

2019 Board Report

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

1 st Quarter:	Name: Liza Lawrence MBA,MSA Board and Chapter Position: AOM Email: aom@txena.org Chapter: Houston 195 Position of work and location: Houston Methodist Hospital Sugar Land-Department of Neurology; Operations Manager III and (AD-Interim) Director of Community Connector Program
2 nd Quarter:	Name: Liza Lawrence MBA,MSA Board and Chapter Position: AOM Email: aom@txena.org Chapter: Houston 195 Position of work and location: Houston Methodist Hospital Sugar Land-Department of Neurology; Operations Manager III
3 rd Quarter:	Name: Board and Chapter Position: Email: Chapter: Position of work and location: Retired
4 th Quarter:	Name: Board and Chapter Position: Email: Chapter: Position of work and location: Retired

2. Chapter Liaison Assignments and Activities:

1 st Quarter:	<ul style="list-style-type: none"> Working with the TX ENA Legislative Liaison and committee members to communicate updates to the board and chapters
2 nd Quarter:	<ul style="list-style-type: none"> Emails send out to chapter presidents regarding meeting chapter compliance. Incorporation Status Update Autisn, Hi Plains, Staked Plains, Tarrant County. Any updates? 880 needs to be completed to update demographic information and officers 803 Filed Annually in January ASAP to ensure you are still in compliance with Texas SOS and copy me when complete If 803 registration with the state form is not file, please submit form with Tax Clearance Letter and form 814 must be submitted

	<ul style="list-style-type: none"> • Payment Form • All this should be done by June 30th • Filing fee is 35.00. If received after June 30th is 35.00 for 90 days • After 90 days a restatement form has to be submitted (Form 814 • Filing fee of 75.00 • Required annual statement form 803 and filing fee of 35.00 • Organized and research chapter status and contact information • Will be sending out calendar invite out to all chapter presidents with a read receipt • Research Grants and available funds for human trafficking. 3rd quarter funding opportunities will be posted in June.
3 rd Quarter:	
4 th Quarter:	

3. Committee Liaison Assignment and Activities:

1 st Quarter:	<ul style="list-style-type: none"> • Gala Planning for October 2019; identifying logistics and new change agent methods. • Work with the board on securing new alliance members
2 nd Quarter:	<ul style="list-style-type: none"> • Tour and negotiated hotel BEO contract for 2019 Gala. Currently working on room assignments and allocation for board meeting. Worked on cost estimates for awards range from \$45-\$75 • Worked on cost estimates for award logo pins (vary) • Worked on cost estimates for entertainment for 2019 Gala • Working on décor sponsorship for 2019 Gala • Work on hotel sponsorship package donation
3 rd Quarter:	
4 th Quarter:	

4. Recent or planned board activities

1 st Quarter:	<ul style="list-style-type: none"> • SCLO- January (Chicago). Identify 3 new or improved, means to conduct business or improve community relations. Work with the President to help educate and transition the AOM role into the organization. Researching and identifying grant proposal opportunities for the organization. Will be working • with various committee liaisons. Serving on the finance committee to ensure compliance.
2 nd Quarter:	<ul style="list-style-type: none"> • Served on the finance committee to ensure compliance. • Presented ‘needs improvements” ideas to President • Assist 50th Anniversary Committee with organizing meeting times and conference call • Participated in the 50th Anniversary Committee call
3 rd Quarter:	
4 th Quarter:	

5. TxENA member who deserves reward/recognition

1 st Quarter:	N/A
2 nd Quarter:	Dan and Melanie for assisting the chapter compliance dashboard
3 rd Quarter:	
4 th Quarter:	

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

1 st Quarter:	N/A
2 nd Quarter:	Will be collaborating with Steven on 2 potential gala sponsors/alliance memberships
3 rd Quarter:	

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

1 st Quarter:	N/A
2 nd Quarter:	Working with John regarding email IT issues.
3 rd Quarter:	
4 th Quarter:	

Submit Board Report to TxENA Secretary at secretary@txena.org Due by Saturday of each TxENA State Meeting