

Meeting Minutes

14/February/2020

Board Members Present: Stephanie Fitch, President; Chris Parker, President-Elect, Alexis Moore, Treasurer; Lisa Scott, Secretary; Gary Meadows, Immediate Past President
Board Members Absent: N/A

Roster: See attached attendance sheet

1. Call to Order

a. Establish Quorum

Discussion/Summary: Meeting called to order by 2019 President at 10:03am. Members present, quorum established.

Motion: No motion made.

Action: No action carried.

b. Welcome/Introductions

Discussion/Summary: Member introductions were made.

Motion: No motion made.

Action: No action carried.

c. Adoption of Consent Agenda

Discussion/Summary: Consent Agenda presented

Motion: Motion made to adopt consent agenda.

Action: Motion carried; motion passed unanimously.

d. Adoption of Meeting Minutes

Discussion/Summary: December minutes were posted online, and members were notified for review, changes were recommended, and final minutes were adopted with changes.

Motion: No motion made.

Action: No action carried.

e. Conflict of Interest Disclosure

Discussion/Summary: No conflict of interest to disclose.

Motion: No disclosures

Action: No action carried.

f. 2020 Board Inductions

Discussion/Summary: 2019 President unable to attend December meeting so induction of 2020 Board postponed until today. Inductions made and meeting turned over to 2020 President.

Motion: No motion made.

Action: No action carried.

2. President's Report

Discussion/Summary: The entire 2020 Board of Directors was able to attend ENA's State and Chapter Leader's Orientation (SCLO). Great opportunity with a lot of learning. Most information to discuss will take place later in the meeting (see below).

Motion: No motion made.

Action: No action carried.

3. Treasurer's Report

Discussion/Summary: Report provided; main account balance is \$160,491.74 and debit account balance is \$4,485.32. Question asked if all who were sent a 1099 received them, answer yes. Treasurer will be sending out a tax invoice, each chapter owes \$150 to the state since taxes were already paid. Treasurer with goal to send out monthly emails to all chapter treasurers as well as file taxes before the November deadline this year (no later than June 1st). In order to attain this goal, all chapters need to send her their ending balance from 2019 ASAP.

Motion: No motion made.

Action: No action carried.

4. Chapter Reports

Discussion/Summary: Chapter reports were received prior to the meeting by the Secretary from all chapters except for Roanoke (available upon request) however all Chapter Presidents present at meeting and verbal reports provided by all. Common themes throughout of promoting membership and engaging members.

Motion: No motion made.

Action: No action carried.

5. Committee Reports

Discussion/Summary: Committee reports were received prior to the meeting by the Secretary from all committee chairs except EMS Advisory Council, Fundraising, Awards and Recognition and Student Nurse Representative (available upon request) however all committee chairs present except Government Affairs at meeting and verbal reports provided by all (Government Affairs presented by Secretary). After TNCC/Trauma and ENPC/Pediatric reports presented, several discussions had: 1) discussion had regarding assessment needed for November and December. Treasurer advised she reached out to National inquiring on some missing funds for ENPC. She is awaiting a response. An explanation was given on how to run reports for both TNCC and ENPC. It was reiterated that TNCC and ENPC chairs no longer need to wait for paperwork from course directors since last year the Board decided reports will be pulled from National's database. Question raised if course directors still need to send in paperwork to committee chair and answer is no as this will be a procedural change at National as well. Discussion had as to why no money is made from military courses, which was a raised discussion topic at SCLO. An email was sent to National by the Board. Question raised asking

if National has a validation process to make sure assessments are correct? Answer is everything is done online with the hopes for no error. Kathie C advised she will be happy to bring up this to the course administration faculty at the next meeting. Both TNCC and ENPC chairs were advised the treasurer is happy to work with them, reminding all that the state isn't trying to hold on to this money and she would like to get all assessments paid as soon as possible. Additional discussion on if National can start sending class location info in the reports to the state treasurers 2) Question raised asking when Charlottesville area chapter dissolved and we changed demographics where are the funds for the University of Virginia (UVA) going? Answer is Central VA Chapter based on zip codes 3) Apparently there has been a need for "solo" TNCC classes however these are impossible due to the new format. It was recommended that the board to make a statement as a state saying we will not be doing any solo classes however no motion was made and 4) Discussion brought up regarding how National took away pre-payment option and how it has hurt a chapter financially. It was advised that National did this for a few reasons: if you didn't use the credit until the next year the state didn't get the money till it was used and the credits were also messing up National's books so they opted to get rid of it. Chairs were advised to be diligent with monitoring what's being done, keeping course integrity and not letting anyone do solo classes and if you find anyone doing them, report them to the state. During the EMS Advisory Board update Chris advised he'll be rotating off his current position in June. This is an appointed position and the President has already received an email asking if anyone is interested in being the next representative. Anyone interested please let the President know. It was also mentioned there's 6 trauma committees under this board as well which affects trauma at local hospitals and just a lot of good opportunities in this role. Fundraising report deferred to later in the meeting (agenda item). When the Government Affairs report was provided by the Secretary a question was raised if the chair is following any of the current legislation, advised yes. It was mentioned that no emails have been received from the chair and the board advised she is new to this role and is aware of the expectations and will be working hard to meet them. Additional conversation had on different legislation out there. Membership report was provided via Webex and the board mentioned a new letterhead that was made for her and chapters to use when reaching out to members. As of February 9th, VA has 1495 members. The president advised that the membership chair will send out expired member lists to each chapters montly with the expectation that the chapter secretary will be responsible for reaching out to those members. A template will be sent out to all secretaries to update and follow. During the Awards and Recognition report it was advised that the awards criteria will be posted online later today and will stay posted until April 1st. A reminder was given that all nominations must have 2 reference letters attached and they must be a current ENA member. Everyone was challenged to think about nominating someone from their area. It was also mentioned to check for awards from local EMS councils and they usually offer an award for a nurse.

Motion: No motion made.

Action: No action carried.

6. Unfinished Business

Discussion/Summary: Bylaws Update: While at SCLO, the board learned that our Articles of Incorporation need to be updated as well. The last time they were amended was in 2002. Once the board discovered this, the Bylaws update has been put on hold until the Articles are amended so they match. Members were again advised that all updates/amendments are being done per National's guidelines not the boards' own opinions/thoughts. The goal is to have Bylaws ready for member review by the April meeting. It was mentioned that an annual report is sent to the Secretary of the Commonwealth of VA to update board members as part of keeping our 501c3 status and questioned raised if the accountant should have a copy of that? Answer is no.

Motion: No motion made.

Action: No action carried.

7. New Business

Discussion/Summary: Bank Accounts: Last year the treasurer tried to get on all chapter bank accounts however due to some banks saying she must come in person that didn't happen. At SCLO, it was asked how do we go about doing this and the board was given 2 suggestions: 1) the treasurer goes out of her way to get on all accounts or 2) combine all chapter accounts into the state bank account, which National recommends. A past treasurer advised she remembers hearing this at a previous SCLO so this is not a new concept. The treasurer advised she reached out to ENA's Financial Advisor as well as our current bank to ask how we would go about doing all this. Per our bank, the funds would be wired into the account and we would create line items on the budget for each chapter. All reimbursements would have to go through the state treasurer so ideally she would like to have all chapter treasurers be the secondary signature however our bank states we can't have 8 signers on the account. Another option is we change our bank and have all chapters switch to the same bank as well with the thought that the treasurer can be on the account and chapters keep their own accounts. Someone mentioned to make sure we're below the max FDIC insured. Large discussion had regarding motion made, chapters discussed what banks are in all areas across the state. Question raised if we considered doing online banking? Answer is yes, we currently do that now but we're not all in the same bank and the treasurer doesn't have access to all accounts, which National advises. The board would like all chapters to be in the same bank. Lengthy discussion around all motions, including to make sure when you change signers you don't put anyone's name as the beneficiary. It was advised that if a chapter dissolves and the state treasurer isn't on the account there's going to be an issue. At the end of the day it's the state's money because we're all under one tax ID number.

Motion: Motion made that all chapters will use the same bank system so it's easier for state treasurer to oversee.

Action: Motion passed unanimously, no abstain.

Motion: Motion made that all chapters will switch to Wells Fargo as their bank.

Action: Motion passed unanimously, no abstain.

Motion: Motion made that Alexis will have the opportunity to check with 2 banks regarding fees, how many signers allowed and other implications so we make the right choice when selecting a bank.
Action: Motion not seconded, motion failed.

Motion: Motion made that we defer all bank transfers to Wells Fargo until further review by Alexis and Alexis setting a specific deadline.
Action: Motion passed, 1 opposed, no abstain.

Motion: Motion made to table further discussion on banking.
Action: Motion passed unanimously, no abstain.

Motion: Motion made to table financial discussion until the rest of bank account information can be obtained.
Action: Motion passed unanimously, no abstain.

Discussion/Summary: Membership Drive/50th Anniversary Scholarships: In hopes to work towards increasing not only membership but member involvement the board has come up with a 50th Anniversary Scholarship to help provide funds to members for ENA's National Conference. The deadline to apply is June 1st. The scholarship will offer \$500 to 8 members towards expenses. Delegates can apply, chapter board members can apply, the only members who can't apply or benefit from this is the VENA Board. Discussion had regarding delegate funding not being increased. Advised that a motion was passed at December meeting to keep delegate reimbursement at \$1000 for 2020.

Motion: No motion made.
Action: No action carried.

Discussion/Summary: Fundraising: We can fundraise! Chapters can fundraise as long as they don't use our tax-exempt status form. The tax-exempt form can only be used 3 times in one calendar year so if any chapter wants to use the tax-exempt status you must get permission from the State Board. Lots of discussion had and questions raised: 1) If a chapter wants to do a fundraiser and use custom ink, can the ordering period be over a month? Answer is yes. 2) Can we have a bake sale? Answer is yes. 3) Can we accept donations? Answer is yes. The treasurer will be sending out a form for chapters to keep track of everything when fundraising. Motion then made and passed. Next, the Fundraising Committee Chair spoke, advising anyone wanting to be a part of the committee please get in touch with her. She asked if anyone was interested in jackets, answer was yes along with a suggestion to have vests as well. Suggestion made that no fleece as some organizations don't allow it. Question asked if we can have ENA's anniversary logo on the jacket or vest? Answer is not sure, we need to check with ENA first. Recommendation made that we select a vendor and focus on jackets and vests but have other options available such as t-shirts. Discussion had, someone said to keep in mind when

ordering in bulk it can be hard to store. Another option is a preorder date and then past the date no one else can order.

Motion: Motion made that only the VENA Board can use the tax-exempt status for fundraising.

Action: Motion passed unanimously, no abstain.

Discussion/Summary: Day on the Hill: April 28 & 29 2020 in Crystal City. Government Affairs Chair will be there as well as 2 additional members who will be chosen by the Board and notified by February 19th. As of now we were only given 3 spots but members were encouraged to think about attending Day 2 where you actually go and speak to representatives.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: State Conference: Education Chair has done a lot of work. He advised we won't be using The Place again this year per member requests. The Conference will likely be at the 4 Point Sheraton in Midlothian on October 9, 2020. The final contract will be sent to the Board this week and once approved everything will be set. Pricing includes everything and there's plenty of room for Vendors. There are several people helping. The call for speakers will go out March 1st. Goal is to have choosing speakers so we have great representation and a good variety of topics. Also if anyone has any speaker ideas for State Meetings let him know as well. Questions asked to where the money from the silent auction goes? Answer is all proceeds to go the ENA Foundation (ENAF). Questions asked how much money we made last year? Answer is \$11,399 total income, \$7,025 in expenses with a net profit of \$4,374.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: General Discussion tabled for Education; Once education complete, members given opportunity to have general discussion. No discussion had.

Motion: No motion made.

Action: No action carried.

8. Meeting Adjourned
1:45pm EST

Submitted by:

Lisa C Scott, BSN, RN, CEN (electronically signed)



**Virginia ENA State Council Meeting
14/February/2020
OrthoVA Suite 200
Education Room
10am – 2pm EST**