



Texas State Council

Texas ENA State Council
October 12th, 2018 9:00am – 11:00am
Arlington, Texas
Texas Health Arlington Memorial Hospital

Texas ENA 4th Quarter Board of Directors 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, 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 Chrissie 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

Guests: See sign-in sheet

Minutes

1. Call to orderSteven J Jewell
The meeting was called to order at 0902.
2. Parliamentary procedureBarry Hudson
Only Board of Directors members are allowed to vote on items. Guest will be permitted to participate in discussions after all of the Board members have spoken, when identified by the President.
3. Approval of agenda (vote required)Board
The Agenda was approved with no changes
4. Approval of July 13, 2018 minutes (vote required) Board
Minutes for July 13, 2018 (Q3) approved without change
5. Board reports
 - a. President Steven J Jewell – see report
 - b. President-Elect Melanie Aluotto - see report
 - c. Treasurer Dan DiDonato - see report. Financials deferred until later in the meeting
 - d. Treasurer-Elect Polly Johnson - see report
 - e. Secretary Carol Twombly - see report
 - f. Director Jody Bauer - see report.
 - g. Director Chrissie Richardson - see report
 - h. Past-President Marcia Fuller - see report
Received an email from Serena Frederick Specialist of Poison Information II Southeast Texas Poison Center, which includes East Texas 296, Golden Triangle 335, Gulf Coast 435, Houston 195 &, Texas 10-59. Ms. Fredrick is willing to provide education on poison control at chapter meetings. Marcia provided information on the TxENA's 'Outreach to Teach' program to Ms. Frederick and the possibility of including a poison control lecture. Marcia will notify impacted chapter presidents regarding this educational opportunity.
 - i. Parliamentarian Barry Hudson

- i. Steven Jewell complimented Barry regarding the Texas tumblers provided by the Committee at the recent at General Assembly. There were none left and people were asking for more. Great job by the General Assembly Committee.
- ii. Barry stated the committee purchased 800 tumblers and gave 1 to each of the 700 to delegates, 1 to each national board members, 1 to staff that worked with us 1 on 1, and gave remainder to the AV staff.
- iii. There are still a few sample tumblers left. These will be given out to first time State Council attendees until gone

Action Section – votes required

6. Treasurer's Report Dan DiDonato

- a. See Finance Report – based on September 30, 2018 finances
 - i. Morgan Stanley Smith Barney: Increased in Q3 of but the gain has now decreased due to changes in the stock market.
 - ii. Total Asset Change: Had a small deficit at the end of Q3 which was due to the payment of all the delegate checks.
 - iii. Finances Overall: the State is doing very well.

Treasurer's Report approved.

- b. Budget / Balance Work Sheet as of September 30, 2018
 - i. Income - 80.2% of planned budget
 - 1) ENPC – 86.6%
 - 2) TNCC – 91.9%
 - 3) Membership – 71.2% which is less than anticipated
 - ii. Expenses – 73.7% of planned budget. This indicates the state is doing well controlling expenditures.
- c. Proposed 2019 Budget
 - i. Income:
 - 1) ENPC/TNCC: Increased revenue for both
Discussion: The new editions of ENPC and TNCC will be rolled out by 2019. Usually there is an initial decrease in revenue immediately after the rollouts. There will be no change to the indirect fees. Books will cost more - \$70. Instructor manual will be downloaded so there will be no cost.
 - 2) Grants: This line item has been added due to the addition of the Association Operations Manager (AOM)
 - 3) Smith Barney: 2019 Scholarship monies will be shifted to Smith Barney until the scholarships are allocated. This will allow the monies to obtain a higher interest; 15% with Smith Barney vs 5% in savings account.
 - 4) Gala: Have added income due to sponsors
 - 5) Media: Income budgeted is due to proposed media ads on the website and in the Newsletter
 - 6) Meeting Planning: Less monies budgeted due to number of exhibitor in 2018.
Discussion: Need to determine how to allow smaller vendors/exhibitor to participate but not at Alliance prices.
 - 7) Professional Education: There will be a course in 2019 but do not anticipate associated income
 - 8) Corporate Alliance Sponsors: Had 3 for 2018. Budgeting for 10 in 2019 due to having AOM.
 - ii. Expenses:
 - 1) Board expenses: Increased due to inclusion of AOM salary, travel, and business expenses. Also Board travel increased slightly over 2018
 - 2) Chapter Support: Increased due to higher 2018 expenditures.
 - 3) General Assembly Committee: Will include monies for delegated stipends, funds for General Assembly gifts and committee expenses.
Discussion: Delegate funding due to the General Assembly being in Austin is budgeted for \$900/delegate. It is being kept at this amount due to the cost of travel for some delegates. Expenses will need to be turned in to the Treasurer.

- 4) Government Affairs: Increased due to addition of Legislative Liaison.
- 5) Resolutions Committee: This committee was reinstated and as such is a separate line item. Since Barry Hudson is the chair of this committee and the General Assembly Committee, there are no expenses for this line item.
- 6) Texas Endowment Fund: Decreased due to the need to shift money for gifts into General Assembly line item and to balance budget. Additional monies can be donated if there is additional income.
- 7) ENA SCLO: Increased due to the meeting being in Chicago. Will budget for 20 people.
- 8) Tax Preparation: Increased due to actual cost of tax preparation in 2018.
- 9) Texas Leadership Orientation: Increased. Will pay \$150 / night for 3 nights for each Texas attendee.

2019 Proposed Budget approved. Will be taken to the State Council for discussion and vote.

Informational Section

7. Association Operations Manager (AOM) update Melanie Aluotto
 - a. Received 20 applications and narrowed it down to 4 base on experience with nursing, association, grants. Have interviewed candidates.
 - b. Have started contract negotiations with leading candidate, Liza Bailey who is currently reviewing the contract.
 - i. Has Master in Business Administration and Development
 - ii. Experience with associations grants writing including federal grants
 - iii. Participated in various fundraising galas
 - c. ENA wrote our contract due to the legal language involved and business requirements. If TxENA wishes to change any of the content, it was suggested we hire an attorney.
 - d. Contract:
 - i. Contracted part-time employee with salary based on work accomplished not hours.
 - ii. AOM will sit on board as non-voting members
 - iii. Accomplishments / Key metrics listed in the contract will include:
 - a) Secure minimum of ten alliance members.
 - b) Search, review, and potentially submit grant opportunities for TexasENA to offer educational events. These applications will be in collaboration with a specific board member(s) as liaison.
 - c) Coordinate with the TexasENA webmaster in ensuring accuracy of website and social media outlets.
 - d) Assist with committee assignments and charges as approved and discussed by the Texas ENA Board of Directors.
 - e) Coordinate with the board of directors and Professional Education Committee to implement a minimum of one educational event in 2019.
 - f) Coordinate with TexasENA Legislative Liaison to communicate tracked bills introduced in the Texas legislature relevant to emergency nursing practice.
 - g) Work with Membership Committee to facilitate increase of TexasENA membership of 2% by end of 2019.
 - h) Coordinate with General Assembly Committee to facilitate the TexasENA state ambassadors plan for EN19; attend EN19 onsite to assist in coordination of host assignments.
 - i) Facilitate update of TexasENA's strategic plan and monitor congruence with National ENA's strategic plan.
 - j) Monitor and assure National ENA Board and Delegate actions are brought to the Texas ENA Board of Directors attention in a timely manner.
 - k) Participate in phone calls between contractor and TexasENA President monthly or as needed.
 - l) Present a minimum of three (3) new or improved, means to conduct business or improve membership/community relations.
 - m) Assured posting of meeting agendas to TXENA website–two weeks prior to each quarterly meeting.

- n) Assure posting of meeting minutes to TXENA website—three weeks following each quarterly meeting

8. Proposed ByLaw changes Dan DiDonato
 The formation of the Association Operations Manager (AOM) will necessitate a change to the Bylaws to include this position in the Board of Directors as a non-voting member. Dan DiDonato will submit a bylaw change proposal to the Bylaws and SOPs Committee. The change requirement will be discussed at the Oct. 13th State Council meeting.

9. 2019 Strategic PlanMelanie Aluotto

- a. Melanie provided a draft 2019 Strategic Plan. Plan is based on the ENA Quality and Safety Pillars. Examples:
 - i. Community: Promote and encourage chapter delegate attendance at Texas ENA quarterly meetings.
 - ii. Knowledge: It is important to develop a good marketing plan. Propose the submission of a poster presentation for national from State Councils. Suggestion - present poster on hiring of AOM and how it helped us for 2020 national
 - iii. Quality/Safety: Promote Lantern award. Texas needs to promote our organization and be seen as a leader. Suggestion to include the 8x8 bricks at ENA headquarters.
 - iv. Advocacy: Assisted by legislative liaison
 - v. Infrastructure: Communication technology to ensure all members are reached
- b. Strategic plan will be taken to the Oct 13th State Council meeting for delegate review and comment.
- c. Final draft will be posted on the website for membership to review and comment. Need feedback before 2019
- d. Additional goals: Obtain grants, promote name, promote education

10. New Business..... Board

- a. Development of Chapter recognition system..... Crissie Richardson
 - i. At Risk Chapters: Need to develop criteria which identifies which chapters are at risk. Also, need strategies on how to help at risk chapters return to fully functional status.
 - 1) The criteria and strategies may or may not qualify as an SOP, will need to be determined.
 - 2) Questions / conflicts posed based on current TxENA SOPs - Discussion:
 - a) Page 2: 'Chapter policy should provide partial or full funding to delegates for participation at State Council meetings'. How would an 'at risk chapter' which is already having financial issues adhere to this. Even use of the State assistance will not negate this issue. The wording of the statement provides leeway since it is says 'should' not 'shall'.
 - b) Page 5: 'State Council may serve written notice to chapter officers regarding specific issues to address within a 30-day period or in accord with *State Council procedures*.' From recent history, it may be extreme difficult to ensure deliver of such a letter to a chapter officer.
 - c) Page 27: 'chapter should provide an emergency nursing education program at least once annually'. How would an 'at risk chapter' which is already having potential membership / financial issues adhere to this. But having education would help chapter meet the 501(c)3 status.

Recommended: Present these issues to Bylaws and SOP Committee to work on. Committee may form a workgroup to work on the changes needed. Once issues have been resolved, and changes approved, an educational process will need to be planned to ensure all chapters know the new requirements.

The committee will also determine if these changes effect the Bylaws.

- b. SIG update..... Steven Jewell
 Sent several messages / text asking about status but have not received a reply as yet.

11. Member open discussion All present

- a. ENA 50th Anniversary: Sally Snow reported the 1st meeting of the national committee has taken place. The committee wants every state heavily involved with a project / events around the Anniversary in 2020. The state liaison will help each state. Committee will help states do public outreach and are working on 2020 logo and pin. Anniversary rollout of events will be shared at SCLO in 2019 with 'Big Surprise'. Anniversary events will start at SCLO 2020. Due to Anita

Dore, there may be additional events in New York and California. May have traveling symbol of Anniversary. States are encouraged to partner with other organizations – hotels, medical supplies / pharmaceuticals, educational institutions, etc. JEN will do special 50th Anniversary supplement. Virtual morphing of ER nurse from 1970 to now, is being developed. Proposal to identify the past presidents and acknowledge the highlights of their terms..

b. 2020 General Assembly starts on Sept 8, 2020 in Las Vegas at the Venetian Hotel.

12. Emergency Nurses Week Proclamation.....Steven J Jewell
 Steven displayed an Emergency Nurses Week Proclamation signed by Greg Abbott, Governor of Texas. Emergency Nurses Week is Oct. 7-13, 2018.

13. AdjournSteven J Jewell
 The meeting was adjourned at 1018.

Assignments Table

Item	Assigned to	Due Date

DRAFT