

SOUTH DAKOTA



South Dakota ENA
Board of Directors Meeting Minutes
February 15, 2001
8:00 AM

Telemedicine Sites: Avera St. Luke's Hospital, Aberdeen
Avera McKennan Hospital, Sioux Falls
Prairie Lakes Hospital, Watertown
Avera Queen of Peace Hospital, Mitchell
Regional Hospital, Rapid City

On February 15, 2001, a special meeting of the Board Members and Committee Chairpersons was called to order by President Cheryl Hairgrove.

Members Present:

Aberdeen: Cheryl Hairgrove, Tammy Dohman
Sioux Falls: Jill Weisner, Clara Johnson, Mindy Laflin
Watertown: Jody Foster, Lila Schaefer
Mitchell: Kathy Haack
Rapid City: Pat Sortland

I. Purpose of Meeting

The purpose of the special meeting was to discuss, plan, and develop a budget for SD ENA for 2001 and beyond. The National ENA is presently in a financial crisis and is withholding reimbursement to the state organizations for TNCC/ENPC courses held. They are presently in arrears for the 2nd, 3rd, and 4th quarters. Since a majority of the revenue for SD ENA programs is generated via this reimbursement, the Board of Directors must become proactive in their vision of the future. It is essential that we reevaluate and redefine budget expenses for 2001. We must be prepared to determine the "bottom dollar" amount for our treasury. Our goal is to not get into the same situation as National ENA is currently experiencing.

II. Present SD ENA Financial Status

Available funds		\$7790.00
EN-CARE designated funds		<u>\$ 250.00</u>
		\$8040.00
Committee & Administrative requested expenses for 2001		\$18,000.00
Projected revenue from National ENA membership reimbursement (\$10 x 50)	(+)	\$ 500.00
Previously approved/committed to TNCC reimbursement program	(-)	\$4000.00

Summary of above:

Current balance		\$8000.00
Expected revenue	(+)	\$ 500.00
Committed expense	(-)	<u>\$4000.00</u>
Available monies		<u>\$4500.00</u>

III. Discussion

A. TNCC Educational Reimbursement Program

At our October meeting we firmly committed \$4000 to the TNCC reimbursement program for nurses employed in rural hospitals. Letters were mailed to the appropriate facilities, and we have received our first request from Mobridge. Clara Johnson expressed concern that we not make changes to this request and continue our monetary commitment to this valuable program.

B. EN-CARE Provider Workshop

We already have \$250.00 dedicated to this project in the budget. Monica Huber will be attending a training session at the national level to become a trainer for the program. She has agreed to do this workshop for us without monetary reimbursement. Although this is very kind of her to do, discussion centered around whether this would be appropriate. After considerable discussion, it was determined that we should dedicate \$500.00 to this training session.

C. Administrative Expense / Newsletter

There will be postage and expenses associated with the mailing of the newsletter. There will also be a need for some supplies on the administrative level. There was discussion concerning the mailing list for the newsletter. It was decided that we should continue mailing them to the hospital Emergency Departments and to the nursing colleges. After considerable discussion, this budget item was given \$550.00.

D. Fall SD ENA Conference

The date has been set for October 12, 2001, at Cedar Shores Resort in Chamberlain. There was discussion concerning raising the fee to cover either the entire cost or a large percent thereof. Cheryl Hairgrove suggested we look into soliciting various equipment manufacturers, etc., to sponsor booths. This may be a way to obtain some monies without raising the fees to a point where nurses would not attend. Clara Johnson also suggested that we look into sponsorship money from various other groups to assist in meeting the expenses, i.e., ED physician groups. After discussion, it was

decided to include \$1000.00 in the budget for this workshop opportunity, as well as to look into the above possibilities. We will plan to have a board meeting on May 1, 2001, to discuss the fall meeting. Everyone should bring information regarding booth fees, the possibility of sponsorship money, etc. to this meeting.

E. National ENA Meeting Delegates

Discussion centered around the importance of SD ENA members being involved in this meeting. There was a question raised as to whether the information brought back is of value to our state and the patient care which we deliver. The general consensus was that the local workshop may be of more value to our membership. Jody Foster suggested that we not budget any monies this year for a delegate to attend the National Meeting.

F. CATN Course

Our options for this course are to raise the fees to cover the cost or move the course into an institutional level. Clara Johnson reported that last year the fees were decreased to encourage participation, but the fall class was still canceled due to inadequate registration. For the present time, this course will be scheduled for this spring.

G. ENPC Instructor Course

There was discussion regarding the need for additional instructors at the present time. Although one facility expressed a possible need, there was a question of how many individuals would attend. After discussion, the decision was made to delay the next course until 2002.

H. TNCC Instructor Course

There was discussion regarding the need for additional instructors at the present time. The general consensus was that no additional instructors are needed for now. The decision was made to delay the next course until 2002. Clara Johnson stated that there may be a problem in obtaining the necessary manuals for upcoming provider courses on a National level.

I. Legislative Committee

Lila Shaefer and Carol Fonken attended the Nurses' Day at the Legislature program. They have submitted expenses for their trip in the amount of \$300.00. These expenses were approved. No further monies will be allotted for this committee.

J. Budget Reserve

After discussion, the general consensus was that SD ENA should maintain a "bottom line" of at least \$1500.00.

K. Final Budget

Current funds	\$8000.00
TNCC Reimbursement	\$4000.00
EN-CARE Workshop	500.00
Administrative Expenses / Newsletter	550.00
Fall SD ENA Conference	1000.00
Legislative Committee	<u>300.00</u>
Total Expenses	\$6350.00
Net Reserve	\$1650.00

IV. Next Meeting

The next meeting of the Board of Directors and Committee Chairpersons will be held on May 1, 2001, via telemedicine to discuss the Fall SD ENA Conference.

At 9:00 AM, the meeting was adjourned by President Cheryl Hairgrove.

Respectfully submitted,

Kathy Haack, RN, CEN
Secretary