

## 2019 Meetings and Planning Committee Report

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

1 <sup>st</sup> Quarter:	Name: Cindy Allison Email: cynthiamaybailey@yahoo.com Position of work and location: City Hospital Emergency Care Center-Samuel Farms	Position: Chair-Elect Home Chapter: Dallas County 190
2 <sup>nd</sup> Quarter:	Name: Debra Rodriguez Email: drodriguez4@ascension.org Position of work and location: Dell Children's ED, ED Manager	Position: Chair Home Chapter: Austin 329
3 <sup>rd</sup> Quarter:	Name: Email: Position of work and location:	Position: Home Chapter:
4 <sup>th</sup> Quarter:	Name: Email: Position of work and location:	Position: Home Chapter:

2. Number of ENA Members on Committee:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
15	15		

3. Number of attendees at meeting:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
	13		

4. Committee Meeting Schedule (day/time):

1st Quarter:	Friday February 8, 2019 @ 1400
2nd Quarter:	Friday, April 12, 2019 1400 thru 1455
3rd Quarter:	
4th Quarter:	

5. Recent or Planned Committee Activities:

1 <sup>st</sup> Quarter:	Upcoming meeting dates/ locations. Updating of the 1st time attendee packet <ul style="list-style-type: none"> <li>• April 12-13, 2019                      Central Texas – Killeen – Kayla Cehand</li> </ul>
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	<ul style="list-style-type: none"> <li>• July 12-13, 2019</li> <li>• October 18-19, 2019</li> <li>• February 6-8, 2020</li> </ul>	<p>Lubbock -Joann Craze Houston – Kelsey Brice Brazos Valley – pending confirmation</p>
2 <sup>nd</sup> Quarter:	Upcoming Meetings:	
	DATES	LOCATION/CONTACT
	July 12-13, 2019	Lubbock – Joann Craze <ul style="list-style-type: none"> <li>• Joanncraze88@gmail.com</li> </ul>
	October 11-12, 2019	Houston –Kelsey Brice/Liza <ul style="list-style-type: none"> <li>• Memorial City Hospital</li> <li>• Gala - Westin</li> </ul>
	January 9-11, 2020	Brazos Valley – Katie Verett <ul style="list-style-type: none"> <li>• katierverett@gmail.com</li> </ul>
	April 10 – 11, 2019	Staked Plains – Joshua Davis <ul style="list-style-type: none"> <li>• joshualeondavis@hotmail.com</li> </ul>
3 <sup>rd</sup> Quarter:		
4 <sup>th</sup> Quarter:		

6. Committee member(s) who deserve reward/recognition:

1 <sup>st</sup> Quarter:	Thank you in advance to those that signed up to assist with the sub group to revamp the First Time Attendee packet. (Bre Ward, Cindy Allison, Joanne Craze, Karyn Smith, Krystal Ceana, Teresa Coyne, Caroline Jackson, and Yvonne Mosley.
2 <sup>nd</sup> Quarter:	<ul style="list-style-type: none"> <li>• Central Texas Chapter for organizing the outstanding meeting location</li> <li>• Shawntay Harris for providing valuable information to help committee create a guide that can more easily assist chapters with meeting planning.</li> </ul>
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

7. Specific committee related activities not addressed on agenda

1 <sup>st</sup> Quarter:	
2 <sup>nd</sup> Quarter:	<ol style="list-style-type: none"> <li>1. Chapters interested in hosting a meeting must attend Meeting &amp; Planning Committee for information sharing</li> <li>2. Steven Jewell is an excellent contact for exhibitors – recommend chapters reach out to him within 6 months to obtain assistance with this. In addition, there was a recommendation that Steven offer a presentation to chapters on how to secure exhibitors for the chapters. Can result in income for the chapters.</li> <li>3. Meeting information will be finalized and posted to the TXENA website by</li> </ol>

	<p>the previous quarter</p> <ol style="list-style-type: none"> <li>4. Review and revise Meeting Planning Guide to include previous agendas</li> <li>5. Subcommittee will discuss converting First Time Attendee Packet into digital format</li> <li>6. Meeting survey sent to Bre Ward. She will mail evaluation to all attendees via Mail Chimp and send summary to committee for review.</li> </ol>
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

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

1st Quarter:	
2nd Quarter:	NONE
3rd Quarter:	
4th Quarter:	
4 <sup>th</sup> Quarter:	