

**SD ENA Executive Board Meeting  
September 17, 2001**

**Present:** Pat Sortland, Bette Gustafson, Jody Foster, Cheryl Hairgrove, Tom Berg, Jill Wiesner

**I. Call to Order:**

Executive meeting to address a request by Prevention Chair, Tom Berg, for ENA check written to order ENCARE supplies for ENCARE program with timeline needed to be before September 30, 2001

Tom Berg has an agreement contract with the Department of Commerce and Regulation, South Dakota Office of Highway Safety for a term of May 1 – September 30, 2001 to provide materials, mileage, and miscellaneous expenses for traffic safety injury prevention education programs. They will reimburse ENCARE for actual expenses upon receipt of invoice. He requests ENA/ENCARE to order six slide presentations for Dare to Care and ENCARE pamphlets totaling \$910.00.

General discussion regarding program details occurred. Current invoices names several hospitals. Question if this is an agreement with institutions or ENCARE instructors. Tom said would be an agreement with ENCARE regional instructor. Suggestion that regional representatives be contacted and a written agreement be formulated. Agreement may include the regional representative to be a resource for instructors in the area, keeper of slides and disperse as needed, report to ENCARE Chair programs completed. Question raised as to who will administer and manage the State agreement. Tom Berg plans to complete this. Concern voiced that membership not aware of program and suggestion that this be an agenda item for the next meeting.

Motion made by Jody Foster, and seconded by Bette Gustafson to appropriate \$910.00 for ENCARE supplies.

Addendum to the motion:

- Cancellation of all current ENA/ENCARE supply invoices.
- Contact area ENCARE representative for commitment and addresses.
- Order slides and pamphlets without hospital identification.
- Administration and management of State Agreement to be the responsibility of Tom Berg.
- ENCARE Program be presented at next ENA meeting.

Motion approved – unanimous.

Respectfully submitted,  
Jill Wiesner  
Treasurer, SD ENA