



Texas State Council

Texas ENA 3rd 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	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	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

Minutes

1. Call to order Steven J Jewell
 The meeting was called to order at 0910.

2. Parliamentary procedure Barry 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 Board
 Agenda approved without change

4. Approval of minutes for April 13th, 2018, Galveston, Texas..... Board
 Minutes approved without change.

5. Board reports
 - a. President Steven J Jewell – see report.
 - b. President-Elect Melanie Aluotto – see report. Attended Brazos Valley SIG meeting - 17 members in attendance. SIG is working on required paperwork and is doing well.
 - c. Treasurer Dan DiDonato – see report. Finance deferred until later
 - d. Treasurer-Elect Polly Johnson – see report. El Paso Chapter is doing well and will have representatives here. Chapter had a meeting.
 - 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. At 0800 7/14/18 the Council of President will meet. Bre Ward will provide a presentation on the use of media.
 - i. Parliamentarian Barry Hudson – see report. El Paso’s Bylaws are outdated with the last version approved in 2010. Bylaws have been rewritten / revised with correction of grammar, rearranging articles and moving a section to the SOPs. Submitted to the Bylaws and SOPs committee for review.

Action Section – votes required

6. Treasurer’s Report Dan DiDonato
 See report.
 - a. Treasurer’s Report as of June 30, 2018:

- i. Checking account - Increase due to revenue from TNCC and ENPC. Membership did not do as well as expected.
- ii. Savings account - Slight increase due to interest received.
- iii. Morgan Stanley Smith Barney - Slight increase due to interest received.
- iv. Total Asset Change - Increased for Q2, however, expect large expenditure Q3/Q4 due to General Assembly delegate stipends.

Treasurer's Report Approved

- b. Budget / Balance Work Sheet as of June 30, 2018
 - i. Percent Column – indicates the % of revenue / expenses when compared to the approved budget for each line item.
 - 1) TNCC - 62%. Well above projected for this time of year.
 - 2) Membership renewal/new - 45%. Down 5% for mid-year.
 - 3) Conference At Sea – final. Didn't make as much as anticipated but event didn't spend as much as anticipated either. \$7000 revenue. Profit /Loss: -\$800. Learned several things which will help with the planning of another such event.
 - ii. Analysis Column: Created analysis of the Work Sheet indicating excess or deficit of funds for each line item at this point in the year.
 - 1) For completed line item it also identifies what excess funds may be available for re-allocation.
 - 2) Analysis shows an excess if \$7100 income over expenses at midyear. However, the largest expense, General Assembly delegate stipends will be paid in Q3/Q4.
 - iii. Delegate Stipend: Questions have been asked regarding why the 2018 delegate stipend (\$900) is less than the 2017 stipend (\$1100).
 - 1) In 2017 the majority of funds in the line item General Assembly went toward delegate stipends. While in 2018 this line item was split into two sub-line items: Delegate Stipend and Promotion of the 2019 Conference since it will be held in Austin. This resulted in the lower delegate stipend.
 - 2) Barry Hudson, in charge of obtaining Delegate Gift(s) stated the gifts will not cost as much as budgeted.
- c. IRS 990 – 2017 Tax Return: Contracted with MRZ to do 2017 taxes and have received 990 return. MRZ did a good job. Indicated assets were \$580,000 which is in line with the financial statement. Income % from 2017 is 6% which is less than 20% limit to maintain 501(c)3 status.

Motion: Present IRS 990 – 2017 Tax Return at State Council Meeting for approval and submission to IRS. Approved

Informational Section

- 7. Legislative lobbyist update Steven J Jewell
Signed the contract with Kevin Steward after receiving two (2) positive recommendations letters; the Executive Director of TNA and the President of the Texas School Nurses Association. Two positive recommendations were required based on directive at the Q2 State Council meeting. Kevin has been very busy working with healthcare committees to get nurses representation on these committees.
- 8. Association operations manager update Melanie Aluotto
This position approved in Q2.
 - a. Have posted the job offer / description on Facebook, Linked In, Indeed, etc. So far, have received 3 applications; 1 didn't meet our criteria, 1 rescinded, this left 1 application.
 - b. Looking at other options for getting the word out so we can increase the application pool. Have reviewed 'Monster' which costs \$400 for 60 days. Will also try to post on career center with ENA. ANA has same thing – will look into posting on their site.
 - c. May have better exposure if use a non-nursing site such as joblinkemployment.org.
- 9. New Business Board
No new Board business.

10. Member open discussion All present
- a. Elections at October meeting..... Marcia Fuller
 Have one applicant. Need applicants for a president-elect, secretary-elect and director. In order for the applicants' names to be posted in the Q3 Newsletter need them to be sent to Media Committee in the next 48 hours.
- b. Becoming our own CNE providerSteven Jewell
 There is an opportunity to become our own CNE provider. Requested information from TNA but didn't get a response. ANCC – provided information.
- i. Would allow us to approve chapter events for free and charge other organizations as they use the services
 - ii. Would need to ensure what we would do is in our scope, requirements
 - iii. Needs consistent process in place in order to maintain reports and records
 - iv. It would be a very time consuming process. Would need committed group not committee.
 - v. ANCC – we meet criteria for their 'specialty nursing' category.
 - 1) Cost: Application fee is \$1500 with an annual fee of \$1700. Unsure if the first year would be a combination of the application fee + annual fee = \$3200. Steven to check this out. .
 - 2) ANCC would watch over us for 6 months and we would be on another 6 months of probation
 - 3) TxENA person overseeing work must be Masters prepared
 - vi. Previously looked at but that the process it was too cumbersome and couldn't afford it
 - vii. Needs evaluated required. There is a question on how many CNEs would there be. If less than 250 hours of education probably would not be worth it.
 - viii. Need a needs assessment / cost analysis will be done by Professional Education Committee. Steven to give all information to Kris Powell.
- c. 2018 Delegate Gifts.....Barry Hudson
- i. Have come up with item we'll be giving out in Pittsburg to promote Austin 2019.
 - ii. Will give items to each General Assembly delegates (715), ENA board members and if any left over to the conference staff.
 - iii. Ice/hot cups with lids would have TxENA local logo on them
 - iv. Discussion regarding logo. Original etched 1"x1" provided by company can't be seen. Painted 3x3 can be seen. Company never had any complaints regarding painted logo coming off. Barry tested and couldn't remove painted on logo. Bought the 1x1 samples for \$250 but received the replacement the 3x3 painted logo cups free.
 - v. Will be going to General Assembly Committee for approval. If approved would purchase 800 cups for \$6400. Would save about \$4000. Company would ship to Pittsburgh free.
 - vi. Cups could be stuffed with anything, ex. Save the Date cards for Austin.
 - vii. Austin Business / Tourist Bureau will have table at 2018 conference so no need to provide additional Austin information
 - viii. Delegate table suggestions:
 - 1) Be sure to pick up the ones left on the tables and bring them back to Texas to be handed out to new members attending the quarterly State Council Meetings until gone
 - 2) Get small cowboy hats and fill with candy – one per table
 - 3) Get water bottles and paste custom printed label and put them on the table. Will bring it up in committee. Would conference center allow us to bring them in?
- Motion:** If we have mugs left over from General Assembly present them as a gift to new members attending the quarterly State Council Meeting. Will be distributed until gone. Approved
- d. Video of Austin: Suggestion - Put together a professionally produced video of our favorite locations Austin. To be shown on social media. And perhaps may be used at closing ceremony in Pittsburgh. Will need to be investigated. Kelsea Bice has agreed to investigate the use of social media for the Austin conference.

11. Adjourn Steven J Jewell
 Meeting was adjourned at 1008.

Assignments Table

Item	Assigned to	Due Date
Determine if ANCC would charge both the Application fee and Annual fee for the first year of providing CNEs.	Steven Jewell	Q4 Meeting
Needs assessment/Cost analysis of CNEs to determine feasibility of having TxENA provide CNEs	Kris Powell	Q4 Meeting
Video of Austin for social media and perhaps closing of 2018 conference.	Kelsea Bice	Q4 Meeting

v. 07.01.18

Approved: October 12, 2018