

South Dakota ENA Meeting Minutes
June 2nd, 1630 PM
Video Teleconference

1. Call to Order (Cindy Baldwin)

Members present:

Sioux Falls: Cindy Baldwin, Clara Johnson, Kay Boik, Roine Klassen, Jill Weisner, Lois VanDerVliet, Becky McManus-Hexum

Watertown: Jodi Foster, Dory Gassman

Aberdeen: Tammy Dohman

Rapid City: Shaye Krcil

2. Secretary's Report / Approval of Minutes (Kay Boik)

- a. A motion was made to approve the minutes of the February 4th, 2008 SD ENA meeting by Clara Johnson. Motion seconded by Dory Gassman. Minutes approved with minor correction of date and time of this meeting.

3. Treasurer's Report (Jodi Foster)

- a. Taxes were filed using the 990 E Z form. As a non-profit organization we were not assessed taxes.
 1. Board members had voted 5-0 to use Kinner and Co. from Brookings to file the 990 tax form beginning in 2007 at the cost of \$200.
 2. Board members had also voted 5-0 to use of the services of Kinner and Co. to perform a compilation (check and balance) of our finances at the end of 2008.
- b. As of May 24th there was \$6612.25 in the general account and \$2647.47 in the ENCARE account.
- c. All of the ENA assessments for 2007 have been received. Jodi has not received the 1st quarter TNCC/ENPC assessments for 2008. Kay and Cindy have received the membership assessment from ENA – this should have been sent to Jodi. Jodi will contact ENA to assure they have her down as SD treasurer.

4. Committee Reports:

- a. Trauma Committee – Clara Johnson:
 1. There will be a TNCC instructor course on July 25th. The course will be held at the Faith Lutheran Church on Cliff Avenue. Thus far Clara has confirmed 10 applicants (7 from Sanford, 1 from Avera-McKenna, 2 from Avera-Aberdeen. Shaye announced that there will be 3 participants (possibly 4) from Rapid City. The deadline for applications is June 20th.
 2. Clara has received a request for TNCC reimbursement of \$140 from the Platte Hospital. The course was held in 2007. The monies set aside for TNCC reimbursement were not all utilized in 2007. Cindy made a motion to reimburse Platte for the \$140.

Motion was seconded by Kay. The motion was passed by majority vote.

- b. Pediatric Committee – Carol Cressman (reported by Cindy Baldwin): Cindy stated that an ENPC instructor course will be held at the Faith Lutheran Church in Sioux Falls on Tuesday, June 10, 2008. This is an 8 hour course and will accommodate 12 participants. Carol has 7 attendees signed up for the class.
- 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/>.
- d. Injury Prevention – Dory Gassman: Dory talked about the ENA tool kit for alcohol awareness. All level 1 and 2 trauma systems must take part in Alcohol Awareness programs. The ENA web site contains a copy of the program. The program can be printed for individual hospital use. Dory reviewed the injury prevention activities she has been a part of in Watertown.
 - 1. Bike safety - 7 schools
 - 2. Gun Safety - 225 children
- e. Newsletter – Tammy Dohman: Tammy requested that all entries for the newsletter be sent to her by August 1.

5. Old Business:

- a. Membership Participation – Cindy led a discussion on how to encourage membership participation in the SD chapter. She asked those present to encourage co-workers to join us at the meetings. In the last meeting, a motion was passed to record the names of those attending the meetings and hold a drawing at the end of the year for a \$96 2009 ENA membership.
- b. Archiving Old Documents – Linda Bullis has been asked to start the process of archiving old SD ENA documents. Linda is waiting for an upgrade to her computer system. Once completed she will begin. \$1000 has been allocated.
- c. National ENA recommendations for Treasurers and State Councils – Jodi/Cindy
 - 1. CPA duties voted on (see #3 above)
 - 2. Federal filing of Income Tax (see #3 above)
 - 3. Insurance programs - Cindy has submitted the 2008 budget. This will assure that we are covered by their insurance policy.
- d. Leadership Conference Feb 2008 – Cindy
 - 1. Best practice presentation – Cindy presented at the conference about the SD practice of TNCC reimbursement
 - 2. ED Director involvement – Several state chapters are holding quarterly sessions with local ED directors to discuss current ED concerns (staffing, wait times, overcrowding).

3. Development of a state chapter web site – There was encouragement for development of a web site for local chapters. The web site could contain By-laws, quarterly minutes, newsletter, etc). Some chapters used local IT schools for development of a web page. Development of a SD web site was discussed. Some of the important facts to be learned are: Cost for set-up, amount of time involved, type of design, cost of keeping the site up, who would keep the site going, who would have access to posting on site. Cindy asked that all present would check with the IT departments of their facilities to see if any of these questions can be answered. If you are able to get some of this information, please email to the group so that we can continue this discussion.
- e. SD State Trauma System Development – Clara, Cindy and Shaye
The Senate Bill 200 for Trauma System Development has passed the SD Senate and will be in effect as of July 1, 2008. The bill states that every hospital must declare a trauma level by 2012. The state will not mandate specific levels. The steering committee for trauma development will meet on July 10th to further develop action plans. The hospitals utilizing the trauma registry (Avera McKennan, Sanford, Rapid City Regional and Queen of Peace) will meet to assure they are all using the registry in the same way. This will give a good snap shot of what is happening in our state in regards to trauma.

6. **New Business:**

- a. **General and Scientific Assembly, Minneapolis, September 2008**
The 2008 budget has set aside the following for attendance to national meetings
 1. President - \$ 5000 has been budgeted for the president to attend national meetings (\$1017 has already been used). Air fare for the 2008 General Assembly was paid by the 2007 budget – thus air fare for the 2009 General Assembly will most likely come from the 2008 budget
 2. \$1800 was allotted in the budget for assistance of up to 3 delegates to attend the General Assembly September 24th –September 27th. We will send out the delegate application form with the minutes and request that if a state member is interested they should return the application prior to the end of July. Cindy will check with national regarding how many delegates are allowed from our chapter.
- b. **Election of President Elect** – The position of president elect for 2009 should be voted on in the fall of 2008. If you are interested in the position please contact Cindy Baldwin. Ballots will be sent out prior to the fall meeting.
- c. **Emergency Nursing Triage Course** – This is a new course presented by ENA – for more information please go to the web site.
- d. **Fall Conference/CATN2** – After a discussion on whether to have a fall conference, a CATN course or a get together at the fall meeting, it was

decided by the group to plan our fall meeting at a neutral location as it would be easier to work on the budget as a group instead of over teleconference. A motion was made by Clara with second by Tammy to have the meeting in Chamberlain SD. The motion was passed by those in attendance. Clara agreed to coordinate the meeting with Chamberlain.

7. Next Meeting: Will be held in Chamberlain SD at Cedar Shores. Date and time will be forthcoming after confirmation of rooms is confirmed. With no further discussion, the meeting was adjourned at 1745 with a motion by Lois/seconded by Tammy.

Submitted by
Kay Boik RN CEN
SD ENA Secretary