

## 2019 Board Report

1. Name / position in the Chapter and email address of person completing report:

1 <sup>st</sup> Quarter:	Name: Carol Twombly Board and Chapter Position: Secretary TxENA and Secretary, Professional Education Chair San Antonio Chapter Chapter: San Antonio 197 Position of work and location: Retired
2 <sup>nd</sup> Quarter:	Name: Same Board and Chapter Position: Email: Chapter: Position of work and location:
3 <sup>rd</sup> Quarter:	Name: Same Board and Chapter Position: Email: Chapter: Position of work and location:
4 <sup>th</sup> Quarter:	Name: Same Board and Chapter Position: Email: Chapter: Position of work and location:

2. Chapter Liaison Assignments and Activities:

1 <sup>st</sup> Quarter:	<ul style="list-style-type: none"> <li>• Austin,</li> <li>• Staked Plains – have been working with the Staked Plains officers to improve communication between the officers and members, improve visibility of the chapter and increase member/nurses interest in the chapter. Have had two face to face meetings with the President and Secretary, in San Angelo, to discuss concerns and strategize on improvements. Working with Kris Powell, Professional Education Committee to obtain Outreach to Teach lecture.</li> </ul>
2 <sup>nd</sup> Quarter:	Staked Plains Austin – will be attending the April meeting on April 16 <sup>th</sup> .
3 <sup>rd</sup> Quarter:	Austin, Staked Plains
4 <sup>th</sup> Quarter:	Austin, Staked Plains

3. Committee Liaison Assignment and Activities:

1 <sup>st</sup> Quarter:	Professional Education
2 <sup>nd</sup> Quarter:	Professional Education
3 <sup>rd</sup> Quarter:	Professional Education
4 <sup>th</sup> Quarter:	Professional Education

#### 4. Recent or planned board activities

1 <sup>st</sup> Quarter:	<ul style="list-style-type: none"> <li>• Completed uploading historic files onto icloud account in December 2018.</li> <li>• Attended SCLO.</li> <li>• Prepared information for Secretary turn-over for the Secretary-Elect Bre Ward.</li> <li>• Presented lecture on the job of Secretary at the Texas Leadership Conference.</li> <li>• Working with Dallas County Chapter on CNE application for education event on March 12<sup>th</sup>.</li> <li>• Working with San Antonio Chapter on development of their one day conference 'Concepts of Emergency and Critical Care – 2019' being held on May 9<sup>th</sup>. Also, a presentation being given by Alexion at the February 11<sup>th</sup> meeting</li> <li>• Sent out requests for Chapter and Board quarterly reports and chapter officer/committee chair compliances. Updated compliance report as information came in.</li> <li>• Notified chapters when new ENA logos were available</li> <li>• Provided chapters with Conflict of Interest information for their boards as well as the new form.</li> <li>• Notified Component Relations regarding glitches in their officer / committee chair compliance report as well as their current presentation template on the website</li> <li>• Was selected as one of the Best 25 Nurses of South Central Texas by South Central Texas Organization of Nurse Executives in October 2018.</li> </ul>
2 <sup>nd</sup> Quarter:	<ul style="list-style-type: none"> <li>• Working with Staked Plains to improved communications, visibility and interest of members and nurses in the area. Have driven to San Angelo twice for meetings.</li> <li>• Austin – will be attending the Austin Chapter April 16<sup>th</sup> meeting</li> <li>• Did a test migration of the TxENA files on Jungle Disk to an</li> </ul>

	<p>external hard drive to determine the extent of the potential problems which will occur when files are moved to the google drive. Awaiting the build of the documents google drive folder to start moving files from Jungle Disk to google drive.</p> <ul style="list-style-type: none"> <li>• Shifted all Board and Committee Q1 report contents to the quarterly new formats and sent these reports to the officers and committee chairs.</li> <li>• Had new quarterly report templates added to the website</li> <li>• San Antonio: <ul style="list-style-type: none"> <li>○ Working on development of chapter's one day conference 'Concepts of Emergency and Critical Care – 2019' being held on May 9<sup>th</sup>. Have submitted the CNE application and all required documents.</li> <li>○ Obtained CNEs for April 15<sup>th</sup> lecture on 'Organ Donation'</li> <li>○ Uploading historic documents on to iCloud account for chapter.</li> </ul> </li> <li>• Worked with the Dallas chapter to complete their CNE offering, presented by Christine Russe.</li> <li>• Sent Q1 reports and reminders Q2 reports are due to all officers, committee chairs and chapter presidents.</li> <li>• Sent going paperless – no Q1 draft Board meeting notices to all officers, committee chairs, chapter presidents and past-presidents.</li> <li>• Printed all required documents for Q2 Finance, Board and State Council meetings.</li> <li>• Continue to update files on Jungle Disk to meet established nomenclature.</li> </ul>
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

5. TxENA member who deserves reward/recognition

1 <sup>st</sup> Quarter:	Bre Ward for her help in understanding the google drive.
2 <sup>nd</sup> Quarter:	<ul style="list-style-type: none"> <li>• Terri Crowley and Josh Davis of Staked Plains for working extremely hard to improve their chapter. Thanks also to Kristi Petrey who assumed the role of the Chapter Treasurer at very short notice.</li> </ul>

	<ul style="list-style-type: none"> <li>• And, Bre Ward for ensuring the new report templates and draft Q2 documents were posted on the website.</li> </ul>
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

6. Any specific board related activity not addressed further on the agenda

1 <sup>st</sup> Quarter:	
2 <sup>nd</sup> Quarter:	
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

7. Any specific ENA related activities (past or present committees; offices, etc.)

1 <sup>st</sup> Quarter:	
2 <sup>nd</sup> Quarter:	
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

Submit Board Report to TxENA Secretary at [secretary@txena.org](mailto:secretary@txena.org) Due by Saturday of each TxENA State Meeting