

# TEXAS ENA Leadership Orientation

January 31, 2026

# Today's Content

## 2026 TxENA Leadership Orientation

Jan 31, 2026

0730-0800	Arrive, coffee & snacks	
0800-0845	Officer roles & responsibilities 1. President & President-Elect (15 min) 2. Secretary (15 min) 3. Treasurer (15 min)	Kristen Christian Debra Rodriguez Joann Craze
0845-0900	TEAMS Overview	Debra Rodriguez
0900-0910	Bylaws, Policies, & Procedures	Valerie Brumfield
0910-0920	Membership	Kristen Christian/Chancey Lay
0920-0930	Fundraising	Rhonda Manor Coombes

# Leadership in Action



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**SERVICE. STRENGTH. UNITY.**



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Texas ENA Website

National ENA Website



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# Quarterly GA Meetings

Information posted on:

- Facebook
- Website

You are highly encouraged to use the hotel for the GA meeting

- the room rates are unique to ENA and room blocks need to be filled
- This room rate / hotel selection gives discounted meeting space
- If you run into issues booking rooms - reach out to myself or Clarissa

# 2026 GA Meetings

Q1 – 1/31/2026 – Dallas

Host: Dallas County

Q2 – 4/10-11/2026 – Lubbock

Host: Hi Plains

Q3 – 7/24-25/2026 – Webster

Host: Gulf Coast

Q4 – 10/16-17/2026 - Location TBD

Host: TX 1059



# TX GA Delegate Selection

Ensure you have your delegates selected for each Q2 Meeting whether in person or hybrid

Delegates who travel are able to utilize chapter support funds from TX ENA to assist with costs of travel

Chapter support - \$800 (up to \$400 / person)

PRESIDENT

PRESIDENT-ELECT

# SECRETARY



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# TREASURER



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# Where to find Treasurer Expense forms and references

- <https://txena.org/>
  - Resources > Treasurer Forms > TX ENA Expense Reports
- <https://ena.org>
  - Council Leaders > Resources for Council and Chapter Leaders > Leader orientation resources
  - <https://www.ena.org/sites/default/files/2026-01/Treasurer%27s%20Manual%202026.pdf>

# How to Fill Out an Expense Report

- Enter your name, address (where check is to be mailed) and please include your email address (phone number if you do not check your email frequently.)
- Enter specific meeting information, location of meeting, date(s) of meeting, and purpose (i.e. chapter delegate, board treasurer, committee chair with your position in the category) Should you hold two positions i.e. chapter officer and state committee chair or co-chair, please enter the position the expense will be allocated.
- Separate expense reports must be submitted for each allocation (i.e. meeting reimbursements and postage for mailing for committee expense not associated with the meeting expense)
- Enter the dates you are requesting reimbursements at the top of the expense report. Dates may include day(s) of traveling; one day before and one day after meeting.

## Expense Report cont.

- Enter the amount of each expense in the related column. Meals may only be entered on the line item for the day bought; personal meals may not be split and entered on two different days. If you have receipts for more than breakfast, lunch, dinner; add receipts together for one of the entry lines and make a note on the receipt (i.e. you buy a coffee and then later breakfast, add these two receipts together and enter the breakfast line).
- Circle your meal items and non-alcoholic drinks on the receipt to equal X, multiply X by local tax i.e. 8.25% to equal Y, multiply X by tip percentage to equal Z. Add X, Y and Z together for your total. Delineate any items shared and by how many people on your receipt to get the total of your share. ie \$20 meal, tax .0825 on 20 = \$1.65, max tip on \$20 x .20 = \$4.00  
 $\$20 + \$1.65 + \$4.00 = \$25.65$
- Whenever possible, have your alcoholic beverages on a separate ticket.
- Alcohol, tax on alcohol, and tips on alcohol may not be included for reimbursement

## Expense Report cont.

Meals are capped at \$75/day

Gratuities are capped at 20% for meals, taxis, Uber/Lyft etc.

Attach receipts images paid by personal credit card or cash, be careful not to enter under the TX ENA CC column unless you are a board member or have a TX ENA CC.

Each entry on the expense report must have a corresponding receipt. Receipts must be itemized and include date, type, amount and vendor for each expense.

When sharing meals/hotel accommodation/Uber/Lyft/Taxi, etc., please obtain your own receipt(s) whenever possible. Receipts must be itemized, please do not submit a bank account, credit card account or receipt with only a total of the bill. Remove food items from the hotel bill and add them to the meal's column. Remove parking from the hotel bill and add it to the parking column.

## Expense Report cont.

- Generally, Uber/Lyft/Taxi ride shares are reimbursed for home to airport/return, airport to hotel/ return, hotel to business meeting venue/return. Ride sharing to non-business-related restaurants, sightseeing etc. are not reimbursable.
- Tolls require an itemized receipt.
- Map (i.e. MapQuest) with starting address and ending address with number of miles listed is to be submitted for mileage reimbursement of
- Currently, IRS /mileage (2026 \$0.725/mile) home to airport/ return or drive from home to meeting venue and return). Do not include all the pages with turn-by-turn directions.
- Please provide details if you alter the mileage because of the need to travel an alternate
- Calculate/check automatic calculations of the balance due for reimbursement, as the
- Total Expenses.
- Sign and date the expense report (digitally for an online expense report). An excel formatted expense report must be submitted

# DEADLINES for Expense Report submission

## Leadership 26

January 28-29 - Dallas  
due midnight 03/01/2026

## Q1 TXENA GA

January 31 Dallas  
due midnight 03/01/2026

## Q2 TXENA GA

April 10-11 Lubbock  
due midnight 05/11/2026

## Day on the Hill

April 28-29 Washington, D.C.  
due midnight 05/30/2026

## Q3 TXENA GA

July 24-25 Webster  
due midnight 08/25/2026

## EN26

September 28- October 1 Phoenix AZ  
due midnight 10/30/2026

## Q4 TXENA GA

October 16-17 Host State TX 1059  
due 11/15/2025

An expense report is submitted by each person seeking reimbursement and submitted via email to:

[tx.treasurer@state.ena.org](mailto:tx.treasurer@state.ena.org)



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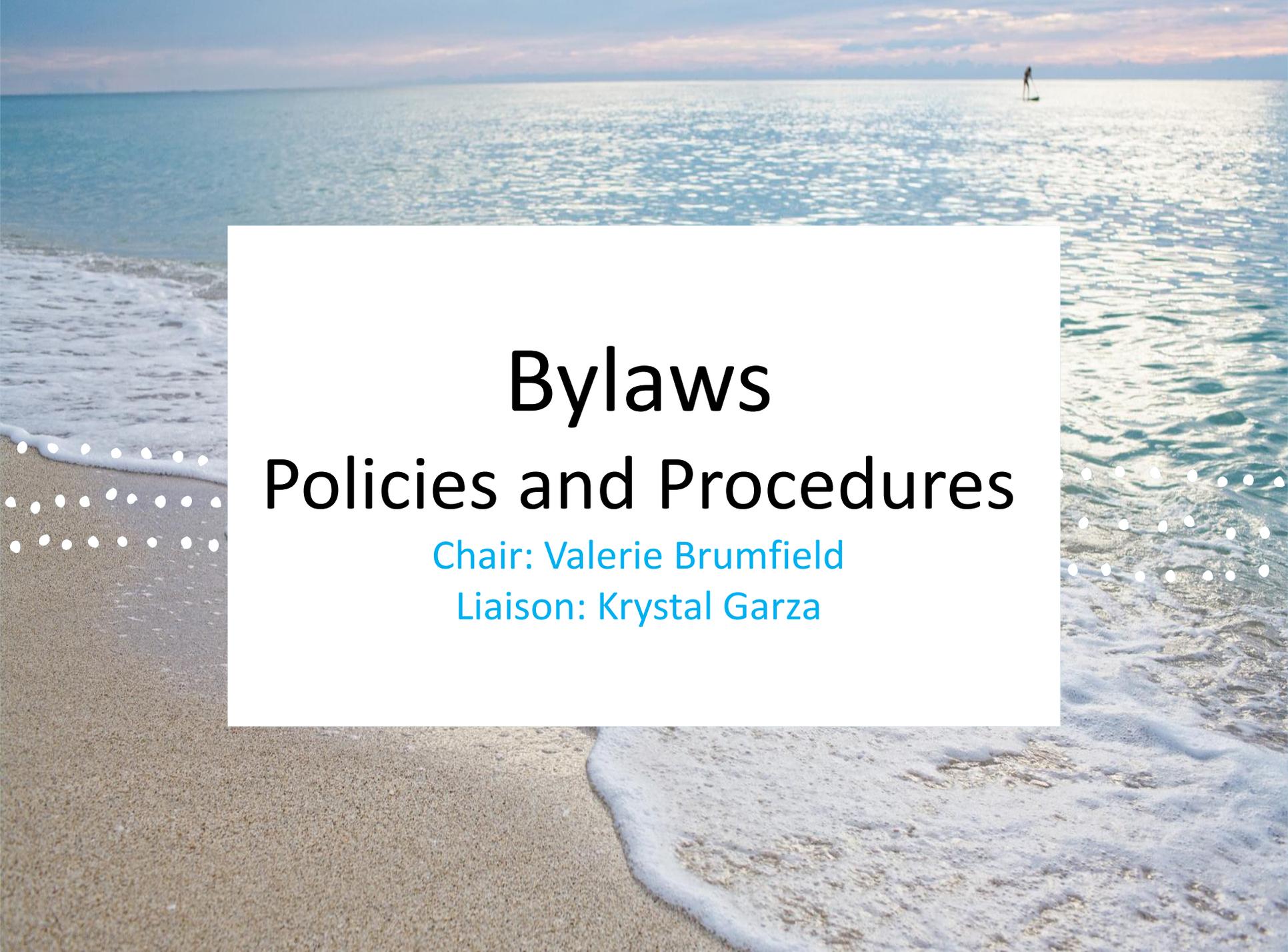
# Additional Notes for Expense Report

Expense Report and receipts will be reviewed by the treasurer/treasurer elect. In addition, the expense report will be verified by another member of the treasurer team. Once verified, expense reimbursement will be paid by check. Please allow 14 days from submission of an expense report without any required revisions for check distribution.

# Additional Notes for Expense Report

Unapproved expenses submitted as part of the reimbursement amount (unless a detailed explanation accompanies the requested expense) will need to be deleted and a revised expense report will be required. (ie Uber/Lyft/Taxi to an ENA business related activity from hotel or meeting venue to another ENA business related venue. Only reasonable expenses with a justifiable business purpose are approved for payment reimbursement.

TXENA Treasurer/Board of Directors abides by the current IRS rules



# Bylaws

## Policies and Procedures

Chair: Valerie Brumfield

Liaison: Krystal Garza

# Agenda

- Introduction
- Due Dates
- Required Policies
- ByLaws
- Contact information



**BYLAW REVISIONS ARE DUE 2026  
(EVEN YEARS)**

**POLICIES AND PROCEDURES ARE  
DUE 2027 (ODD YEARS)**



January 31<sup>st</sup> all **Chapter** policies need to be turned into National

**Extended to 2/2 at 5pm**

<https://txena.org/resources/>

# These are the required policies

[Antitrust Policy \(PDF\)](#)

[Chapter Creation / Dissolution Policy \(PDF\)](#)

[Code of Ethics Policy \(PDF\)](#)

[Conflict of Interest Policy \(PDF\)](#)

[Federal Tax ID Number Use Policy \(PDF\)](#)

[Investment Policy \(PDF\)](#)

[Records Retention Policy \(PDF\)](#)

[Reserves Policy \(PDF\)](#)

[Social Media Policy \(PDF\)](#)

[Vacancy Policy \(PDF\)](#)

[Whistleblower Policy \(PDF\)](#)



# ByLaws

Due date is **January 31<sup>st</sup> 2028**

However, your membership must have the revisions 30 days in advance of the vote to approve.

Questions!



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# Valerie Brumfield

409 356 3105

[vcbrumfi@gmail.com](mailto:vcbrumfi@gmail.com)

**Please Text me for a timely response**



# MEMBERSHIP



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# REPORTS AVAILABLE

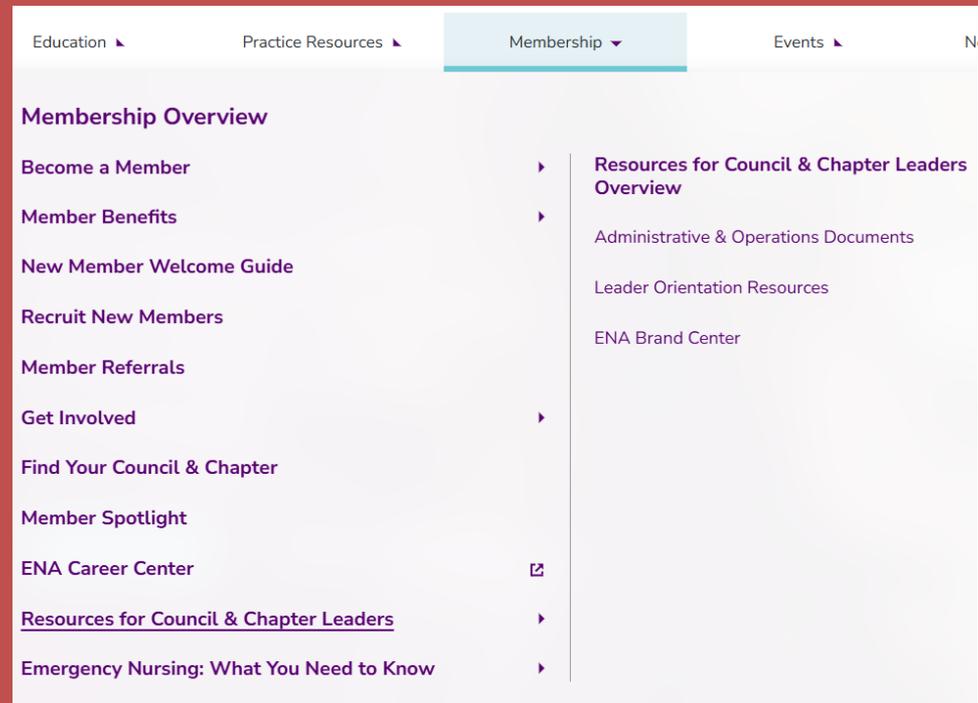
- **Chapter Member Roster-All current members**
- **Chapter Auto-Renew Member Roster-enrolled in auto renew**
- **New Members-Chapter Member Roster- new members that have joined for current year (sorted by original join date)**
- **Expired Members-Chapter Member Roster- expired members but are in their 2 month grace period**



# WWW.ENA.ORG

1. ACCESS YOUR ENA ACCOUNT
2. CLICK ON YOUR LOCAL CHAPTER
3. REPORTS
4. ALL REPORTS
5. FIND YOUR REPORT
6. YOU CAN CLICK EXPORT
7. DETAILS ONLY AND IT WILL  
DOWNLOAD YOU REPORT
8. BY CLICK DETAILS ONLY IT IS  
ALREADY FILTERED FOR YOU BY  
COLUMN

# MARKETING MATERIALS



The image shows a screenshot of a website's navigation menu. The 'Membership' tab is selected and highlighted in light blue. The menu is organized into two columns. The left column lists various membership-related topics, and the right column provides a detailed overview of resources for council and chapter leaders.

Navigation tabs: Education ▾ Practice Resources ▾ **Membership ▾** Events ▾ N

**Membership Overview**

- [Become a Member](#) ▶
- [Member Benefits](#) ▶
- [New Member Welcome Guide](#)
- [Recruit New Members](#)
- [Member Referrals](#)
- [Get Involved](#) ▶
- [Find Your Council & Chapter](#)
- [Member Spotlight](#)
- [ENA Career Center](#) ↗
- [Resources for Council & Chapter Leaders](#) ▶
- [Emergency Nursing: What You Need to Know](#) ▶

**Resources for Council & Chapter Leaders Overview**

- Administrative & Operations Documents
- Leader Orientation Resources
- ENA Brand Center

**THANK YOU**

Chancy Lay

254-216-5216

[Chancy.lay@coryellhealth.org](mailto:Chancy.lay@coryellhealth.org)

# FUNDRAISING



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# Fundraising Committee

Rhonda Manor Coombes  
2026 Texas ENA Immediate Past  
President  
Fundraising Chair



## The Fundraising Committee Purpose

- The fundraising committee works to further the mission of the chapter by:
  - Raising funds to support the local chapter and
  - other philanthropic projects approved by the Chapter's Board of Directors



# The Fundraising Composition

- 
- **Chair and Vice Chair**
  - **Terms of Office:**
    - **Year 1 – Vice-Chair**
    - **Year 2 – Chair**
    - **Year 3 – Chair with Vice-Chair**
  - **Chair**
  - **Vice Chair**
  - **Texas State Council BOD  
Liaison**
  - **Committee members**



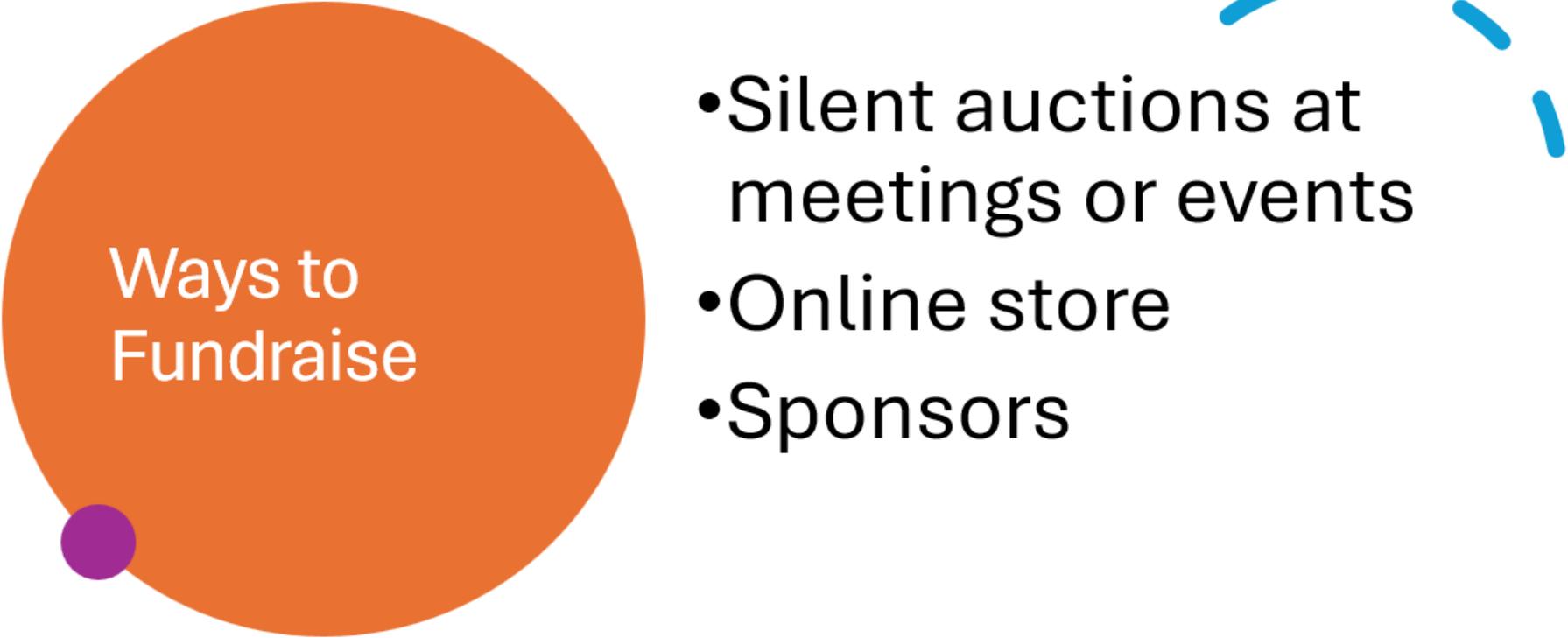
The Fundraising  
Protocols/Procedures

- Responsible for knowing about:
- Donations/Contributions
- Gift Acceptance for Gifts-in-Kind
- Donor Value – IRS Regulations



## Fundraising Chair Responsibilities

- Develop and distribute meeting agendas and minutes
- Deliver report to the Chapter
- Collaborate with the BOD to support chapter initiatives
  - Soliciting vendors, sponsorships
- Serve as mentor to Vice-Chair



## Ways to Fundraise

- Silent auctions at meetings or events
- Online store
- Sponsors

## Fundraising

### Officers

- Chair: Rhonda Manor Coombes
- Vice Chair: Vacant
- Board Liaison: Vacant
- E-mail: [fundraising@txena.org](mailto:fundraising@txena.org)

### Documents

- [Chapter Sponsorship Letter to Vendor \(PDF\)](#)
- [Fundraising Policy \(PDF\)](#)
- [Ansley Fund Appendix \(PDF\)](#)

### Resources

- [ENA Fundraising Toolkit](#)

[WWW.TXENA.ORG](http://WWW.TXENA.ORG)

# Next Steps / Key Dates

- Follow up meeting with all new leadership for additional Q&As in February
- Send meeting dates as soon as they are known to [media@tx.ena.org](mailto:media@tx.ena.org)
- Refer to the 2026 Activity Plan to help guide your year
- Update Conflicts of Interest for 2026
- Update authorized bank signature cards / cancel cards

# Next Steps / Key Dates

- 2/17 Deadline for ENA conference scholarships (updated)
- 2/17 Council and chapter leaders call 1pm CST
- 2/18 Deadline to submit Annual achievement aware
- 3/1 TX ENA Scholarship applications opens; closes 4/15
- 3/1 TX ENA Award Nominees opens; closes 6/1
- 3/3 Pediatric Readiness Assessment for EDs Opens
- 3/24 ENA Virtual town hall – 1p CST
- 4/1 Applications for ENA foundation opens / Closes 4/30
- 6/1 Resolution submissions for National GA due

# Questions



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