

ENA State Council Meeting
June 27, 2005

Present: Jeff Solheim, Penny Edwards, Carol Myzak, Pam Bessler, Megan Clark Davis, Denice Scotland, Kelly Owen, Rhonda Wood, Paula Derr

| Agenda Item | Discussion/Decision | Follow Up |
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| 1. Call to Order | <ul style="list-style-type: none"> ◆ Meeting called to order at 1805 | |
| 2. Approval of May Minutes | <ul style="list-style-type: none"> ◆ Deferred to next meeting as revised minutes | Add as agenda item |
| 3. Agenda Items | <ul style="list-style-type: none"> ◆ Consortium Report added, Criteria for TNCC/ENPC in Rural area | |
| 4. President's Report - Jeff | <ul style="list-style-type: none"> ◆ Jeff reported that the goals set forth by the state council in the beginning of the year have been met. Membership has increased by 10%, Pain Conference held. <p><u>At National Meeting:</u></p> <ul style="list-style-type: none"> ◆ Oregon had suggested that ENA drop the No Show Fee for TNCC and ENPC courses. This was adopted and in effect July 1, 2005. ◆ Suggestion from Oregon that there be an advanced Provider Course for TNCC – this was tabled. Rhonda stated the state is working on an Advanced Team Course for Oregon <p><u>International Faculty Meeting</u></p> <ul style="list-style-type: none"> ◆ \$100,000 of grant money will be divided among states to take ENPC/TNCC into under served areas. Each state will receive \$2000 to use towards courses in under served areas. ◆ TNCC –new course has been laid out – looking for course Content reviewers, | Rhonda and Paula will bring suggestions forward to state council as to how best utilize the grant money |
| 5. Treasurer's Report – Penny (see Attached) | <ul style="list-style-type: none"> ◆ Present State Council Budget - \$ 21,106.20 ◆ Present Consortium Balance - \$17,240.86 ◆ CD's \$10425.82 and \$10,285.72 ◆ National ENA and significant number of state treasurers had conference call on June 23. A number of items related to the role and duties of treasurer were discussed. <p><u>Discussion Highlights:</u></p> <ul style="list-style-type: none"> ◆ States already covered as 501C3 by ENA will continue to have coverage – deadline for states to join is end of August ◆ Record Keeping – Permanent Records (Tax Returns, Annual Reports, Meeting Minutes, legal documents and bank statements) all should be kept for 3 years after filing | |

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| | <ul style="list-style-type: none"> ◆ States should have policy on how to handle electronic data – i.e. set up standards on backing up data (when, where kept), who keeps access to records, how to get rid of records) ◆ Receipts/Reimbursement – National and many states have a 30 day turn-around policy (30 days from date of event – hand in receipts – payment). National has a Financial Dispersal Guideline that they will send to all treasurers. ◆ Revenue and Expenditure reports should be standardized on an excel spread sheet and itemized. Should be submitted with Annual Report ◆ Suggestions for Treasurer Orientation/Duties – have treasurer elect for 1 year so can learn from experienced treasurer. Many states treasurer holds office for 2-3 years and can run an additional 1 time – some states have no limit as many do not want position ◆ Discussion of Reimbursement of Expenses for Delegates versus Honorarium – ENA recommends reimbursement, however many in attendance felt this might discourage attendance, too difficult to manage receipts etc. Penny directed to question accountant re if do honorarium what tax forms need to be completed, it is a delegate/conference and need to write article for honorarium so is it an honorarium | <p>ENA national looking to have guidelines for states – can develop own</p> <p>Penny to contact accountant to try and get some answers.</p> |
| <p>6. Government Affairs – Ted</p> | <ul style="list-style-type: none"> ◆ Trauma Funding Bill – Ted reports Senator Bates’ aid has left so back to ground zero. Ted will contact the new aid to see if can get the bill ready for next session. ◆ Violence Bill – Deferred until next meeting | <p>Ted to report back when news of status of Bill in known</p> <p>Susan will report next meeting – add to agenda</p> |
| <p>6. Encare – Kelly Owen (see attached)</p> | <ul style="list-style-type: none"> ◆ Take Care program for seniors continues to grow in popularity. Two presentations with 76 attendees in first quarter. Second quarter had 3 presentations with approximately 149 attendees ◆ Kelly is considering offering another training session later in year. | <p>Kelly will announce date when set</p> |
| <p>7. MVC Chapter Report – Carol</p> | <ul style="list-style-type: none"> ◆ Secretary sends out mailings for meetings and MVC is having good meeting turnout ◆ Last meeting for MVC had representative from OSBN and gave presentation on nurses and substance abuse ◆ Next meeting in Albany on Aug 16 – education presentation is on Child Abuse | |
| <p>8. Education Committee</p> | <ul style="list-style-type: none"> ◆ Pain Conference Evaluations were very positive and there was an overwhelming suggestion for another presentation. <p><u>Fall Conference</u>: Motion: Make the fall conference an abbreviated event and</p> | |

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| | <p>work towards a thank you for ED nurses – all pass. Will look at having an education presentation with dinner and then have Mel Wilson speak. Will look at having 2 sessions – one for Portland area and one for Salem area.</p> <ul style="list-style-type: none"> ◆ Pain Conference – Look at having last 2 weeks of October or first 2 weeks of November. Suggested looking at Meridian Park to host. ◆ Weapons of Mass Destruction – co-sponsored by ENA – doing 3 additional sessions – August 10, 11 & 12. | |
| 9. Consortium – Megan | <ul style="list-style-type: none"> ◆ New session starts on July 27. Presently 23 in class. ◆ Looking at purchasing software and hardware packet to help with Jeopardy ◆ Instructor problem last session and changes have been made so this will not happen again | |
| 10. ENPC/TNCC | <ul style="list-style-type: none"> ◆ Paula and Rhonda hosted an ENPC Instructor class for 7 new instructors ◆ TNCC instructor class in Feb – only 3 of the 7 potential instructors have been monitored ◆ Rhonda sending out a reminder to all that courses need to be registered as soon as possible with ENA so that they go on the web site | |
| 11. Newsletter - Laura | <ul style="list-style-type: none"> ◆ Deferred until next meeting | Add to agenda items |
| 12. Old Business: A) ED Nurses Day - Penny B) Oregon Chapter - Susan | <ul style="list-style-type: none"> ◆ As part of recognizing all ED nurses suggested that take some of the profit from Pain conference and offer 10 scholarships for a 1 year membership in ENA. Will send out applications and letters/posters to hospitals throughout the state. Send in applications and will be a random draw. Try to coordinate drawing with fall conference (once date is known) – Motion reviewed and passed. ◆ Deferred to next meeting | Set date for draw. Develop letter/poster to send out. |
| 13. New Business A) Delegate Announcement | <ul style="list-style-type: none"> ◆ Jeff & Rhonda brought forth a special request from an applicant who wished to have additional points recognized for extensive amount of work done within the committee. <p><u>Motion:</u> That we award additional points for a delegate applicant who went above and beyond the role and hours in working for ENA.</p> <p>Discussion ensued. All present agreed that the applicant had put in an extraordinary amount of hours and work, but that the point system had been set. – Motion not carried</p> <p><u>Delegates to the 2005 ENA General Assembly:</u> Jeff Solheim, Pam Bessler, Megan Clark Davis, Laura Criddle, Penny Edwards, Chris Parkes, Susan Kuhnhausen</p> | |

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| <p>B) Basket Donation for Foundation</p> <p>C) GENE/Mangers Conference in Portland</p> | <p>Alternates: Ted Raschkes, Cassy Richard</p> <ul style="list-style-type: none"> ◆ <u>Motion</u> : Oregon ENA not participate in the Basket Donation for the Foundation – Motion Carried ◆ <u>Motion:</u> That Oregon ENA have a basket for silent auction at fall conference - motion carried ◆ National contacted Jeff re low enrollment and asked that state council promote attendance. | <p>At next meeting need to clarify who doing basket</p> |
| <p>14. Next Meeting</p> | <ul style="list-style-type: none"> ◆ September 12, 2005 at Meridian Park | |
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