



Texas State Council

April 20th, 2018

Texas State Council
9:00am-11:00am
Galveston, Texas
Shriners Children's
Hospital

Texas ENA 2018 2nd Quarter Board of Directors Minutes

Board members present:

		Chapter
President	Steven J Jewell, BSN, RN, CEN, CPEN	San Antonio
President-Elect	Melanie Aluotto, MSN, RN, CEN,	Houston
Treasurer	Dan DiDonato, MSN, RN, CEN,	Texas 10-59
Treasurer-Elect	Polly Johnson, RN, CEN	West Texas Panhandle
Secretary	Carol Twombly, MSN, RN	San Antonio
Director	Jody Bauer, MSN, RN, CEN,	Dallas County
Director	Crissie Richardson, MSN, RN, CPEN,	Central Texas
Past President	Marcia Fuller, RN, CEN,	Rio Bravo Chachalacas
Parliamentarian	Barry Hudson, BSN, RN, CPEN,	Tarrant County

Meeting Guests: See sign-in sheets

Minutes

Standing agenda items

1. Call to order / welcomeSteven J . Jewell
Meeting was called to order at 0909
2. Review of board meeting rules.....Barry Hudson
3. Approval of agendaBoard members
4. Changes required: Open Discussion: e. - Bylaws needs to be changed to Texas Director
Agenda approved with changes.
5. Approval of minutes from February 9th, 2018.....Board members
Approved without change
6. Board reports (Board business only):
 - a. President: Steven J. Jewell
 - i. Welcome to El Paso member –1st time attendee
 - ii. Welcome to Brazos Valley SIG representatives
 - iii. Donations for State Challenge are up to \$36,000, 90% of goal. Believe it will reach \$40,000 before challenge is finished. Texas is currently the leading state in donations.

- 1) Problems with entering individual donations on website – Steven will let National know.
 - 2) ‘Brick’ donation link just came on line.
 - 3) Previous donators will be sent an assignment form soon from National
 - ~~iv.~~ Difficulty reaching ENA at times has been reported. Steven stated the ENA’s National office is currently undergoing a major move to a new location.
 - v. See Board Member report
- b. President-Elect: Melanie Aluotto – see report
- c. Treasurer: Dan DiDonato – deferred to Financial report
- d. Treasurer-Elect: Polly Johnson
- i. El Paso:
 - 1) Working with members to revive the chapter. Have representative at Q2 State Council meeting.
 - 2) Will hold meeting on Tuesday where elections will be held. 10 people have RSVP’d
 - 3) Found financial records/bank
 - 4) Located an electronic copy of old Bylaws which are not in correct format. Working on verifying the content and fixing format.
 - 5) 501(c)3 status remains in effect
 - 6) SOP review in progress
 - 7) Trying to learn QuickBooks and to work with new Treasurer
 - ii. See Board Member report
- e. Secretary: Carol Twombly – see Board Member report
- f. Director: Jody Bauer – see Board Member report
- g. Director: Crissie Richardson – see Board Member report
- h. Past President: Marcia Fuller
- i. Ingrid Steinbach, a valued member of the Rio Bravo Chachalaca’s and Texas ENA, died recently due to long-term illness. She will be greatly missed by all.
 - ii. Working with Polly Johnson to set up scholarship in Ingrid’s name. More information will be presented at the next meeting.
 - iii. See Board Member report
- i. Parliamentarian: Barry Hudson
- i. Resolutions Committee was split out from General Assembly Committee. April 19th will be the first meeting. No proposals for Bylaws or Resolutions have been submitted.
 - ii. See Board Member report

Action section (votes required)

7. Treasurer’s Finance Committee reportDan DiDonato
 - a. Financial Report as of March 31, 2018
 - i. See attached report
 - b. YTD Budget Worksheet – (Budget vs. YTD)
 - i. TNCC/ENPC provide greatest revenue
 - 1) TNCC well ahead of planned. Currently at 34.56% of projected
 - 2) ENPC - 3% above projected.
 - ii. Membership - Low in membership dues - only 3% of projected
 - iii. ‘Conference At Sea’ has 38 people currently registered for conference and 40-50 people are going on cruise.
 - c. Financial Report approved.
 - d. See Board Member report
8. TxENA Board of Directors teleconference meetingSteven J Jewell
 - a. Board vote regarding TxENAFoundation:
 - i. February 22, 2018: ENA held a teleconference call with the TxENA Board and Texas Emergency Nurses Association Foundation (TxENAF) board to discuss the TxENAF. ENA stated the TxENAF was incongruent with the ENA’s Bylaws. A letter from Nancy MacRae, ENA Executive Director, dated February 22, 2018 was sent to the Board members confirming this information and indicating the ENA required the TxENAF be dissolved in order to comply with ENA Bylaws and resolve trademark issues.
 - ii. March 3, 2018: A vote of the TxENA Board held on March 3, 2018 via teleconference and a motion to dissolve the TxENAF was approved.
 - iii. The steps necessary to dissolve the TxENAF were taken including the completion of the State of Texas Certification of Termination – (Form 652) and the return of all donations and/or start-up funds to appropriate organizations.
 - iv. April 19, 2018: Nancy MacRae, Executive Director of the ENA, was notified via email by Steven Jewell, all steps necessary to dissolve the TxENAF had been completed. This email was acknowledged by Ms. MacRae the same day.
 - v. Approved Board Meeting Minutes and the State Councils Minutes regarding dissolving the TxENAF will be sent to Ms. MacRae.
9. Brazos Valley Chapter of the ENA SIG request Denna Cerezo
 - a. Steven Jewell stated the ENA had received a petition, dated March 7 2018 containing 24 signatures, requesting to form a new chapter in the Brazos Valley area. The petition was forwarded to the TxENA.

- b. Deena Cerezo, petitioner, provided information regarding the reasons a new chapter was requested. There were two major reasons presented for the petition; the distance to current chapter meetings was excessive for a large number of members and the growth of the area including new hospitals and free standing EDs would increase the number of potential members. Therefore, a new chapter was needed to better serve the current and future members.
- c. Steven Jewell and Barry Hudson clarified, in order for a new chapter to be formed, after the petition with significant signatures was received, the TxENA Board needed to vote to approve the formation of a special interest group (SIG) and recommend that action to the State Council. If approved, the SIG would have one year to complete all the requirements for the formation of a chapter and ensure there was enough interest in the local area members to be sustainable.

Recommendation: Bring the petition for the Brazos Valley SIG to the State Council for discussion. Approved.

Open board discussion

10. Texas ENA Foundation report Christine Russe

Christine Russe thanked all the members of the Board for supporting the initial formation of the TxENAF. In addition she thanked Steven Jewell and the other members of the Board who were responsible for completing the work necessary for dissolving the TxENAF on the schedule proposed by the ENA.

11. Legislative lobbyist report Cassie Campbell

A proposed contract for the legislative lobbyist was reviewed by the Board:

- a. \$1,000/month with up to \$100 for expense/month
- b. Legislative year contract – June thru July to accommodate the legislative year.
- c. It was suggested we use Kevin Steward

Recommendation: Present the position and contract to the State Council for discussion. Approved.

12. Association operations manager report Melanie Aluotto

- a. A Business Plan for a Texas Operations Manager has been formulated with the help of the ENA.
- b. The operations manager position would help improve consistency due to the turnover of the Board members.
- c. At least 1 other state had an operations manager at one time – no longer has this position – reason unknown.
- d. Part-time position – approximately 20 hours per week

- e. Contracted for services – not employee.
- f. No health insurance would be paid for by TxENA
- g. Salary: \$20,000 - \$40,000
- h. Responsibilities: Discussion. Need to include Grant writing.

Recommendation: Take proposed position and Business Plan to State Council for discussion. Approved.

- 13. Texas ENA chapter compliance status Carol Twombly
 - a. See report
 - b. Information is still coming in for the Q2 State Council meeting - will post report after meeting.
- 14. Texas Director Discussion Karima Durrazai
 Director information will remain the same in the Bylaws/SOPs until such time as there is a change in the number of Directors.
- 15. State Achievement Award update Steven J Jewell
 The State Achievement Award was submitted on time. ENA had indicated they received the document.
- 16. At-risk Chapter update..... Melanie Aluotto
 - a. El Paso Chapter.....Polly Johnson & Barry Hudson
 See information provided in the Treasurer-Elect report
 - b. East Texas.....Dan DiDonato & Mary Leblond
 - i. A representative will be attending the Q2 State Council meeting
 - ii. Will be going to Longview on Monday for a Chapter meeting
 - iii. Working on Bylaws and SOP, due to small changes may need help
 - iv. Haven't found the treasury/bank or financial records as yet.
 - v. No budget formulated – due to current lack of funds.

New business – None

Member discussion – None

Adjourned: Meeting was adjourned at 1105am

Assignments Table

Item	Assigned to	Due Date

Approved: July 13, 2018