

SDENA Meeting Minutes October 21, 2010

Meeting called to order at 1620 at Bracco's in Sioux Falls, SD

Present:

Becky MacManus-Hexum, Linda March, Jody Foster, Dory Gassman, Patti Peterson, Roine Klassen, Sandy Koch, Nancy Cuka, Monica Everson, & Clara Johnson

Website demonstration for accessing agenda, minutes, and reports for meetings

Secretary's report by Dory Gassman (Kay in Atlanta for Cancer walk): shared meeting minutes from June motion to approve by Clara and 2nd by Jody, & motion carried

Treasurer's report by Jody Foster:

Total balance \$20,285.80 current 10-2-10

State Treasurers Conference Call- discussed- electronic record keeping issue

Difficulty tracking money – issues

Discussion of tax filing- 990 EZ form for tax preparation, we do not use – we file tax reports done by professional service - well-spent money

1-1-2010 Closed out the ENCARE Account- now under the Injury Prevention Category

Motion to approve by Roine and 2nd Linda and motion carried

Committee Reports

Trauma Committee- submitted by Clara

TNCC(I)

- Held August 27, 2010
- 6 participants
 - Sanford = 3
 - Avera McKennan = 1
 - Avera Sacred Heart = 1
 - Spearfish = 1

Revenue = \$840.00

Expenses = \$1742.30

- SDENA loss = \$907.70

Completed process for faculty for Patti Peterson and Shaye Krcil

Plan Instructor Course next July or August

Suggest same Revenue and Expense for budget in 2011

TNCC(P)

- Sponsored by hospitals
 - Project 30 courses in 2011
 - Estimate 30 courses x 16 participants = 480 x \$30 = \$14,400 (revenue in 2011)
 - Manual cost will increase \$5.00/manual on January 1, 2011 (all 2011 courses), thus \$55.00/manual cost

2011 motion to hold TNCC & ENPC Instructor courses at cost to ENA of

\$3000-\$3500 estimated cost for both- motion by Clara and 2nd by Nancy, motion carried

Peds Committee—no report submitted from Carol

No official report, Linda was able to share some activities

June ENPC Instructor course completed 5 Avera & 3 Sanford in attendance

Expense \$730 noted from Treasurers

Provider Course- Sanford 3/yr & Avera 2/yr

\$30/participant back from ENA

Government Affairs Committee- no report- Lois not present

Dory shared info

Updating of Scorecard and SD rating low on State Roadway Safety Laws

Survey on safety of Texting while driving from National

Government Affairs Workshop in Jan 2011

Encourage SDENA budget to support committee chair in Washington, DC session with planning 2011 Budget

IQSIP Committee; Dory shared

Quarter Conference Call updates, National Conference

ENA working on position statement of workplace violence not tolerated

Goal when assault occurs to have charged as felony

Website Committee: no report- Cindy not present

Discussion on what the cost and need to have IT person maintain our website on yearly basis,

Motion by Clara and 2nd by Jody & carried for Dory to research with website designer hourly fee to maintain our website

Old Business

- Results of President-Elect

Two nominations: one member declined, Dory will continue for additional term of president

- General Assembly: 685 attendance- Delegates for SD-Cindy, Kay and Dory

- Scientific Conference- Dory gave overview of topics:

Workplace violence, Helicopter shopping, campaigning policy, Procedural Sedation, & Tour of Brooke Army Based

New Business:

- Secretary of State Documents filed

- Establish Goals for 2011 & ideas for future

- Clara shared and reviewed suggested changes ex. ballet process verbiage, and application updates to the forms, all present agreed

- Operational procedures for Committee Chair applications for 2011, need to complete application process

- Proposed Budget 2011

Reviewed Project Proposal for 2011

CEN 2 day Review Course- (attached)-

Motion by Clara, 2nd by Linda, & carried

Society of Trauma Nursing Annual Meeting- (attached)

Motion by Jody, 2nd by Patti & carried

Reviewed & Discussion of Projected Budget for 2011 from handouts (attached)

Motion by Becky, 2nd by Nancy & carried

Motion to adjourn at 1815 by Jody and 2nd by Becky & carried.

Notes taken by Becky, thank you!

Dory Gassman

SD ENA Financial Report
General Fund Account #739029712
Projected for 2011
Approved at October 2010 SDENA meeting

Revenues	Projected 2010 Budget	Projected Budget 2011
Membership Assessments	800	800
TNCC	10000	15500
TNCCI	1600	0
TNCC/ENPC/CATN Grant	0	0
CATN		0
ENPC	1000	1600
ENPCI	840	0
TNCC Update Grant		0
Other encare		0
CEN review course		2000
Total Projected Income	14240	19900

Expenses	Projected 2010 Budget	Projected Budget 2011
Administrative		750
General	200	5000
National Meetings	5000	600
CPA fees	500	0
Emergency Nurses Fall Conference	4000	
Trauma Committee		
TNCC(I) Course	1810	1810
Govt affairs Committee	1000	1000
Pediatric Committee		0
ENPC(I)	580	1000
ENA Membership	96	96
Website	300	500
Donations – ENF	300	300
Delegate	3000	4500
Injury Prevention	1700	1200
Society of Trauma Nurses		3000
CEN		9000
Total Projected Expense	18486	28756
Total Projected Income minus Expense	-4246	

Date	<u>29-Oct-09</u>	20-Oct-10
General Account Balance	\$14,581.96	20285.8
ENCARE Account Balance	\$2,090.90	

Operational Guideline

Purpose

- ◆ To define a process for ENA members to submit a proposal for a project

Definition

- ◆ Project: may be education, information/networking or prevention.

Requirements

- ◆ All proposals must be applicable to and/or available to all SD ENA members
- ◆ Project proposal form must be submitted to the President
- ◆ Project chairperson presents proposal at SD ENA meeting
- ◆ Full/final approval is granted by ENA meeting attendees.



Project Proposal: ✓ applicable box

- Education
 - Informational/networking
 - Prevention
 - Other _____. Define _____
-

Project description and availability to membership:

- Offer CEN 2-day review course in Sioux Falls late spring 2011
- Contract with Med ED
- Registration
 - ◆ SD ENA member – no charge
 - ◆ Non-SD nurses and Non-ENA members = \$250.00
- Plan course at Ramkota

Project Chairperson:

Clara Johnson

Project Proposed Budget

Revenue	Expense
Est 20 Non-ENA members	Med ED = \$7000.00
20 x \$250 = \$5000.00	Ramkota = \$2000.00 (Food & classroom)
	<i>Dependent on number of registrations</i>
<i>(Totally an estimate)</i>	Total = \$9000.00

Expected Net gain or loss to SD ENA: \$4000 - \$5000 or possibly total class cost if all SD nurses Joint ENA.

Project Timeline:

- ♦ Flyers / information sent January 1, 2011
- ♦ Registration deadline one month prior to class
- ♦ Plan course late spring 2011

Project Promotion

- Flyer/brochures to membership and participants
- E-mail to membership and participants
- Other

Projected audience / participants

- SD ENA membership only
- SD ENA membership and prospective members
- Other: Define: _____

Q/trauma2/SDENA/traumacommittee/10-10

**South Dakota ENA
Project Proposal
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-

Project description and availability to membership:

- Society of Trauma Nurses Annual Meeting

- Promote & support SD State Trauma System with two ENA members attending 2011 meeting
 - Provide written reports regarding PI and verification to all members and also to all Regional and Area Trauma Hospitals (Level II & III). Also condensed trauma center appropriate report to Community and Trauma Receiving Hospitals (Level IV and V)
- Utilize “point system” application to determine attendees

Project Chairperson:

Clara Johnson

Project Proposed Budget

Revenue	Expense
None	\$1500.00 x 2 = \$3000.00

Expected Net gain or loss to SD ENA: \$3000.00

Project Timeline:

- ◆ Attend meeting in 2011 and provide reports within 6 weeks.

Project Promotion

- Flyer/brochures to membership
- E-mail to membership and participants
- Other

Projected audience / participants

- SD ENA membership only
- SD ENA membership and prospective members
- Other: Define: _____

- If budget allows, please discuss and consider this proposal. As a non-profit, SD ENA needs to utilize our financial resources versus maintain a “large bank account.”
- This proposal should only be considered after all other budget needs are met.