepared to discuss changes in bylaws and SOP</td>
<td>Y. Moseley</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Be prepared to discuss 2015 budget vs expenditures</td>
<td>S. Jewell</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Be prepared to discuss ‘Administrative Assistant’ position</td>
<td>S. Jewell</td>
<td>Jan. 18, 2016</td>
</tr>
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