

2019 Board Report

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

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| 1 st Quarter: | Name: Polly Johnson RN Board and Chapter Position: Treasurer Chapter: West Texas Panhandle ENA, INC Position of work and location: Nursing Supervisor -FMC-Canyon Carexpress |
| 2 nd Quarter: | Name: Polly Johnson RN Board and Chapter Position: Treasurer Email: nurseparrot@suddenlink.net Chapter: WTPENA Position of work and location: Nursing Supervisor- FMC- Canyon Carexpress |
| 3 rd Quarter: | Name: Board and Chapter Position: Email: Chapter: Position of work and location: |
| 4 th Quarter: | Name: Board and Chapter Position: Email: Chapter: Position of work and location: |

2. Chapter Liaison Assignments and Activities:

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| 1 st Quarter: | Hi-Plains and El Paso. |
| 2 nd Quarter: | Hi-Plains and El Paso. |
| 3 rd Quarter: | |
| 4 th Quarter: | |

3. Committee Liaison Assignment and Activities:

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| 1 st Quarter: | Awards and Honors and Trauma both attended yesterday. Will give their reports later. |
| 2 nd Quarter: | Awards and Honors and Trauma both attended yesterday. Will give their reports later. |
| 3 rd Quarter: | |

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| 4 th Quarter: | |
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4. Recent or planned board activities

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| 1 st Quarter: | SCLO- January (Chicago). Worked on getting budget and budget narratives completed by January 31st and getting 1099's completed. Chairing the Finance committee |
| 2 nd Quarter: | Worked on getting reimbursements out. Conference call x 2 with Morgan Stanley. Changing accounts and sign on and passwords. |
| 3 rd Quarter: | |
| 4 th Quarter: | |

5. TxENA member who deserves reward/recognition

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| 1 st Quarter: | Dan DiDonato for 2 years of service in this roll |
| 2 nd Quarter: | Steven and Dan for answering all my questions. |
| 3 rd Quarter: | |
| 4 th Quarter: | |

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

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| 1 st Quarter: | 30 days to get expense reports in please submit as file. 1099's due January 31 st . |
| 2 nd Quarter: | Chapter 990 or 990 Post card need to be submitted by May 15 th . and a copy to TXENA treasurer and component relations. Clarification Receipts are required for Hotel, Airfare, Car rental, uber and parking fee receipts must be submitted. (Blue on expense report.). All TXENA Credit card you must submit all receipts. The treasurer reserves the right to request receipts for 1 quarter. |
| 3 rd Quarter: | |
| 4 th Quarter: | |

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

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| 1 st Quarter: | None |
| 2 nd Quarter: | Upgrade Quick Books- to Quick Books -online plus. Expense reports due within 30 days. Clarification Receipts |
| 3 rd Quarter: | |
| 4 th Quarter: | |

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