



San Antonio ENA Meeting Minutes

Sid Peterson Memorial Hospital

January 22, 2018

Board Members:

William Barbre, President, present
 Brandie Bedore-Solis, Immediate Past President, web
 Mary Leblond, Secretary present
 Sharon Keith, Treasurer, present
 Barbara Baldwin, Director present
 Janet Pena, President-elect, present
 Mary Bluemel, Director present

Guests: See Sign In

Webex Brandie Bedore Solis
 Arlene Arliano

Minutes

Monday, January 18, 2018

1800 – 2000

1. Call to Order / Welcome.....Bill
 Meeting Called to Order
2. Reflective Comment.....Barbara Baldwin
3. IntroductionsAll Present
4. Parliamentary Procedure.....Michael Moon
5. Approval of Agenda.....All
 - i. Add certified nurses to agenda and approved as corrected
6. Approval of November minutes..... Mary Leblond .
 Add Helotes Fire Department to injury report. Minutes approved as corrected
7. Board Reports
 - A. Brandie Bedore
 - i. Bench is \$250 just call and provide information for your donation.
 - ii. Sent off annual report for 4th quarter to state. All bylaws and sops and everything done with only the budget which will be sent to state after this meeting and Bill will do that. National is looking over our tentative budget after many conversations with several people there related to the budget concerns.
 - B. Janet Pena
 - i. Working on the advertisement sops. See reports, Upcoming events are the Cambodia trip and Norway and Poland and remember to donate to the foundation for the State Challenge.
 - ii Newsletter will be out 2/15 need information by the 10th of February
 - C. Mary Leblond

i Christine Russe and Mary are Foundation Chairs and the contribution bank is going around for people to donate tonight into the blue bank,

D. Mary Bluemel

i. copies of the credit card sop done

E. Sharon Keith

i. Donate monies to Camp Camp and will take it to them. \$250 with plaque, deadline to get money to Sharon by next business meeting. Bring donation write check to the camp.

F. Bill Barbre

i. Binders of information and agenda, helps to know what is do every year.

ii. Copy of budget and other guidelines for your position on the board,

iii. New website is up an out there look and review and need to archive and continuity utilize this information.

iv. Board meeting minutes and reports need to be uploaded and requires a password which will be sent to board. Committees do not have access and Bill or Carol can assist with any uploads

8. Treasurer's Report: Jewell

a. Discuss invoice for Webmaster Paid to John

b. 2017 Budget with Yvonne helping Sharon reviewed the budget and bank accounts.

i. The IRS forms were mailed .. Frost back current officers were added to the account and Sharon has collected the W-2s for those who need reimbursement or teach courses. .

ii. Credit card policy done.

iii. . Paid an old bill for our 2016 conference

iv. Susan requested the exact amount transferred from the TNCC account be returned and that was done.

v. There was process where the board of directors had to approve monies from one account to another but no SOP in place and need to develop.

vi. Discussion about the monies on conferences and process to track where the monies were spent or received. Yvonne is looking at the minutes and the accounts to match up amounts.

vii. Sharon is putting together a spread sheet to help track the monies for the conference.

c. New signature cards are being done

d. New credit cards are being done.

10. Upcoming Forensics and Geriatrics WebinarMary, Carol & Steven

a. Discuss dates venue and Brandie has been working on possible sites. We need to get the advertisement out there if we are doing a course.

12. Committee Reports.....Committee Chairs present

- a. Media relations Janet
 - i. See Report
- b TNCC.....Susan
 - i. See Report
 - ii. Discussion about doing a Stop the Bleed before each TNCC course
 - iii Decision would be to not provide a ENA registration at each course this year for now.
- c. Injury Prevention.....Barbara
 - i. See Report
 - ii. The 2020 Hawaii Bus tour options are being explored.
 - iii Request if able to decrease the Babysitter course budget and the board felt it was not necessary at this time. Will continue to evaluate all courses
- d. Government Affairs and Nursing PracticeMary
 - i. See Report. Discussion about the importance of voting in primaries coming up soon.
- e. ScholarshipCarol for Tom
 - i. Spring information on website.
 - ii. The budget for the winners of the scholarships was already approved last year and the winners will be announced soon just waiting on some transcripts.
 - iii. Discussion about budget and will keep the two scholarships for spring.
- f. Membership..... Yvonne
 - i See Report
 - ii. Emails were sent to expiring members.
 - iii. Brought metals to give out tonight and decrease mailings.
- g. Pediatrics..... Brandie
 - i. Diane will continue to do the ENPC courses however chair of pediatrics is Brandie
 - ii Brandie will present current trends and topics talking about childhood obesity and diet
 - iii. Brandie will send a report to Mary
- h. Professional education.....Carol
 - i. See Report
 - ii. Next meeting will be on inflight patient stressors and considerations
 - iii. Need sites to offer meetings as host site and speakers needed. Let Carol or Bill know.
 - iv. There will be some changes in the meetings related to holidays falling on the third Monday of the month and looking at other areas to host meetings for us.
- i. ConventionBrandie
 - i. Need to get the word out and get list of managers to send information to them.
 - ii. Brandie will send out separate email to those interested in being on the committee and a good meeting time for this next month.
- j. Bylaws/sopsMary
 - i. Bill sent those out to approve
- k. Elections process..... Brandie
 - i. Looking for a President-elect, Director Secretary and Treasurer
- 13. Recognition & AwardsBill
 - a, Jan Elliot passed FNP exam.
 - b. Legacy circle will be put on hold for now
 - c. Yvonne is the new treasurer liaison

Recognition.

14. Upcoming Events.....Brandie

- a. Manager’s forum would like to look at getting these managers involved to encourage ENA participation. Speakers and locations were discussed.
- b. February meeting will be at Baptist ER on Hausmann
- c. Meeting at university on 2/26 to meet professional organizations. Will go and take banner and applications. There is also a District 8 meeting coming up and maybe able to go to that as well.
- d. State council meeting with leadership at Seabrook on 2/8-10 with Brandie, Susan. Mary Yvonne, Carol and Steven going. Janet and Bill will not be able to go and will decide on delegates.
- e. TxENA cruise on 4/22-29 be sure and register.
- f. CEN and TCRN review courses discussed
- g. Day on the hill is May 8-9th let Steven know if want to go

15. Membership Open Discussion.....All

15. Complete Assignment

Table.....Brandie

16. Adjourn @ 2109

Assignment Table

Assignment Table Item	Assigned To	Due Date