

South Dakota ENA Meeting Minutes
February 4, 2008 1630 PM
Video Teleconference

1. Call to Order

Members present:

Sioux Falls: Cindy Baldwin, Clara Johnson, Kay Boik, Roine Klassen, Carol Cressman,

Watertown: Jodi Foster, Dory Gassman

Aberdeen: Tammy Dohman

Rapid City: Kevin Queen, Nancy DeVries and Shaye Krcil

2. Secretary's Report / Approval of Minutes

- a. A motion was made to approve the minutes of the September 11, 2007 SD ENA meeting by Clara Johnson. Motion seconded by Cindy Baldwin. Minutes approved

3. Treasurer's Report:

- a. Jodi shared the financial report for the year 2007. See attached report.
 1. General Account Balance: \$6197.93
 2. ENCARE Account Balance: \$2791.87
- b. There is an amount of \$690 which will be added to the general account balance for 2007
 1. \$600 reimbursement from national ENA
 2. \$90 refund from Cindy Baldwin which she received from ENA for Leadership Conference attendance.

4. Committee Reports:

- a. Trauma Committee – Clara Johnson: Clara stated that \$5000 was awarded for TNCC reimbursement in 2007. There were no requests for reimbursement for ENPC. She has not sent out the 2008 letters for TNCC/ENPC reimbursement yet as the budget for funds has not yet been approved. There will be a TNCC instructor course in July of 2008 for up to 18 participants. The cost of providing the course will come close to being matched by the registration fees for participants. There is not a firm plan at this time to hold a CATN course but again, if held, the revenue for the course will cover most of the cost.
- b. Pediatric Committee – Carol Cressman: Carol stated that an ENPC instructor course will be held at the United Methodist Church in Sioux Falls on Tuesday, June 10, 2008. This is an 8 hour course and will accommodate 12 participants. Carol also mentioned that there is now an ENPC pretest for the provider course on the ENA website.
- c. Government Affairs Committee - : As of now we do not have a Government Affairs Committee Chair. Cindy asked for suggestions for filling this position. If anyone is interested in obtaining information

regarding local alerts for government affairs go to the ENA legislative Action Center at <http://capwiz.com/ena/home/>. to sign up.

- d. Injury Prevention – Dory Gassman: Dory has developed Injury Prevention goals for 2008 (see attached). She also stated that there is much information on the ENA website regarding injury prevention. Dory does report the SD ENA injury prevention activities to ENA national and requested that SD ENA members inform her of projects and courses that they are involved in.
- e. Newsletter – Tammy Dohman: Tammy requested that all entries for the newsletter be sent to her by March 1. She also asked those in attendance if she sent out the newsletter by email – would she also need to send it out also by mail. After discussion, Clara made a motion, seconded by Kay, that the newsletter be distributed by email when possible and only sent by mail to those members who do not have email.

5. Old Business:

- a. General Assembly and Scientific Assembly, September 2007 – Tammy and Dory: The general assembly for 2007 was held in Salt Lake City. Tammy stated that they were involved in much networking with members from other states. The General Assembly for 2008 will be held in Minneapolis MN. Tammy will place a report of activities and knowledge learned at the 2007 assembly in the newsletter.
- b. State Council Orientation-Chicago, December 2007 – Cindy
 1. State Council Challenge – A donation of \$1/ state member to the foundation was suggested.
 2. Government Affairs email alerts –There is an ENA list serve site which reports updates on government activities for each individual state. Recent reports from the SD legislature involved information about seat belt laws and state trauma designation. See site above.
 3. Quarterly calls for Treasurer, Committee Chairs, President – There is a schedule for the years calls on the ENA website.
 4. Membership Assessments –
 - This suggestion from national that would reimburse and give credit to the state where a member lived rather than the state where they participated in . There was much discussion as to the impact this would cause. This did not pass.
 - Cindy asked for suggestions for increasing membership and participation in state ENA meetings. After discussion of options by the group, Kay made a motion, seconded by Dory, to record the names of those attending the yearly meetings for a drawing at the end of the year for a \$96 2009 ENA membership. Tammy made a motion to amend the initial motion to state that only names of current ENA members would be considered. The group voted on the initial motion and it was passed.

5. Archiving Old Documents – There was a suggestion that each state chapter electronically archive all old documents. Jody will present a suggested list of what items need to be archived (attached).
6. The SD regional representative is Gail Lenehan. Gail is available to members for advice and is also willing to present at state level meetings or conferences. You may contact her at GAIL.LENEHAN@GMAIL.COM.
7. Cindy will attend 2008 Leadership Conference in Hawaii. While at the conference she will present at the “Best Practices” roundtable on how the SD chapter has enhanced TNCC by reimbursing TNCC fees for members.

6. New Business:

- a. Two Tiered State Status – Tammy Dohman. Tammy reported that there had been a request to national by a member to start a state chapter. After much research with national, Tammy found that states who have a two-tiered system cannot add chapters unless there are already two active chapters. With the small membership of SD, a two tiered membership serves the state well. A change from a two tiered system to a chapter system would require a 2/3 majority vote by the state membership. State members can bring a proposal to a two-tiered chapter to start a SIG (Special Interest Group). Cindy stated that the SD ENA would entertain any proposal by a state member and budget accordingly. The SD ENA has embraced other SIG’s such as the TNCC reimbursement program and would like to encourage other members to bring forward ideas. The member requesting to start the new chapter was informed of the above. The group thanked Tammy for all her work on researching and responding to this request.
- b. National ENA recommendations for Treasurers and State Councils – Cindy and Jody
 1. **CPA recommendations:** As of May 31, 2008, all small business non profit organizations will need to file Federal Income Tax. For organizations with <\$25,000 deposits, Federal Filing form 990-N must be used. National strongly encouraged each state to hire a CPA to review and prepare this electronic filing. Roine made a motion, seconded by Dory, to hire a CPA to assess our financial records and prepare the Federal filing form. Jody was asked to investigate the hiring of a CPA.
 2. **Insurance Programs** – If local programs submit a copy of their yearly budget to national, the process will be covered under national’s insurance policy. Cindy will submit a copy of the budget approved at this meeting to national.
 3. **Public Disclosure:** Jody stated that she also had discussions with national regarding public disclosure of financial records, bylaws, articles if incorporation to all members. Many states achieve this through a web site. Since SD did not presently have a web site, it

was noted that we disclose information via meeting minutes and the newsletter. Jody will ask at the next treasurers phone conference what other states are doing for disclosure regarding the above documents if a website is not available.

7. 2008 Budget discussions

- a. Jody informed the group that the projected 2008 budget had a \$9020.00 deficit. Cindy asked that the group go over the budget line by line and adjust to better balance the budget.
 - b. There were no changes to the revenue portion of the budget
 - c. The following motions reflect the changes in the 2008 expense budget:
 1. TNCC reimbursement - \$6000: Clara made a motion, seconded by Jody, to not budget for TNCC reimbursement for 2008. In discussion it was noted that our state has reimbursed over \$31,000 in the past several years. Shaye noted that there would not be reimbursement from the state this year for critical access hospitals. Carol noted that with other additions to the budget (i.e CPA, archive fees) it would be feasible to take a year without reimbursement to better balance the budget. After a vote, the motion was passed by all present.
 2. Government Affairs- \$500. Kay made a motion, seconded by Carol to remove the \$500 for Government affairs as the money was earmarked for nurse's day at the legislature and that day has already passed. After a vote, the motion was passed.
 3. CEN Reimbursement - \$2000: Clara made a motion, seconded by Tammy to not fund CEN reimbursement for 2008. After discussion and a vote, the motion was passed.
 4. Archive of Records - \$1500: Clara made a motion, seconded by Carol to change the \$1500 allotted for archiving the records to \$1000. After a vote the motion passed.
 5. Membership - \$96: Tammy made a motion to include the \$96 2009 ENA membership. See discussion above.
 6. CPA - \$500: Clara made a motion, seconded by Tammy, to include \$500 in the budget for CPA fees. If in investigating the cost of a CPA, Jody finds that more monies are needed she will bring this to the next meeting. After a vote, the motion was passed.
 - d. A revised copy of the budget is attached. After revision of the budget there remains a \$616.00 deficit.
8. Next Meeting: With no further discussion, the meeting was adjourned at 1815. the next teleconference meeting will be held on June 3rd at 1430 (CST), 1530(MT)

Submitted by
Kay Boik
SD ENA Secretary