

Meeting Minutes

1/May/2020

Board Members Present: Stephanie Fitch, President; Chris Parker, President-Elect, Alexis Moore, Treasurer; Lisa Scott, Secretary

Board Members Absent: Gary Meadows, Immediate Past President

Members present: Lauren Plaine, Lynn Howard, Kelly Schmidt, Kathie Carlson, Janice McKay, Cindy Hearrell, Melissa Lynch, Donna Talbot, Sharon Brown, Cheryl Blicharz, Teri Diloy, Sarah Lenker, Jean Fitzgerald, Kathy Ingersoll, Anna Otey, Caroline Cheek, Melissa Griffin, Lisa Dickson, Jodie McMillen, Pat O'Donnell

1. Call to Order

a. Establish Quorum

Discussion/Summary: Meeting called to order at 1108 am. Members present, quorum established.

Motion: No motion made.

Action: No action carried.

b. Welcome/Introductions

Discussion/Summary: Brief member introductions were made to take accurate attendance of those on the line.

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: February draft meeting minutes posted on website. Adoption of meeting minutes deferred to a later date due to teleconference meeting.

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.

2. President's Report

Discussion/Summary: All have been busy with COVID-19. The board held a WebEx meeting on April 11, 2020 to touch base with membership and remind everyone that we are here for support. There were 20-30 attendees on the line, no business was discussed and no issues presented to board, a lot of good discussion regarding what's being done in various areas across the state. National is sending out a lot of information on COVID-19, hopefully everyone is receiving and sharing with colleagues.

Motion: No motion made.

Action: No action carried.

3. Treasurer's Report

Discussion/Summary: Report provided; main account balance is \$170,341.42 and debit account balance is \$2,934.11. ENPC and TNCC assessments were sent out, treasurers asked to verify they have been received. If your chapter has not sent a check for taxes for 2018 please send ASAP. The accountant is currently working on the taxes for 2019 now.

Motion: No motion made.

Action: No action carried.

4. Unfinished Business

Discussion/Summary: DBA/Bylaws/Articles of Incorporation: DBA has been submitted and approved. The articles have been updated and are ready for submission to the state before they can be submitted to National. Bylaws still need to be approved by National before showing to membership. Once the articles have been changed through the state, everything will be submitted to National.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: State Conference: So far 4 speaker submissions have been received, a good variety of topics. Still awaiting the final breakdown on the price from 4 Points Sheraton. Info will be sent out regarding vendors this week. The contract with the hotel has no mention of a pandemic or what to do in a situation like this incase cancellation occurs. As of now the hotel is expecting us to hold true to the contract so it is our best interest to pull together and make this as successful as possible. If anyone knows of available or interested speakers please have them reach out to the board. Question asked if confirmations are being sent to speakers who submit stating that we have received their submission. The board believes so but will find out and make sure that is being done. It was mentioned that National should have some sort of insurance policy to look into in case we have to cancel our state conference. The board is unaware of this but will reach out to National to see if that is the case. It was also mentioned that the Sheraton will need to follow the state's emergency guidelines so if VA has a mandate out than they shouldn't be able to hold us to the contract. Lots of good discussion had. Last call for speakers will be extended, date to be determined.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: Bank Accounts: Alexis met with Wells Fargo and spoke to the board. Until the VA Governor either releases restrictions we have agreed not to move forward with merging all accounts at this time. There is a plan of action and once we get more guidance from the Governor as to when can meet in person we will hold off for now. Alexis has been in contact with all chapters regarding any possible issues that may occur.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: Delegate Selection Process: As of now, National is still planning on having the Conference and General Assembly (GA) and has asked that we proceed with our normal process of selecting delegates. The board determined the delegate application will be slightly altered and sent out later today. Applications will be due June 12th, which is our next scheduled meeting. Obviously this is tentative so feel free to email them or send them by mail incase we don't meet in person. A suggestion was made to use chapter and state meeting dates through February instead of May as minimal meetings have been held due to COVID-19. The board will discuss offline and decide prior to sending the application out.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: National Conference: ENA is still planning on holding the conference in Vegas. Registration should be open May 19th. National is keeping an eye on things and we will be sending out any updated information as we get it. Lots of discussion had. From the Resolutions Committee standpoint, they are still planning on moving forward. If anyone is interested in writing a resolution you still have 10 days to submit. Question raised if there will be a virtual option. As of now we are not sure but we do know that National is considering all options.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: General Open Discussion: Emergency Management and Preparedness Committee (EMPC) update received: they have been meeting every other week and generating documents which have been sent out from ENA. Please continue to advocate for best practice, the committee does not endorse changing PPE guidelines based on supply chain; Government Affairs update received: Sadly, Day on the Hill was cancelled. ENA was excited to see some forward momentum based on last year and success in the House. Our committee chair is hopeful we can take some of the momentum that has been generated during this pandemic and use it moving forward, getting things passed. The public seems to have a shift in their thinking right now so that may help. Next call with National is scheduled for next week and hopefully there will be more to share after

that. A letter was signed off regarding working compensation and sent to Senator Warner. There has been a lot of varying information. Messages are constantly changing on whether or not hospitals will cover nurses and staff who get COVID-19. Reportedly HCA says they'll cover but Inova will not. Lots of discussion had regarding what hospitals are doing; TNCC update received: ENA put out a virtual TNCC class however at this time no plan for virtual ENPC. Central VA Chapter has done TNCC virtually twice now with success; Additional discussion had regarding the state conference: Question raised if we have considered the fact that we may not get vendors this year due to cost cuts from the pandemic? Answered that several vendors have already reached out and there are definitely concerns regarding that. The conference committee will be discussing that in an upcoming conference call because we may not be able to count on what we normally get from vendors financially. Last year we made \$4000 off vendors alone; It was discussed that the American Heart Association (AHA) has put out an article supporting CPR in the prone position, just an FYI; A reminder was made that ENA is offering free student memberships through May 31st so please spread the word; As of now our June meeting is up in the air as to whether or not we will be meeting in person or virtually. Kathy I offered a space where social distancing can be practiced so the board will definitely be looking into that and update members as soon as we know what will happen.

Motion: No motion made.

Action: No action carried.

5. Meeting Adjourned
12:39 pm EST

Submitted by:

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