



Texas State Council

Board Members

President:	Steven J Jewell, BSN, RN, CEN, CPEN,	Present
President-Elect:	Melanie Aluotto, MSN, RN, CEN NEA-BC,	Present
Treasurer:	Dan DiDonato, BSN, RN, CEN,	Present
Treasurer-Elect:	Polly Johnson, RN,	Present
Secretary:	Carol Twombly, MSN, RN,	Present
Director:	Jody Bauer, MBA, MSN, RN,	Present
Director:	Crissie Richardson, MS, RN, CEN, CPEN,	Present
Past-President:	Marcia Fuller, MAHN, BSN, RN, CEN, CPEN,	Absent
Parliamentarian:	Barry Hudson, BSN, RN, CPEN,	Present
ENA Board Liaison	Chris Dellinger, MBA, BSN, RN, FAEN	

See sign in sheets for:

- Past Presidents
- Delegates
- Committee Chairs
- Guests

Minutes

Saturday, February 10th, 2018

1. Call to order Steven J Jewell
The meeting was called to order at 0905am
2. Invocation Barry Hudson
3. Review of Roberts Rules of Order Barry Hudson
4. Official Delegate Count Barry Hudson
There was a quorum present for the meeting
5. Approval of Agenda (vote required) Delegates
The meeting agenda was approved without change
6. Approval of Minutes October 10th, 2017 (vote required) Delegates
The minutes were approved without change
7. General Introductions
 - A. National Board Members Present
 - B. Past State Presidents
 - C. Members, Guests, First Time Attendees
 - D. Recognition: CEN, CPEN, CFRN, CTRN, TCRN, Forensic SANE, FAEN/FAAN

Board and Chapter Reports

8. Board Reports (3 minutes)
 - a. Steven J Jewell – see report
 - b. Melanie Aluotto – see report
 - c. Dan DiDonato – see Financial Report below
 - d. Polly Johnson – see report
 - e. Carol Twombly
 - i. See report
 - ii. At the recent SCLO National recommended officers sign a Conflict of Interest form annual. This process was started at the Q1 Board meeting.
 - iii. E-Votes by the Board between meetings
 - 1) Use of TxENA website for registration of ENAF Geriatrics webinar ‘Care of the Elderly Patient’ May 22, 2018 – Approved. The registration form can be found on the TxENA website on the Education Tab.
 - 2) Requests for TxENA to forwarding outside surveys / questionnaires to members. Not Approved. The following survey / questionnaire verbiage will be added to website Resource tab under the ‘Request for Research Participants.’ ‘For students, educators, and researchers requesting member participation: TxENA prohibits the distribution of non-ENA surveys, links to surveys, or requests for research participants to its members. TxENA does not share member email addresses. If you would like to inquire further about a research request, please contact ENA at IENR@ena.org’Administrative
 - iv. Admin access to the TxENA icloud account on JungleDisk has been recovered, converted into a generic format and the information recorded.
 - v. Board members, delegate and committee chairs were requested to use the correct 2018 report forms. The forms are on the website under Resources – TxENA Forms.
 - vi. The email address of the TxENA secretary has been change to secretary@txena.org
 - f. Jody Bauer – see report
 - g. Crissie Richardson – see report
 - h. Marcia Fuller – absent,
 - i. Barry Hudson – no report

9. Chapter Reports – Delegates introduced themselves. See individual Q1 Chapter Reports.

10. Texas ENA Foundation Christine Russe
 - a. The purpose of the TxENA Foundation is to provide more monies for scholarships/ research grants and for donations to the ENAF. Creating the TxENA Foundation provides opportunity for corporate donation.
 - b. Pro Temp Board appointed Q4 2017: Christine Russe, Mary Leblond, Kelsea Bice and Joanne Crazy.
 - c. Christine had the opportunity at SCLO to consult with the ENA CFO and Strategic Planner. The ENA representative had questions regarding the formation of the TxENA Foundation. The main concern of the ENA was the impact of the TxENA Foundation on the donations from the state to the ENAF. Were told the purpose of the TxENA Foundation is to increase donations to the ENAF as well as provide funds for Texas scholarship. TxENA Foundation needs ENA Board’s approval to continue. ENA will meet on March 9th. Christine has contacted Jeff Solheim and ENA Liaison Chris Dellinger to help represent TxENA at this meeting.
 - d. Need to postpone TxENA Foundation elections until ENA makes a decision.
 - e. Have established a mission statement, obtained an employee id number, been approved for 501(c)3 status and have done the bylaws. FAQs regarding the TxENA Foundation will be posted on the committee page. Will start on needed policies while awaiting ENA’s decision.

Discussion.

Recommendation to the Board: Return Scholarship Committee back to TxENA. Approved February 9, 2018.

Polly Johnson has agreed to be Chair of this committee.

Action Section – Votes required

11. Treasurer’s ReportDan DiDonato
 - a. Financial report – see Financial Report

Balances are slightly different due this report being presented in February rather than January. Decrease in market may have changed figures.

Motion: To approve the 2017 Q4 Financial Report. Approved.

- b. Morgan Stanley Wealth Management: An update was provided to the Board on February 9th by the Vice President, Thomas Fitzsimmons. TxENA portfolio contents are bit risky and should be rebalanced. Establishment of TxENA Foundation would protect some assets. Morgan Stanley will work with the Board to balance portfolio.
- c. Working Budget: TNCC did well. Need to continue to promote these courses. Membership was down slightly. Clarification: for lifetime membership TxENA receives a one-time higher fee. No advertising – no income for this line item. Harvey Fund– Received \$36,704 in donations. Distributed \$36,704 to 30 recipients. 2017 ended with a \$33,186.92 surplus. Discussion.
- d. During Board meeting February 9th, it was decided to donate \$30,000 to the ENAF. \$5,000 for the Vicki Patrick Scholarship, \$5,000 Mary Leblond Advocacy Scholarship and \$20,000 to Texas Endowment Fund for scholarship specifically for Texas nurses. These donation counts toward the state challenge. Other monies raised for the state challenge will be added to the total amount donated by Texas.
- e. Donation opportunity: ENAF is accepting donations for the bricks being used to pave the patio area of the new office building. 4"x4" brick = \$250 donation. 8"x8" brick = \$500 donation. Limited number of bricks are available. Inscription of the bricks will be done at a later date.

Discussion. Clarification: Only the interest derived from the monies in the Texas Endowment fund will be used for scholarships. Once the interest reaches \$5,000 another scholarship will be named.

12. 2018 Strategic Plan review..... Steven J Jewell

- a. Review of the draft 2018 Strategic Plan was done
 - 1) Discussion. ENA just revised their pillars could reorganize the Strategic Plan under pillars. Suggestion for collaboration with TNSA – TxENA to write an article for the TNSA newsletter
- Motion:** Separate General Assembly into Resolutions and Delegate Selection Committees. Approved
Clarification: Bylaws changes for ENA should be sent to the Resolutions Committee. Bylaw changes for the TxENA should be sent to the TxENA Bylaws Committee.
Motion: Accept revision of strategic plan. Approved

13. ByLaw Revision presented in OctoberKarima Durrazai

Proposed changes were sent out to members in the 2017 Q4 Newrunner in October. No comments were received.

- a. Bylaws Revision 1a: Specified nominations and elections information will be moved to the SOPs. Bylaws Committee will ensure the correct information is moved to the SOP if approved.
Motion: Accept the proposed Bylaws amendment. Approved
- b. Bylaws Revision 1b: Terms of Offices - Moved from Article VII, Section II to Article 5 Section III. Vacancies - Moved from Article VII, Section III to Article 5 Section IV. Section III: Board of Director Removal was changed to Section V.
- c. **Motion:** Accept the proposed Bylaws amendment. Approved.

Informational Section (5 minutes)

14. Chapter Compliance Carol Twombly

See report. Those chapter and committee chairs which have submitted a report but did not received credit, please ensure the report was sent the correct email address. secretary@txena.org

15. Ainsley Faith Gollighugh Assistance Fund reportDan DiDonato

- a. Raised over \$36,000 in a matter of weeks (covered in Financial Report). Great foresight to start emergency nurses assistance fund.
- b. Will hold a fund raising auction at the Q2 July meeting in Katy.

16. Legislative lobbyist investigative reportCassandra Campbell

Presented findings to Board on February 9th. Will meet with 3 firms to obtain further information on options and costs

17. Association operations manager reportMelanie Aluotto

- a. This position would supports operation - see position statement for duties and responsibilities. Contacted ENA to obtain help with job descriptions

b. Cost:

- 1) Salary would be \$20,000 – \$40,000 / yr depending on what we need them to do.
- 2) Would need to obtain employee insurance and health insurance. Cost unknown at this time. Awaiting on information from ENA to determine if contracted position would avoid these insurance cost.
- 3) Travel to meeting would be additional expense

Discussion.

A straw poll was taken after several extensions of the discussion time. Those in favor of continuing to research position vs. Those not in favor of continuing to research position. Decision: Will continue to research the position.

18. ByLaw Director Dan DiDonato
Bylaw revision proposed from the Bylaws Committee: to increase the number of Directors on the Board from two (2) to four (4).
- a. Would elect two (2) directors per year.
 - b. Increase expenses of the Board by 20% or \$5,000.
 - c. Potentially would increase the diversity, leadership opportunities, as well as committee and chapter representation.
 - d. If approved would still have to go out to the membership for sixty (60) days for review.

Discussion

Motion: Table the consideration of this bylaw change until a future date. Approved

Clarification: This item can be brought up at any time in the future.

19. ENA Foundation update Steven J Jewell
- a. May 22nd Geriatric webinar.
 - 1) Meets T-Board of Nurses (T-BON) on requirement for geriatric education
 - 2) Monies raised will go to ENAF
 - 3) Registration site is on Education page of TxENA website
 - 4) Flyer posted is on Facebook and is on website, will be emailed to group.
 - b. Challenged each leader to buy a brick for the ENAF.
 - 1) \$ 250 or \$500
 - 2) Add \$1 more to get from the \$250 category into the \$250 - \$500 category
 - 3) Striving for each county to have a brick.
 - 4) Need to donate quickly to ensure there is a brick available

20. State Achievement Award update Steven J Jewell
Steven has started working on this and will sending out requests for additional information in the next few dates. Application is due 12N on February 28th.

21. At-risk chapter update Melanie Aluotto
Proposed change to help to continue to serve the at risk chapters: National has changed their SOPs to allow the Board to take over the conservatorship of failing chapters. This gives the Board a year to help the chapter recover and start running again.
- a. El Paso and East Texas are not compliant: haven't had elections, officers and committee chairs are not entered into ENA website management tool. Have emailed officers and members of both chapters asking who are the officers and when were elections - no one has answered.
 - b. Provide assistance, direction before dissolving:
 - 1) Send board liaison to Chapter: try to revitalize chapter, assist with reorganization and help prevent dissolution.
 - 2) Sent notice to memberships - chapter at risk for being dissolved
 - 3) Will hold meeting, trying to revitalized,
 - c. Bylaws revision is required

22. Conference at Sea update Dan Didonato, Bre Ward, Carol Twombly
- a. Q2 Board and State Council meetings will be held at Shriners Hospital in Galveston on April 20 – 21st. There will be no business conducted on the ship.
 - b. 10 CNEs have been obtained for the conference. Date and times of the individual lectures are available this meeting and on the website
 - c. Dates on the website schedule are incorrect – being corrected.
 - d. Need to post on social media and other professional organizations. Send information to Bre Ward.

- e. 21 people have signed up for conference. 38 births (beds) – 31 rooms.
- f. Deadline for reservation for cruise is when the boat is full.
- g. Issues regarding payment for cruise: Some people had to pay all at once others were allowed to extend final payment. Will be investigated.
- h. Will extend the early bird registration - \$225 ENA member – \$300 non-members.
- i. Speakers should get with Dan DiDonato to ensure they are registered for the conference - don't go thru website.

23. Council of Presidents update Marcia Fuller (Steven J Jewell)
 Met for the first time this morning. Breakouts went well. Working on making this a committee with own bylaws and SOPs.

Committee Reports (5 minutes each)

24. Awards & Honors Christine Russe

- a. Gala Will be held again this year in Arlington. Promoting a Texas theme due to national being in Austin in 2019.
- b. Submitted 6 of 7 awards from 2017 to national ENA a for the 2018 ENA Annual Achievements Award. Working on the 7th in order to submit it.
- c. ENA Pediatric Readiness Improvement Award is a new award this year - Sally Snow will be nominated.
- d. 2018 nominations forms will be coming out soon. Will be due June 15th
- e. FOA handbook will be coming out
- f. Texas Legacy Circle – infant stages
- g. Need chair elect for the committee: Vanessa Lozada has volunteered.

25. Bylaws and Standard Operating Procedures Karima Durrazai
 See information above regarding Bylaws revisions and discussion.

- a. Compliance reports: East Texas / El Paso submitted bylaws and SOPs in 2017.
- b. Policy submission – 99% compliant
- c. Will look at national policy regarding conservative approach to at risk chapters to start revising our bylaws.
- d. When the new bylaws come out if chapters have used the TxENA bylaws as template – will need to update their bylaws as well.
- e. To put the Chapter bylaws revision all on the same time line, have asked the Board members to help review their liaison chapter bylaws. Bylaws will be send out by April and need to be returned by October. Pat Yancy, Christine Russe, Barry Hudson, Susan Douglass, Vicki Patrick and Kelesa Bice have also volunteered to assist with this process.

26. Free Standing ERs Chris Veal

- a. Developing a resolution on free standing emergency centers for national – will be done by the deadline of March 1st
- b. Working with Nursing Practice on Freestanding Position Statement
- c. Working on survey to be sent out to freestanding facilities to id issues.

27. General Assembly Barry Hudson

- a. Will be reporting on Texas resolutions at the April meeting.
- b. Reviewed delegate packets: Will send out to the chapters in April. Will be due to chapter president/committee chair June 1st and due to Barry Hudson June 15th. If there are problems with the form or questions contact Barry ASAP. Delegates will be announced at the Q3 July meeting.
- c. Selection subcommittee: Will be advertising Austin 2019 in Pittsburgh this year.
- d. Have \$12000 to spend on 800 bags for delegates, ENA Board, past presidents, lawyer and parliamentarian.
 - 4) Need to identify items for the bags. Will also ask vendors to contribute, in contact with Austin Visitors Bureau - will get info and will check into free items
 - 5) Will know contents by April and will report.
 - 6) Will pack the bags at Jeff Carico's house using boy scouts who need volunteer hours.
 - 7) Access to delegate room: need early access to put out bags but there is a potential problem. Steven Jewell will talk to National about obtaining access. If problem may need to identify secondary site in room.

28. Government Affairs.....Cassandra Campbell (Lynn Kelly)

- a. Day on Hill will be May 8-9th. 3 slots / state: president, president-elect, secretary. Will open it up March 22nd for additional people. If you want to attend let Cassie Campbell know.

- b. A number of legislation is pending: SOAR to Health and Wellness, Air ambulance and quality act, HB 1478 - gun violence, and the Good Samaritan act to cover health care workers who help out in disaster regarding liability.
 - c. NLAC will be meeting in May – Cassie will go
 - d. Researched the need of obtaining lobbyist – need more info. Will report to board at Q2 April meeting.
29. Injury Prevention Jeff Carico (Courtney Edwards)
- a. Will be having a Stop the Bleed course in Katy in July.
 - b. Injury Prevention Challenge - all chapters to hold injury prevention event in May 2018. Will get flyer for challenge out to chapters
30. Meetings & Planning Debra Rodriguez
- a. Q2 meeting April 20- 21 at Shriner Hospital. There is no host hotel. By February 12th, Bre Ward will have a list of hotels near hospital
 - b. Q3 meeting July 13-14 at the Memorial Herman Katy Hospital 1st floor conference room. There is no host hotel but a list of hotels has been posted on the website.
 - c. Q4 meeting October 12-13th in Arlington. Still working on arrangement. Gala will be held during this meeting.
31. Membership Elaine Thomas
- a. Semiannual membership drive will be held March 1st -31st. Chapter that obtains the most memberships will receive a 'pizza party' for their chapter meeting
 - b. ED Champion – Discussed during the Membership meeting February 9th. Local RN will promote the ENA in their facility.
 - c. Want to increase the total Texas membership to 4500 members. Person who gets the most memberships gets a foot massage from Steven.
32. Media Bre Ward
- a. Q1 deadline for the Newsrunner articles is February 17th. A schedule for 2018 will be posted on the website
 - b. New email address for Media chair is media@txena.org
 - c. Investigating email database server like Mail Chimp which can send out automatic emails. Can use this type of service to disseminate info and do stats and analysis. Can be used by committee chairs. Will be able to opt out. There is a cost for every 2500 – 5000 emails sent out will reach out to chapters.
Discussion: Constant Contact may be better due to ability to track education. Will do a comparison between Mail Chip and Constant Contact and will report back at Q2 meeting.
33. Nursing Practice Kelsea Bice
- a. Charges are based on strategic plan and will need adjusted.
 - b. Goal for this year – write one position statement. Selected new graduates in the ED (clinical side). Members will evaluate research see what Texas already has as well as other organizations.
34. Pediatrics..... Justin Millici (Courtney Edwards)
- a. National TNCC/ENPC Chair webinar, March 9, 2018,
 - b. 5 P-ICER candidates approved.
35. Professional Education Kris Powell
- a. Update on cruise. Info on website has link issue.
 - b. Outreach to Teach – Suggest to use this program to help in El Paso and East Texas.
 - 1) Have 6 programs available.
 - 2) \$600 per program budgeted but if all the funding is not used, will do a 4th program
 - c. 2019 conference will be during the Q2 Waco/Temple hosted by Central Texas. Will be doing education needs assessment to determine what topics to provide.
 - d. Educational Institute – online education options. Will be looking into providing additional courses.
36. Trauma Courtney Edwards
- a. Legislative hearing on March 22nd to discuss substance abuse and opioids,.

- b. TETAF Data Management course offered March 22-23rd in North Richland Hills which will meet the state requirements for trauma registrar education.
- c. TNCC status in 2017: Total Students 6335, pending 8 course info; 464 TNCC Provider courses, 81 TNCC Renewal courses, 34 TNCC Instructor courses; 28 Military courses provided
- d. 42 missing course materials from 26 course directors. Have sent reminders.
- e. 3 new T-ICERS approved
- f. Instructors are reminded to use only test E & F for TNCC
- g. TNCC 8th edition revision is ongoing
- h. ENA has ability for instructors to track their information – Course Ops.

Member Open DiscussionAll

- 37. Donations to the ENAF
 - a. Live and Silent auction for ENAF/State Challenge during lunch raised \$1870
 - b. Contributions to the State Challenge 'Star' raised \$212.96
 - c. Purchase of paving brick = over \$1500 at this meeting
 - d. Raise \$289.50 for the State Challenge in addition to the \$212.96 'Star'
 - e. Will investigate how to get the money in and receive the most credit for the donations.

- 38. Emergency Nurses Survival Guide now out electronically – 50 chapters. \$25 if ENA member \$30 non-member

- 39. Kim Grant is in the process of moving overseas to work. She will provide several articles in the next several newsletters about this process.

- 40. Adjourn Steven J Jewell
The meeting was adjourned at 2:32pm.

- 41. Complete Assignments Table Steven J Jewell

Assignments Table

Item	Assigned To	Due Date
ENA decision regarding TxENA Foundation	Christine Russe	Q2 meeting
Update on obtaining legislative lobbyist	Casandra Campbell	Q2 meeting
Update on Association Manager's position	Melanie Aluotto	Q2 meeting
Update on State Achievement Award application	Steven Jewell	Q2 meeting
Update on delegate package	Barry Hudson	Q2 meeting

Approved: April 21, 2018