

SDENA Meeting
October 7, 2011
CJ Callaway's

Call to order: Dory Gassman called the meeting to order at 1230 – we will commence with lunch. Business meeting called to order at 1320

Recognition of members present

Dory Gassman-Prairie Lakes, Watertown
Becky McManus-Hexum - Avera, S Falls
Sheila Rigo – Avera, Sioux Falls
Kay Boik, Sanford, Sioux Falls
Jody Foster, Prairie Lakes, Watertown
Clara Johnson – Avera, Sioux Falls
Nate Christianson – Sanford, Sioux Falls

Monica Everson-Prairie Lakes, Watertown
Jessica Phelps-Prairie Lakes, Watertown
Linda March-Avera, Sioux Falls
Sherrie Muhs-Avera, Watertown
Cindy Pirrung-Avera, Sioux Falls
Karen Kaskie – Sanford, Sioux Falls

Additions to agenda – Project proposal regarding Operational Guidelines

Secretary Report: Kay Boik: Minutes were reviewed as posted at sdena.org. Corrections to the minutes were discussed: misspelled word and trauma conference name will be changed. Clara moved to accept, Becky seconded.

Treasurer's Report – Jody Foster:

Jody reviewed the report posted on the web site. As of 1/1/2011, the account total was \$20,091.07. As of this meeting, we had \$19,03398. There will most likely be income from TNCC/ENPC assessment income and expenditures for the president attending the national conference in February. Defer 2012 budget to later in meeting.

Committee Reports:

Trauma – Becky McManus-Hexum:

- TNCC – I
 - TNCC instructor course was cancelled in July 2011 as there were only 2 applicants
 - The 2012 instructor course is planned for March 29, 2012. Becky suggested the same revenue/expense at 2011.
 - Concerns regarding the 2011 class – application paperwork was not completed in a timely manner or in it's entirety. Suggestions to start with applications earlier. Becky will send out notice in the near future.
- TNCC – P
 - TNCC Courses are sponsored by individual hospitals
 - Anticipate 30 courses will be completed in 2011 (30 courses X 16 participants=480 X \$30=\$14,000 revenue)
 - Manual cost is now \$55/manual.
 - SD state trauma law which goes into effect in November states every RN in state will be current in TNCC

- Concerns with TNCC course (national and local)
 - Paperwork completion post course in a timely manner- not compliant with current requirement of submission within 30 days of completion of course.
 - Maintaining security of tests- discussion at ENA national phone conference 3/11. There are now 2 new versions of the test (c and d)
 - Copies of TNCC-P class summary paperwork not forwarded to Trauma Committee Chair as per ENA requirements
- CATN An update is in process. The course remains on hold for members taking the course.

Pediatric Committee – Linda March

ENPC Report

- ENA has recently informed all ENPC course directors of the updated timeline for the 4th edition of ENPC.
 - 4th edition course rollout is delayed until the 4th quarter 2012.
 - High quality product will take precedence over deadlines
 - ENA will use Course bytes to keep members updated on timeline.
 - Currently they are completing the provider manual. Next will be completion of lectures and instructor notes. Once completed they will begin testing the test questions.
- ENPC instructor course was held August 25th 2011 in Sioux Falls. Two new instructors passed the course. Welcome Nate Christopherson. Todd Bloomer who had passed the course has since moved to California.

INCOME	EXPENSES	EXPLANATION
\$140 /registrant	\$100	Facility rental
(6 registrants)	\$240	6 instructor manuals/\$40 each
	\$60	Indirect fees to ENA
	\$300 (\$150/each)	Honorarium to instructors (2)
	\$18.62	Snacks
\$840	\$718.62	

- 2012 ENPC-I instructor course proposal
 - 2012 course scheduled for August 16th 2012
 - Proposal that ENA would pay for ENPC instructor registration for any SD ENA member (Tabled to Budget discussion)

Government Affairs – Lois VanDerVliet

Lois was not present and did not submit a report
 Becky had attended a meeting regarding “Safe and Sound in South Dakota” which is a legislative coalition initiative brought forward by State Farm Insurance of SD. This is a public policy initiative to change the graduated driver licensing system (for more information go to Marilyn.buskohl@aaasd.org) 3 phases – Instruction, restricted then operating license. No formal plans were adopted to join this coalition; rather we will follow progress.

- The Government Affairs Conference will be in Washington DC on January 28-30. SDENA has budgeted for attendance.

IQSIP – Dory Gassman: Dory mentioned that SD ranked a 5 which is very low on the National Highway Score card

Website – Dory Gassman-

- Kay will work with Dory on updating the website. All should be able to enter the website by using their ENA # as login and their last name as password. Dory asked that members submit pictures and stories to make the site more interesting and interactive.
- Karla Nygren has opened a SD ENA site on Facebook. This site is for networking. Business matters will not be discussed. Karla has invited all membership.

Old Business:

- **Results of election**
 - Karen Kaskie was elected treasurer to replace Jody Foster. Welcome Karen. Karen has been an RN for 27 years. She is presently a flight RN at Sanford.
 - Kay Boik will remain Secretary
- **State sponsored CEN course** – was recognized by BCEN at the national conference. Dory presented Clara with a certificate of appreciation received at the national conference for all the work Clara did putting together this training. Of those who took the course 21 have successfully completed their CEN certification exam.
- **General/Scientific assembly report** –Sherrie
 - Karla and Sherrie thanked the SD membership for allowing them to experience the ENA conference. The next ENA event will be the leadership conference in New Orleans
 - Education sessions were awesome for obtaining CEU education (new practices were CO by ultrasound and the use of SQ lidocaine)
 - Networking: Chance to share experiences with members from all over the world. Focus groups were very enlightening also.
 - General assembly gave an opportunity to see the legislative process at work. Votes really do matter.
 - Exhibits: always good working information.
- **Position Statements:** Dory talked to the ENA position papers, which are available on the national website.

New business

- a) Secretary of state documents
- b) Establish SDENA goals for 2012
 - a. Increase active participation
 - b. Information available at ENA functions and website
 - c. Increase exposure to SDENA
 - d. Networking of resources
 - e. Website – submit successes and activities (local and national)
 - f. Resources available
 - g. Review operating procedures
 - h. Recognize successes of SD ENA members

Operational Procedure review:

- Committee Chair: Website/Communication was changed to Media committee. The word “draft” was taken off the application. Committee chair descriptions will be placed on the website.
- Presidential Meetings: Under national meetings – ‘December orientation in Chicago’ was changed to ‘orientation completed on line’.
- General Assembly Selection: #3 President, secretary and/or newsletter – the word newsletter was changed to ‘Media Chair’.
- Operational guidelines for officers: Immediate past president was added to title.
- Nomination/Election process – no changes
- Application form: This form will be utilized for all national conference applications #4 in application the word ‘current’ spelled correctly. #6 Newsletter was removed. Email added to method of sending in application.

2012 Budget discussion

Lines by line items were discussed. Please refer to the proposed budget submitted by Jody on the web site. Main points of discussion:

Income: Proposed \$23,020

- Membership assessments increased by \$100
- TNCC-I increased by \$200
- ED Grant, CEN review course income taken off the budget
- \$1500 added for PCEN review

Expenses: Proposed \$31,200

- Administrative general decreased by \$200
 - CPA fees \$600 rather than \$750
 - Pediatric committee increased by \$800 as a new update will be coming out. Discussion regarding Linda’s proposal for ENA paying for ENPC instructor fees for ENA members did not pass as most hospital facilities will pick up these fees.
 - Funds for delegate to national increased by \$1000 due to cost of travel.
 - Injury prevention decreased from \$1200 to \$500 as only \$243 utilized this year
 - Society of Trauma Nurse travel decreased to \$1800
- Motion to approve proposed budget by Clara; seconded by Jesse

Project Proposal application form:

Clara presented an operational guideline for a project proposal. The form is on the web site for review. The membership attending felt that this form would provide a uniform method applying for project funding. Motion to vote by Clara/second by Jody– Proposal passed by membership attending.

Motion to adjourn by Becky McManus /seconded by Sheila Rigo

The meeting was adjourned at 1535
Minutes submitted by Kay Boik RN CEN