



Texas State Council

Texas ENA State Council Meeting  
April 21<sup>th</sup>, 2018 9:00am – 4:00pm  
Galveston  
Texas Shriners Children's Hospital

## Texas ENA 2<sup>nd</sup> Quarter Business Meeting Minutes

### Board Members Present

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

**Delegates Present:** – see sign in sheets

**Past Presidents Present:** – see sign in sheets

**Guests Present:** – see sign in sheets

## Minutes

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1. Call to order ..... Steven J Jewell  
The meeting was called to order at 0915. A minute of silence was held for Ingrid Steinbeck, a valued member of the Rio Bravo Chachalaca's and Texas ENA, who died recently from a long term illness.
2. Invocation ..... Barry Hudson
3. Parliamentary procedure ..... Barry Hudson  
Delegates, Board members and past presidents may participate in discussions & vote. 1 vote only. Guest may participate in discussion last when recognized by the President. Parliamentarian is a non-voting member of the Board but may vote as a Past President.
4. Official delegate count ..... Barry Hudson  
No delegate from West Texas present. Rhonda Manor Coombs and Aaron Salinas are attending via WebEx. Have quorum to conduct meeting.
5. Approval of agenda (vote required) ..... Delegates  
Approved
6. Approval of minutes - February 10<sup>th</sup>, 2018, Seabrook, Texas (vote required) ..... Delegates  
Changes required: The spelling of Crissie Richardson's name needs corrected. Approved with changes.
7. Introductions
  - a. National board members present – 1 ENA past president,
  - b. Past state presidents - 9 past TxENA presidents,
  - c. Recognition of CEN, CPEN, CFRN, CTRN, TCRN, SANE, and FAEN/FAAN
  - d. Members and guests, first time attendees – 4 first time attendees

e. Students - 1

8. Board reports

a. President Steven J Jewell:

- i. Will be presenting a Geriatrics webinar for 2 CNE on May 21st. This lecture is approved by the Texas Board of Nursing for its required 2 CNEs in geriatrics
- ii. Texas doing well with the State Challenge. Approaching \$40,000. Currently Texas is the leading state in the challenge.
- iii. 'Brick' instructions on how to indicate what donators want on their brick should be being received via email in the near future.
  - 1) Must get it in ASAP – or send via email to Steven.
  - 2) Should also be on ENA.org - Ann Mullen is the person to contact
- iv. Suggestion: Try to get all the bricks from Texas together. When together etch with Texas symbol. This would be expense. Steven will check on if this can be done and the cost.
- v. See Board Member report

b. President-Elect Melanie Aluotto

- i. East Texas is starting to function again. A meeting will be held this coming Monday.
- ii. See Board Member report

c. Treasurer Dan DiDonato – See Board Member report

d. Treasurer-Elect Polly Johnson – 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 – See Board Member report

i. Parliamentarian Barry Hudson – See Board Member report

9. Chapter reports:

See individual Chapter reports

**Action Section – votes required**

10. Treasurer's Report ..... Dan DiDonato

a. Financial Report: As of March 31, 2018

See 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. But Membership dues are due to this coming week.

iii. 'Conference At Sea' has 38 people currently registered for conference and 40-50 people are going on cruise.

iv. Difference between approved Budget and YTD is \$10,120.02

v. Committee Expenses are listed on the report. If any of the Chairs have questions regarding their committee's expenses speak to Dan DiDonato.

vi. Phone fines – The collect funds were lumped together as a deposit into the bank as cash and put into the ENAF donation. Since it is a line item, will need to track to ensure the

- income is accounted for in the budget.
- vii. ENAF - \$30,000 was donated specifically for named scholarships and Texas Endowment Fund.
- viii. Alliance Sponsor
  - 1) Only have one sponsor at this time with a \$2000 donation.
  - 2) Have contacted all the vendors on the previous sponsor list without any interest being shown.
  - 3) If anyone knows of a vendor send the name to Dan DiDonato or Melanie Aluotto. Sponsor fee is \$2000.
  - 4) Hope to obtain additional sponsors for the Q4 Gala.
  - 5) Information on the cost of tables was requested. That is being determined and will be announced in the near future.
- ix. Ansley Fund - \$326.51 income is due to a Harvey Fund refund.
- x. Media – has income indicated in budget due to the potential generation of funds by allowing advertisements. Advertising SOP has been approved. Need to attract advertisers.
- c. Financial Report approved.

11. Brazos Valley Chapter of the ENA SIG request ..... Denna Cerezo

- a. Steven Jewell reported the TxENA Board had received a petition, via the ENA, to form a new Chapter in the Brazos Valley area. 24 members signed the petition.
  - i. Clarification of Bylaws – interested members cannot petition for the start of new Chapter. They must petition for the start of a special interest group (SIG). The petition should have been submitted to the TxENA not the ENA.
  - ii. If approved, the SIG would have one year to complete all the requirements for the formation of a new chapter and prove there was enough interest by the local area members to be sustainable.
- b. Denna Cerezo, petitioner, stated a new chapter/SIG was needed to better serve current and future members due to:
  - i. The distance to current chapter meetings is excessive for a large number of members
  - ii. Growth of the area, including new hospitals and free standing EDs, will increase the number of potential members.
  - iii. Suggestion: the SIG represent the members in the Brazos Valley area contain the following counties; Brazos, Washington, Grimes, Madison, Burleson, Milam and Robertson counties. Clarification of Bylaws: The State Council Board would decide which counties would go into a SIG/new chapter.
    - i. Petitioners have already spoken to the Board of Central Texas who is in support of this change.
    - ii. Have plan formulated for the achievement of active status
    - iii. Have meeting on May 8th with 15 members having already RSVP'd
    - iv. If approved, the SIG would have to meet all requirements of TxENA and ENA by at least April 2019.
- c. The TxENA Secretary will maintain the original petition in the TxENA files.

Discussion.

**Motion:** Approve the formation of a SIG in the Brazos Valley. Approved

- d. The SIG does not have any funds with which to initiate the appropriate paperwork to set up a new chapter, ex. cost of filing for 501(c)3 status. In addition, they would need help in completing the required forms.

**Motion:** Use \$1,000 of the Chapter Support Fund to help fund this SIG. Note: Would need a line item to allow tracking of this type of funding. Approved.

## Informational Section

12. Texas ENA Foundation ..... Christine Russe
- a. Steven Jewell provided an update on the status of the Texas ENA Foundation (TxENAF)
    - i. In January at the SCLO, Christine Russe and other members of the TxENAF and TxENA meet with members of the ENA regarding the formation of the TxENAF. The ENA representatives indicated they were unaware of the start of this foundation and would need to review the ENA Bylaws and other documents prior to presenting the TxENA with its opinion.
    - ii. 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. The dissolution of the TxENAF was to occur by April 22, 2018
    - iii. March 3, 2018: A vote of the TxENA Board held via teleconference and a motion to dissolve the TxENAF was approved.
    - iv. 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.
    - v. 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.
    - vi. Approved Board Meeting Minutes and the State Councils Minutes regarding dissolving the TxENAF will be sent to Ms. MacRae.
  - b. Christine Russet thanked all the members of the Board and membership 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. State Achievement Award..... Steven J Jewell  
The Texas State Achievement Award document was submitted on time. The ENA has emailed they received the document.
12. TxENA PTSD Research Study update ..... Christine Russe  
Christine thanked the members for the support of the study and submitting completed surveys.
- a. 218 responded. The Dallas Metroplex area had 51% participation rate.
  - b. Results using the Post traumatic checklist and Post traumatic growth inventory.
    - i. Scores for subjects were divided into three groups:
      - 1) 83% did not show PTSD
      - 2) 6.3% scored high risk
      - 3) 11% scored showing PTSD
    - ii. PTSD survey written comments
      - 1) Many nurses indicated they are no longer in ED or the nursing profession.
      - 2) Common theme in the comments: increased self-awareness, the need to live each day and negative self-physical expression.
      - 3) Lack of leadership support
  - c. Future work: Christine indicated she is planning on using the information from the survey to:
    - i. Write an article for publication
    - ii. Submit an Abstract for Poster presentation to the ENA in 2019 in Austin.
13. Chapter Compliance ..... Carol Twombly

See report

14. At-risk chapter update ..... Steven J Jewell
  - a. El Paso.....Polly Johnson & Barry Hudson
    - i. Working with members to revive the chapter.
    - ii. Chapter representative is attending the Q2 State Council meeting.
    - iii. Will hold meeting on Tuesday where elections will be held. Notice has been sent to members. 10 people have already RSVP'd.
    - iv. Found financial records/bank
    - v. Located an electronic copy of old Bylaws which are not in correct format. Working on verifying the content and fixing format.
    - vi. 501(c)3 status remains in effect
    - vii. SOPs review in progress
    - viii. Trying to learn QuickBooks and to work with new Treasurer Rep here.
    - ix. Barry Hudson indicated he would help with the IRS 990 form.
  - b. East Texas.....Dan DiDonate & Mary Leblond
    - i. Chapter representative is attending the Q2 State Council meeting
    - ii. Will be going to Longview on Monday for a Chapter meeting
    - iii. Working on updating Bylaws and SOPs
    - iv. Haven't found the treasury/bank or financial records as yet.
    - v. No budget formulated – due to current lack of funds.
15. Cruise conference update .....Carol Twombly, Dan DiDonato & Bre Ward
  - a. Currently have 38 people registered for the conference with 40-50 people on the cruise
  - b. Approved for 10 CNEs which will be issued for the entire event.
    - i. Attendees must submit a completed evaluation form.
    - ii. There are no partial CNEs for attending specific days or certain courses.
  - c. Conference will be held in the Limelight Lounge on Deck 5 during the 3 days at sea.
  - d. Welcoming event will be held in the Red Frog Pub on Deck 5 on April 22, 2018.
16. Association Operations Manager update ..... Melanie Aluotto
  - a. Reviewed Business Plan:
    - i. Now includes grant writing which would be beneficial to the TxENA.
    - ii. Part time position.
    - iii. Salary \$20,000 - \$40,000/year.
    - iv. Talent search would be conducted by task force with results being reported to and approved by the Board.
    - v. Contract for services not employee.
    - vi. Part time position – approximately 20 hours per week.
      - 1) Would need a record of work hours
      - 2) Time might fluctuate based on the time of the year/work required
    - vii. No health insurance would be paid for by the TxENA
    - viii. Would be responsible for finding vendors to be Alliance Members

#### Discussion

**Motion:** Call the discussion. Approved.

**Motion:** Postpone vote until all information/discussion on 3 proposed positions (Operations Manager, Legislative Lobbyist, increase of number of Directors) has been presented. Approved

After all proposed positions were presented and discussed, members returned to this item for a vote.

**Motion:** Approve the Operations Managers position as presented in Business Plan and start the hiring process with potential start date of no earlier than January 1, 2019, initially have only a 1 year contract, and cap the salary at \$40,000. Approved.

17. Legislative Lobbyist update ..... Cassandra Campbell

- a. A proposed contract for the legislative lobbyist was reviewed:
  - i. Salary - \$1,000/month with up to \$100 for expense/month = max \$13,400
  - ii. Utilize a legislative year contract: July thru June to accommodate the legislative year.
  - iii. Suggestion – use Kevin Steward.
    - 1) He already works with TNA and other organizations.
    - 2) Have not discussed his work with those agencies
  - iv. Cancel services clause indicates cancelation can be done by either party with 7 days' notice. Suggested a change to 30 days if position approved
  - v. Information provided by the lobbyist would need to be distributed. This might be the role of the Operations Manager role.
  - vi. Suggested title change to Legislative Council
- b. Government Affairs Committee recommendation: Approve the hiring of Kevin Steward for this position.

Discussion

**Motion:** Move forward to initiate a contract with Kevin Steward. 1 year contract (legislative year), year to year renewal, 30 day severance period, salary \$1,000/month and up to \$100/month expenses. Provide education session for Government Affairs Committee every other year. Approval would be pending positive recommendations from the organizations he current serves. If we receive negative recommendations would void the motion. Approved

18. TxENA Director revision request ..... Dan DiDonato

a. Roles and Responsibilities of adding 2 directors

Steven Jewell explained the discussion on this item was tabled at the 1<sup>st</sup> Q meeting. The item, therefore, was put on the agenda for this meeting in error. To bring the item up for discussion at this meeting there must be a motion to discuss and then the motion must pass by a 2/3 vote of the voting members of the State Council meeting.

**Motion:** Discuss TxENA Director Revision request. Not Approved (Motion did not obtain a 2/3s vote.)

19. Committee updates

a. Awards & Honors ..... Christine Russe

- i. TxENA submitted 8 recommendations for the 2017 ENA Achievement Awards. Will hear in May 2018 if any of the candidates from Texas won.
- ii. Sally Snow was submitted for the Pediatric Readiness Improvement Award
- iii. 2018 Award Applications will be posted on the website by end of the week.
  - 1) Application must be sent in Word format.
  - 2) Application requires specific CV information – to validate application.
  - 3) Submission deadline June 15th

b. ByLaws & SOPs ..... Karima Durrazai

- i. Submitted Bylaws changes to Component Relations and have posted the approved version on the website
- ii. Revised Bylaws - All chapter leaders are:
  - 1) Reminded to make amendments to Article 5 in the Chapter Bylaws

- 2) Bring 2 hardcopies for and send 1 electronic copy to Karima Durrazai.
  - iii. SOP Conflict of Interest – is being reviewed by the committee. Goal is to ensure:
    - 1) Limited participation of person with perceived conflict.
    - 2) Must notify committee chair of conflict. May sit in room but cannot participate in discussion.
- c. Council of Presidents ..... Marcia Fuller
  - i. Applications for officer elections are on website with a direct link from Facebook
  - ii. Candidates are for President elect, secretary elect, 1 director
  - iii. Clarification: Parliamentarian is appointed by president and is not elected)
  - iv. Social media presentation is being formulated for the next meeting in order to assist chapters increase communications with members.
  - v. Education is also being proposed to share information on such items as obtaining CNEs and the 'Outreach to Teach' program.
  - vi. Kelsea Brice will be chairing an ad hoc 'Day of Service' committee. Proposal - chapters to organize an event that provides service to the community
- d. Free Standing ERs ..... Chris Veal  
Joann Craze reported the committee is working on a position statement regarding safe staffing minimal standards for nurses who work in free standing emergency rooms.
- e. General Assembly ..... Barry Hudson
  - i. Austin 2019:
    - 1) Obtained delegate gift – mug with Texas Austin 2019 logo.
    - 2) Gift bags will be given to all delegates, past presidents, board members, staff
      - a) Budget is \$15,000. Will spend \$11450.
    - 3) Shirt vendor – problems with Lubbock vendor. New vendor in Arlington has been identified. Assures quick turnaround. Shirts will be polo type, red and blue.
    - 4) Delegate packets are being given to chapters today.
      - a) Application on the website.
      - b) Must be submitted to chapter president by June 1<sup>st</sup> for verification of local points and to Barry – June 15<sup>th</sup>.
        - (i) SIG – send to chair of SIG and then to Barry.
      - c) Delegates will be presented at July meeting.
      - d) Date typos will be corrected and will repost on website by today.
      - e) Budgeted for \$900 stipend/delegate
- f. Government Affairs ..... Cassandra Campbell
  - i. May 8-9<sup>th</sup> Day on Hill - a few slots have opened.
    - 1) Legislation being promoted:
      - a) ASKS – go to ENA website Govt. Affairs. Write legislators.
      - b) ENA supporting – research re gun violence.
      - c) 1478 Gun Violence
- g. Injury Prevention ..... Jeff Carico  
Lem Guerrero reported there will be a 'Falls' program & instructor class on Thursday Oct. 4<sup>th</sup>
- h. Meetings & Planning ..... Debra Rodriguez
  - i. Chair elect Cindy Allison
  - ii. Finalized survey questions – will be sent out at end of meeting
  - iii. Update of the Meeting Planning Guide should be complete prior to next meeting
  - iv. Future meetings:
    - 1) 3rd Q 2018 - July 12 -13, 2018          Katy
    - 2) 4th Q 2018 - October 12-13, 2018      Arlington
    - 3) 1st Q 2019 - January 10-12, 2019      Austin

- 4) 2nd Q 2019 - April 12-13, 2019                      Central Texas
- 5) 3rd Q 2019 - July 12-14, 2019                      Lubbock
- 6) 4th Q 2019 - October 11-12, 2019                      Arlington

- i. Membership ..... Elaine Thomas
    - i. 3941 current members
    - ii. Membership Drive
      - 1) Dallas had highest increase in numbers. Central Texas had the highest % increase
      - 2) TxENA will host a Pizza party for the winners - dates to be determined.
    - iii. Still need to find ENA Champions.
    - iv. Media – Bre Ward reported there will be no changes to the website or any program until the Operations Manager is in place.
  - j. Nursing Practice ..... Kelsea Bice
    - i. Writing a position statement on new graduates nurses in ED
      - 1) Will do research
      - 2) Will present at 4<sup>th</sup> Q meeting and then will move on to national
  - k. Pediatrics ..... Justin Milici
 

Chrissie Richardson reported:

    - i. May need to help with instructor course in Abilene.
    - ii. May have information on instructors in West Texas
    - iii. Issues in several chapters regarding how to improve attendance at provider courses. If anyone has attendance strategies, send the info to Crissie Richardson.
    - iv. Still having issues with facility management believing PALs is equal to ENPC. ENA has – ENA has statement regarding why it's not equal.
    - v. EMSC grant was renewed for another 4 year at a higher rate at federal level.
    - vi. EMS for Children Day on May 21<sup>st</sup>
    - vii. Need chair elect
  - l. Professional Education ..... Kris Powell
    - i. Want to include the new SIG as at risk chapter so it will be eligible for 'Out Reach to Teach' courses.
 

**Motion:** Include all SIGs in 'at risk' list. All SIGs receive same considerations for funding from state. Approved.
    - ii. Education event is schedule for Thursday April 11, 2019
      - 1) Location in Central Texas
      - 2) Currently collecting 3 top topics from attendees at various events
  - m. Resolutions ..... Barry Hudson
 

Kelsea Bice is working on a proposed change in the Bylaws regarding the number of years of experience required for a board member to be considered for a board position. Increase from 3 years to 5 years.-
  - n. Trauma ..... Courtney Edwards
20. Member open discussion ..... All present
- a. Scams out via email going to presidents and treasurers of chapter regarding paying an invoice. Double check with email address and with person and don't open attachments
  - b. E-Vote by Board:



- i. Oct. 12<sup>th</sup> Friday for 4<sup>th</sup> Q meeting CPEN in Arlington with Scott DeBore at a cost of \$2900. Approved.
  - 1) Proposed at this time due to the availability of the rooms at no cost.
  - 2) Information is on the website.
  - 3) Cost ENA members - \$150, Non-members \$200
  - 4) Need to advertise event
  - 5) 70 seats tables

Discussed

- c. Holding auction in July to replenish Ansley fund. Any information on items for the auction need to be forwarded to Bre Ward
- d. Karima Durrazai thanked the committees for reviewing their SOPs. Only 3 committees were lacking
- e. Discussion by Board:
  - i. Oct. 12, 2017 closed Board Meeting minutes were approved
  - ii. February 10, 2018 Executive Session minutes at the State Council meeting were approved.
  - iii. March 3, 2018 Board teleconference meeting regarding the TxENAF dissolution were approved.

23. Adjourn ..... Steven J Jewell  
 The meeting was adjourned at 1443.

Assignments Table

| Item | Assigned to | Due Date |
|------|-------------|----------|
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**Approved: July 14, 2018**