

<https://state-ena-org.zoom.us/j/89344038639?pwd=UVhza3hKOHgwL1ViS1p2UG5YZIU5Zz09>

Friday/11/August/2023

Board Members present: Teri Diloy, President; Lauren Plaine, President-Elect; Chris Parker, Treasurer; Melissa Lynch, Secretary; Lisa Scott, Immediate Past President; Lisa Jamerson, Director; Kristal Sullivan, Director

Members and Guests: Cheryl Blicharz, Pam Carlson, Janet Kaiser, Amy Krupa, Michele Lee, Valerie Quick, Kelly Schmidt, Amy Stewart, Donna Talbot

Delegates: Kathie Carlson, Sara Chaplin, Britney Ewers, Cathy Fox, Cindy Hearrell, Lynn Howard, Austin Howlett, Britnie Jarrett, Ashleigh Lovelady, Vanessa McCain-Johnson, Denise Phillip, Brittany Pierce, Bryanna Rhodes, Michelle Thorp, Stasha Waterfield

1. Call to Order

a. Establish Quorum

Discussion/Summary: Meeting called to order at 10:01 AM EST; Members present, quorum established.

Motion: No motion made.

Action: No action necessary.

b. Welcome/Introductions

Discussion/Summary: Members self-introduced by current position and past/current roles.

Motion: No motion made

Action: No action carried.

c. Adoption of Meeting Agenda

Discussion/Summary: Meeting agenda sent out to membership for review.

Motion: Motion made to adopt meeting agenda as edited. Section A.3 change date from June 9, 2023, to June 16, 2023 and remove Chapter and Committee Reports.

Action: Motion carried; motion passed unanimously.

d. Approval of Minutes

Discussion/Summary: June 2023 meeting minutes were sent out to membership for review. Recommended changes were made.

Motion: Approve the June 2023 meeting minutes as presented.

Action: Motion carried; motion passed unanimously.

e. Conflict of Interest Disclosure

Discussion/Summary: No conflict to disclose.

Motion: No disclosures.

Action: No action carried.

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2. President's Report

Discussion/Summary: National sent out a survey to members regarding Free-Standing ED's. Please complete it if you work in a free-standing ED. The Journal of Emergency Nursing will be hosting a webinar on Augst 24th at 2 PM CT. If you are interested in article writing, please attend. Research and Implementation grants are currently available through the ENA Foundation. Currently offering grants from \$500 to \$30,000. The application process is easy. Emergency Nursing 2023 is right around the corner in San Diego. The theme of the Welcome Party is "Comic Con".

Motion: No motion necessary

Action: No action carried.

3. Treasurer's Report

Discussion/Summary: Main account \$191,493.48. Debit account: \$3,910.29. Chapters: \$166,773.93 as of 7/31/23. The closing of the Chapter accounts and the transition to the Bank of America Accounts is underway. The following chapters have transitioned over: Central VA, Lord Fairfax, Northern VA, Rappahannock, and Roanoke. The following chapters are still outstanding: Shenandoah and Tidewater. The Chapter President and Chapter Treasurer for Shenandoah have confirmed that they will be sending out the close out check this week with the intention of closing their account by the end of August. Tidewater has started the transition process. They have moved most of the Chapter funds into the new account with the intent of closing their account by mid-September at the latest. The account has been given the 2022 tax form. We had to itemize all the state and chapter leader expenses (i.e., lodging, transportation, meals, conference registrations, and mileage). We anticipate receiving the completed 990 Form any day for finalization. All reimbursements, including chapters, will be handled at the state level once accounts are transferred. The new Travel Reimbursement Form went into effect on July 1, 2023. This form mirrors the National ENA Reimbursement Form and is used by most state councils.

Motion: No motion necessary.

Action: No action carried.

4. Chapter Report Highlights

Discussion/Summary:

1. Central VA (**Ingersoll**) See report.
2. Lord Fairfax (**Fitzpatrick**) See report.
3. Northern VA (**Richardson**) See report.
4. Roanoke (**Meadows**) No report submitted.
5. Shenandoah (**Rosson**) No report submitted.
6. Tidewater (**Munoz**) See report.

Motion: No motion made.

Action: No action carried.

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5. Committee Reports

Discussion/Summary:

1. Membership Committee (**O'Donnell**) See report.
2. Government Affairs Committee (**Blicharz**) No report submitted.
3. Injury Prevention Committee (**Stewart**) No report submitted. Be on the lookout for the next Injury Prevention meeting. It will hopefully be scheduled for August 21st. Plans for October will be discussed at the meeting. October is Burn Awareness month. Concussion Awareness Day is September 15th. The committee encourages members to post on social media concussion education.
4. Pediatric/ENPC Committee (**Jamerson**) No report submitted.
5. Trauma/TNCC Committee (**Sullivan**) See report. Instructors are asked to purchase your 9th edition book and be sure to study prior to taking your instructor update test. The test is very challenging. The 9th edition officially launched on July 31st. Instructors will not be able to teach the new material until they complete their update. The 8th edition will officially close out on October 23rd. Pricing for the course will be increasing. The indirect fee will be \$95. Book fee will be \$85. The indirect instructor fee will be \$110. Please feel free to reach out to Kristal Sullivan if you have any questions or are having any issues with completing the instructor update.
6. Fundraising Committee (**Thorp**) See report.
7. Awards and Scholarships Committee (**Johnson**) See report.
8. Student Nurse Representative (**Talbot**) See report. Michelle Thorp suggested reaching out to local nursing schools to talk about emergency nursing and introduce ourselves. A good time for this would be during Emergency Nurses Week in October.
9. Education Committee (**Sullivan**) See report.
10. EMS Advisory Board Representative (**Smith**) No report submitted.
11. Virginia EMSC (**Rasmussen**) See report.
12. Remembrance Committee (**Preuss**) No report submitted.
13. Ad Hoc Workgroup: State Restructuring (**Hearrell/Scott**) See report.
14. Ad Hoc Workgroup: Gun Safety (**Munoz**) No report submitted.

Motion: No motion made.

Action: No action carried.

6. Unfinished Business:

Discussion/Summary: *State Restructuring.* The last meeting was in July and had 12 attendees. Had a good discussion. VENA will be moving to a 2-tier model. There is an opportunity for chapters that want to remain active to become Special Interest Groups (SIGs). Will model Bylaws and Procedures after those used by Arizona and Connecticut. The question about delegate selection was raised. Traditionally delegates are selected based on a point system that involves chapter involvement. How will this work if we no longer have chapters? No formal changes will be made to VENA Procedures until National ENA makes updates to their procedures. The next State Restructuring meeting will be held in September, the date is still to be determined. All members are welcome to attend, VENA

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wants members involved in this big change. Thank you to Lisa Scott for all your hard work on this endeavor.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *State Conference.* VENA Annual Conference is scheduled for October 20th at the Place at Innsbrook. Registration is open. Early Bird registration ends on August 15th and is only \$59. We have several great speakers lined up. Several vendors are signing up. As of today, we have 21 paid attendees, plus the speakers and VENA Board members. We have 4 paid vendors and 13 confirmed vendors. There are only 3 more vendor slots left. We have applied for the CE hours and are currently waiting for approval. Contact hours for EMS have already been approved by Chris Parker. The Awards and Recognition Banquet is scheduled for October 19th at the Place at Innsbrook. Amy Stewart has volunteered to assist with the Banquet preparations.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Awards.* The call for nominations has been sent out to membership. VENA is offering 4 RN awards, 1 non-member award, and 1 sponsor award. At this time, only 1 person has been nominated so far. Please note that the person submitting the application must have both letters when filling out the application. Applications are due on September 1st.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Scholarships.* VENA had several applications for conference scholarships this year. Each recipient will receive \$500 for Emergency Nursing 2023 in San Diego. The following people received conference scholarships: Sara Chaplin, Cathy Fox, Austin Howlett, Britnie Jarrett, Denise Phillip, Brittany Pierce, Michele Thorp, and Stasha Waterfield.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *VENA T-Shirt Winner.* Several T-Shirt designs were submitted by one designer. We will review the designs in person today between the business meeting and the delegate meeting to decide on a winning design. A form will be created and sent out to membership to vote on a design as well.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *General Assembly Delegates.* See below for minutes from delegate meeting, following the business meeting.

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Motion: No motion made.

Action: No action carried.

7. New Business

Discussion/Summary: *Elections.* The call for nominations for the 2024 VENA Board of Directors will be open August 15- September 15, 2023. An email will be sent out soon with the description of each role and the call for nominations. If you are interested in joining the 2024 Board of Directors, please submit a short biography and the position you want to run for to Teri Diloy, VENA President. VENA will also be holding a Zoom meeting on August 23rd at 7:00 PM EST. At this meeting, the current Board of Directors will talk about their roles and the election process. Please feel free to attend this meeting or to reach out to any of the VENA Board members with questions.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Open Forum.* Emergency Nurses Week is October 8-14th. ENA is hosting a Virtual 5K as a Foundation fundraiser. A swag bag with a T-shirt and medal is included with your registration. The link to registration has been shared in the Zoom chat. Amy Stewart will create a Race Team for us. Posters and media are available on ena.org to advertise Emergency Nurses week and the Virtual 5k. Care4Frontline is continuing to make food donations to EDs throughout Tidewater. They currently have arrangements with Wawa, Einstein Brothers Bagels, and Starbucks. Please reach out to Cathy Fox or Pam Blais if you are interested in making any deliveries. As VENA moves to a 2-tier model, please reach out to the VENA Board of Directors if you are interested in volunteering for a committee.

Motion: No motion made.

Action: No action carried.

8. Business Meeting Adjourned 11:22 AM EST

9. Delegate Meeting

Discussion/Summary: Meeting called to order at 1123 AM EST. All 2023 Virginia Delegates present.

Discussion/Summary: *Welcome.* Thank you so much for becoming a delegate this year. We currently have 22 nurses representing Virginia at the General Assembly; 9 of which are brand-new, first-time delegates!

Discussion/Summary: *Online delegate training.* National ENA will send a link to the online Delegate Competency Training prior to General Assembly. Please complete this training and email a copy of your certificate to Teri Diloy. You must complete this training prior to going to San Diego.

Discussion/Summary: *Schedule.* September 19th: Delegate Orientation 6-7pm. This meeting is not mandatory, but highly recommended for all delegates. VENA will be hosting a delegate mixer immediately following the orientation. Stay tuned for more details. September 20th: Registration and

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breakfast 6:30-7:30 AM. General Assembly starts at 7:30 AM and ends at 11:30 AM. We will cover all open reference hearings this day. Make sure your name tag says "Delegate" on it or you will not be given a keypad to vote. September 21st: Registration and breakfast 8:00-9:00 AM. General Assembly starts at 9:00 AM. We will get the chance to debate and vote on resolutions.

10. General Assembly Review

Discussion/Summary: *Attire.* Please plan to wear business attire for General Assembly. Please wear black pants and VENA will provide two maroon polo shirts with the VENA logo on them. Bring a sweater or jacket.

Discussion/Summary: *Communication/Meetings.* VENA utilizes the GroupMe app for communication between the delegates during General Assembly, rather than text message. Please confirm your contact information with Lauren Plaine today so you can be added to the group chat on the GroupMe app.

11. Bylaws and Resolutions

Discussion/Summary: Delegates discussed each of the proposed Bylaw changes and Resolutions in the 2023 General Assembly handbook.

12. Delegate Meeting Adjourned 1:45 PM EST

Submitted by:

Melissa Lynch, BSN, RN, CEN (electronically signed)