PA ENA
Pennsylvania State Council
Meeting Minutes

November 9, 2018

• A Call To Order
  o Establish Quorum
    ▪ Quorum was established with the entire board present except President Elect, all committee chairs present except Government Affairs and IQSIP, and the following chapters represented for a total of nine out of twelve: Bux-Mont, Capitol, Code, Delaware, Erie, Pocono, Seven Mountains, Susquehanna, and Western.
  o Welcome/Introductions
    ▪ Each attendee introduced themselves. Caitlin Costello, a Pocono Alternate, was a first-time attendee.
  o Adoption of Consent Agenda/Approval of Minutes
    ▪ August 24, 2018 minutes were both posted on PA ENA website with 15 copies of the minutes made available at the meeting. In the Western Chapter report a correction was made that the September 5 meeting was at Hofbrauhaus, not Harbor House.

Motion was made to adopt August 24th 2018 minutes. Motion made, seconded and passed.
August 24th 2018 minutes were adopted.

  o Adoption of Meeting Agenda (See attachment #2)
    ▪ SCLO (State and Chapter Leaders Orientation Meeting) and 2019 Annual Budget were added to the Agenda.

Motion was made to adopt meeting agenda with the addition of SCLO and 2019 Annual Budget. Motion made, seconded with meeting agenda adopted.

  o Conflict of Interest Disclosure
    ▪ No conflicts of interest disclosed.
• President’s Report
  
  o ENA Conference Volunteers received gifts from Kari Zick, ENA Component Relations
  
  o Our PA ENA National delegate picture was posted on the website.
  
  o National ENA, Kari Zick from Component Relations and others, sent their support to those who were affected by the Pittsburgh shooting.
  
  o 2019 Meeting Location
    ▪ PA ENA board decided at the board meeting that 2019 PA ENA Board and Council meetings will be at the new Ramada Facility, Wyndham Garden at 310 Elks Club Road in Boalsburg PA.
      • Penn Stater did not respond to PA ENA request for an estimate
      • Ramada responded with the same offer as in 2018 for the present Ramada at $69 a night in March and $79 a night in August and November with the new Ramada, Wyndam Garden, $99 in March and $109 in August and November. The rest of the package was the same with Board meeting room free with 10 hotel room reservations and the council meeting room at $100. Lunch will remain at the same price.
    ▪ The Board chose Wyndam Garden for the 2019 PA ENA Board and Council Meetings.
  
  o 2019 Office of President
    ▪ 2018 President Elect Donald Nardelli resigned his position as 2019 PA ENA President
    ▪ 2019 President Elect Tyler wishes a year on the board prior to becoming PA ENA President.
    ▪ The council was asked for PA ENA 2019 President nominations from its members.
    ▪ Only one person was nominated: Cheryl Macdonald-Sweet, the present Immediate Past President.

  Motion was made to accept the ballot as cast with only one nomination and therefore the result of Cheryl Macdonald-Sweet as the 2019 PA ENA President. Motion made, seconded and Cheryl Macdonald-Sweet will be the PA ENA 2019 President.
  
  o State Award
    ▪ Not all chapters have entered elected board members by the deadline. In the past the State Award required that the chapter new board members be
submitted by the deadline to apply for the State Award. National was contacted and replied that it is still okay to apply. Please submit your 2019 newly elected board members as soon as possible (if not already submitted).

- Both Val and Cheryl, who have submitted applications for the State Award, will assist in mentoring Tyler on preparing the application.
- State Award scoring is unknown to those states submitting applications. Viv, who served on the National Awards committee 10 years ago, stated that committee members would look over documents that would be void of any identifying information and rate each question on a 1-10 scale.

- **Treasurer’s Report** (See attachment #3)
  - Please see the attachment for treasurer report details. At present no outstanding bills. The down payments for Hershey Lodge have been made.
  - Please send in any outstanding chapter treasurer reports.

  *Motion was made to accept the treasurer report. Motion made, seconded, and report adopted.*

- **Chapter Reports**
  - Berks (no report) not represented at meeting
  - Bux-Mont (See Attachment #4)
    - Elections were held with 2019 President Elect Viv Matsinger, Treasurer Jean Colella, and Secretary Kathy Ingoglia. Linda Melly will be the 2019 Bux-Mont President.
    - Next meeting: Gebauer (Pain Ease Spray) will sponsor our annual Holiday Party with Chinese auction gift exchange on December 19th at the Metropolitan Restaurant in Montgomerville PA.
    - The chapter donated money to the Gift Of Life Adopt a Family Program to house a family for 1 week.
    - Bux-Mont continues to fundraise through selling fleece jackets.
  - Capital (See Attachment #5)
    - Last meeting was in Hershey on October 9th. Teleflex presented on Intra-Osseous Infusion utilization with light snacks offered.
    - Biggest Project is the formation of a group headed by Kay-Ella Bleecher and Joyce Carpuzzi Forman to support Calhoun Liberty Hospital ED in Blountstown Florida that was devastated by Hurricane Michael. Kay-Ella and Joyce wrote a letter to appeal for donations of scrubs, usable items, socks as well as other donations including non-perishable foods and cash. So far Capital Chapter and various other colleagues have been very generous with donations with a huge response. Kay-Ella and others plan to go to Florida to transport items on the week after Thanksgiving. All donated food items were
checked with outdated items discarded. Paige Tully, the Calhoun Liberty Hospital ER nurse manager was sent a shipment of new scrubs already. Paige informed the group of how happy they were to receive the much needed scrubs. Four of her nurses went home and found they no longer had a house. Many are still living in RVs as well as tents outside the ER. Many children remain displaced. A case of band-aids was sent as a frequent injury is splinters from debris. Input from Steve Jewel in Texas, who has done a similar project, was sought out and cash will be turned into gift cards for local area places. This event is ongoing. Toiletries donated at the National Booth after the delivery to the homeless shelter were given to Kay-Ella towards this Hurricane Michael effort.

- Capital had six people come forward to save the chapter. Chapter is concerned as these are not active ENA members and have no ENA experience or knowledge base. A couple of these nurses did attend the National Conference in Pittsburgh.
- Gifts of popcorn were distributed to area ERs during Emergency Nurses Week.
- Capital is planning a conference in the spring and is working on speakers to assist in continuing their educational programs.
- 2018 Capital members National and State Award recipients: Theresa received the PA ENA Mary Bailey Award, Kay-Ella Bleecher received the PA ENA Leadership Award, Amanda Shrout received the ENA Doctoral Grant
- Capital will have a Christmas dinner in Lancaster. Members are reminded to bring a $20 gift for the Santa Steal.
- State Award for 2018 does not include Community Service
- Disappointment in National ENA having an international charitable focus over a US charitable focus was discussed. Anyone who agrees can call and express their feelings to Component Relations. Government Affairs has a proposal for the states to help their own states.

- Code: represented at meeting (no report)
  - No meetings since last council meeting.

- Delaware: represented at meeting (See Attachment #6)
  - The Delaware Chapter had elections on November 4th and the results will be submitted on the website: 2019 board will be President Gina Slobogin, President Elect: Gina Slobogin, Treasurer Nancy Blackburn, Secretary Mary Ann. Committee Chairs will be Education Mary Bailey (Joyce and Lisa), EHS Louise (Alternate Lisa), Membership Joyce, Emerging Professionals Joyce and Gail, Student Liaison John, Community Outreach Mary Ann.
  - In April a Stop the Bleed event/meeting was held.
Delaware is establishing an educational committee with Mary Bailey as chair to discuss and manage educational events including a symposium in May 2019.

- Event ideas included: active shooter, human trafficking, escape room
- An Emerging Professional (defined as < 5 years of experience in an ER) meeting will be planned in December or January as either a breakfast or Happy Hour to meet the newer members and share “Tales from the Bedside,”
- Events with Pharmacology Reps sponsoring will be discussed with the rep who wanted to hold an event in 2018.
- Online meetings will be discussed at the November meeting and be investigated as to costs of different programs and feasibility to attract more people who cannot make the meetings due to travel.

- Erie: represented at meeting (no report)
  - Planning for next year. Tyler is hoping for more member input into this plan.

- Greater Lehigh Valley: not present at meeting (no report)

- Philadelphia: not present at meeting (See Attachment #7)
  - The Philadelphia Chapter was not represented because of a Joint Commission survey. Please note that report was sent in and shared at the meeting.
  - September 20th meeting was held in the Midtown area of Center City and sponsored by Stryker with 30 members in attendance. Stroke CEUs were provided.
  - On October 10th for Emergency Nurses Day, a Happy Hour was held at Yards Brewery in Philadelphia with 25 members in attendance. The attendance was disappointing as the chapter had prepaid for 45 attendees.
  - The chapter will continue to work on finding ways to engage its ENA members.
  - Next meeting will be on 11/15 at Jefferson Torresdale Hospital.
  - Fundraising events included the following:
    - Eagles ticket raffle was held at the September meeting and was very successful.
    - Philadelphia ENA T Shirt sale ended on November 2nd.
  - The chapter is working on transitioning the chapter finance material to the 2019 leadership with a meeting scheduled on November 16th to transfer the bank accounts and other materials.

- Pocono: represented at meeting (See Attachment #8)
  - The Pocono Chapter had no meeting this quarter. Only one person responded to the e-mail that was sent out to increase chapter involvement and interest, as well as get more ideas.
• A new planning committee was formed to plan out the year.
• At present only 3 people are involved in the chapter with 70 chapter members.
• Looking into a meet and greet (Sip and Silk) to get reenergized
• Cro-Fab is willing to do a presentation as well
  ▪ New officers were entered into the system

  o Seven Mountains: represented at meeting (See Attachment #9)
    ▪ Changes were made to SOPs (Standard Operating Procedures).
    ▪ Merlann Malloy was 2018 President for remainder of year with the issues related to the resignation of Donnie Nardelli.
    ▪ On October 30th a dinner meeting with ballot and elections was held at Dave’s Dream. Suggestions for 2019 were discussed and submitted to the 2019 president Laura Reilly for consideration.
    ▪ A Christmas Party/meeting is planned for December 12th with this year’s community project “Warm Hands for Kids.” Each member was asked to bring a pair of mittens or gloves and hat for a child of various age groups. The collected items will be distributed to the school nurses in the Altoona School District.
    ▪ 2019 officers are: President Laura Reilly, President Elect Merlann Malloy, Secretary Gabriel Paight, and Treasurer Wendy Quigley

  o Susquehanna: represented at meeting (See Attachment #10)
    ▪ President Tracey Bixler, Secretary Lauren Sosnoski, and Treasurer Millie Kessler
    ▪ Meeting held at Brewers Sports Grill in Coal Township from 6-8:00 PM with speaker John Harahus with the topic of Reemerging Disease and Bioterrorism.
    ▪ Next meeting is planned for 12/5/18 with Hannah McDowell speaking on the topic of “My Friend peed on it to stop the bleeding” and tales of missionary nursing. Hoping for a good showing of 30 members
    ▪ Chapter is struggling with 150 members in the area and only 7 showing at meetings. E-mails, social media and flyers are being utilized to attract more members at meetings.

  o Western: represented at meeting (See Attachment #11)
    ▪ Meetings:
      ▪ On September 5th Western Chapter met at the Hofbrauhaus with over 40 attendees with a presentation on “Migraines.” The chapter collected hotel soaps and toiletries for National ENA Conference as well as school supplies for Back to School.
• On October 18th there was a meeting at St Clair Hospital with over 40 attendees with a presentation on “Human Trafficking: Alive and Well in Pittsburgh.” A collection was held for Breast Cancer Awareness. During this meeting the election for 2019 chapter board members was held.
• On November 14th a meeting will be held at Lydia’s with a presentation on “Chest Pain.”
• On December 11th the Christmas meeting will be held with a presentation on “Correctional Medicine: Inmates in Health Care” and a collection of toys for Toys for Tots.

- At the end of September many members of the Western Chapter volunteered in various roles at the National ENA Conference in Pittsburgh including manning the State Host Booth, the Escape Room, etc.
- Western Chapter hosted a TNCC course with 11 attendees, an ENPC course at Children’s Hospital of Pittsburgh, a CEN review course with 27 attendees at UMPC.
- Western Chapter sent pretzel trays to Allegheny, UPMC, Presbyterian, and Mercy Hospitals for the ED staff who cared for the shooting victims of the Squirrel Hill shooting. These pretzel trays were greatly appreciated.

• Committee Reports
  o Horizons: Vivian Matsinger
    ▪ Hoizons 2019 teaser (See Attachment #12) was passed out at National Conference.
    ▪ Donnie Nardelli who was the chair of Horizons for 2019 has resigned with Vivian Matsinger stepping up to chair Horizons 2019 in Hershey and Horizons 2020 in the Philadelphia area.
    ▪ PA ENA computer equipment has become very outdated including projectors (also projectors not having the needed cables for appropriate connections. PA ENA received many negative comments about AV equipment from Horizons 2017 evaluations. A discussion ensued on whether to rent AV equipment at the venue or to replace outdated equipment. In 2012 three laptops were replaced, which was the last time laptops were replaced. Only the Treasurer’s laptop is updated. 2013 was the last time that PA ENA bought three projectors. As budget will be discussed later and Black Friday fast approaching, should an AV decision be made at this time or should more facts be gathered prior to deciding on new laptops and projectors? A motion was made to buy more 4 projectors. Renting equipment at certain venues can cost thousands of dollars. At present LCD projectors are selling for $300 each and on Black Friday $100 each. Horizons fees must also include in its venue an IT
tech person to oversee all our IT equipment. Tech support can cost about $1500. Motion was withdrawn.
- Resulting decisions were to get more facts from venues on AV equipment rented with the venue versus buying our own AV equipment, as well as having our own IT tech or hiring a venue IT person to oversee all AV equipment during Horizons.
- An update has placed the Hershey Proposal into incoming and outgoing buckets to better organize funds, which will help with future visualization of income sources and expenditures.

Break at 9:50 with restart at 10:16

- Committee Reports (continued)
  - Horizons: Vivian Matsinger (continued)
    - An AV contract would cost $12,000 with a 20% discount with additional fees on top of that amount. Internet would be $300, audio $52, Tech Support another fee for set up. Screens are in this package. The overall problem is that, if $12,000 is spent, then Horizons would not be profitable.
  - Horizons Speakers
    - Appealed to National ENA for an opening speaker. Hoping the President Elect, Director, or our ENA Liaison will be able to speak so, plan is to invite all three.
    - Other speakers sent in a lot of proposals. At present 5 IAFN speakers but, usually 8 in this area. At present working on scheduling of the speakers. Hoping to get Genentech as a vender but need a stroke presentation.
  - Tyler is taking care of posters.
  - Vendors
    - Vendors need to be contacted and booked. Suggestions included Life Vest and Stryker. Michele will share a list of vendors used at the last Horizons. Tracy and Sharon will check for vendors in the area. Vendors will also be asked about sponsoring a meal or a break.
  - Horizons events will include Troegs Brewery on Wednesday night and Hershey Park dinner on Thursday evening.
  - Event Apps (Tyler)
    - WHPOVA Event App $1600 per event which includes event alerts, community building, user functionality, and can also get event registration for additional cost of $1199. The agenda can be uploaded. Continuing education sheet with surveys can be built into app. This app can also work with Event Bright which uses straight credit card
and charges 1% plus $1 per attendee with overall cost of $3500 with check processed and sent post event

- Baskets
  - Jean Colella will do the baskets.
  - Please bring 2 pairs of socks for the sock baskets to the March meeting
  - A request was made for each state to donate a basket

- Practice: Kay-Ella Bleecher (Students, Advanced, Nursing) (See Attachment #13)
  - No new changes
  - Report from PEHSC (Pennsylvania Emergency Health Services Council)
    - The annual conference was held at Spooky Nook Recreational Center in Manheim PA
    - Board members include: President J. R. Henry, Vice President Rob Bemini, Secretary Dr. Greg Frailey, Treasurer Dr. Ronald Roth, Members at Large Douglas Garretson and Robert McLaughan, and Past President David Jones
    - Joyce Capuzzi-Foreman was chosen to receive the 2018 Amanda Wertz EMS Award for Children
    - Major legislative action in federal government to increase fees for EMS care and transportation services which Medicare and Medicaid have not increased since 2004
    - Next board meeting is in December
    - Liz Wuerst pre-hospital certified EMS RN
    - Advance Practice Nurses started an ER group to research hot topic
      - Violence, overcrowding, nurse safety
      - Decontamination bathrooms utilized for showers
      - 3 months to see a psychiatrist in the Capital area

- Finance Committee: Helen Healy (See Attachment #3)
  - Report was done with treasurer’s report
  - The Quick Books program is working well

- Membership Committee: Tyler Babcock
  - PA ENA membership has increased this year from 2002 in January to 2059 by August 22nd
  - Philadelphia has had the greatest gain of 20 new members

- Government Affairs: Meghan Goodman-Parks
  - No report
  - Kathy Ingoglia mentioned and shared parts of a letter that was sent from Sen. Bob Casey to Wendy Wickward (See Attachment #14)
Education: (TNCC/ENPC, etc.) Michele Buraczewski (See Attachment #12)
  - Focus has been on the roll out of the new ENPC course in January (hoping to use up the older edition books first) and TNCC to roll out in second or third quarter

Quality Liaison (IQSIP): Linda Melly
  - No new information

Communication: Deb Clark (website, social media, etc.)
  - Website updates
    - Horizon 2019 dates are up
    - PA ENA connect is site accessible
    - 2018 delegate picture is uploaded
    - November meeting information
    - Other information related to PA ENA is uploaded and up to date
  - Access site through Connect.ENA.org/PA/
  - National is working on a way to group e-mails into lists to send out mass e-mails for all state site users to their members
  - Resources area includes the photo wall (not working), PA ENA meetings with meeting information, call for speakers for Horizons, and list of vendors.
  - Events will include Horizons information and registration link
  - PA ENA areas to check for information are Resources, Events and About. All other areas will take you to the National ENA site.

Fundraising: Sharon Sites and Tracy Rusch
  - Bev Mueller brought the popcorn samples to share at the meeting with all 4 flavors passed around
    - To order popcorn or fudge:
      - Forms (See Attachment #15) passed out by Bev Mueller
      - Send checks to Helen Healy made out to PA ENA State Council and post all filled out forms to Bev Mueller
      - Orders should be mailed in to Bev Mueller at 6636 Falmouth Dr. Dove Park, PA 15129 or email BeverlyMueller@verizon.net by 2/13/19
      - Order delivery will occur at the March PA ENA Council meeting
      - Bev Mueller brought in popcorn and fudge sale information (See Attachment #15)-Ekernally Yours Fundraising
    - A Pay Pal link on our site would greatly help with our fundraisers
    - Quilt Raffle winner was from Wyoming and sent a letter of thank you to PA ENA. Profits from the quilt raffle totaled $803.
• Bracelets sold for a total of $1900 with a lot still left over
  • It would be nice to offer the ability to purchase a bracelet upon registering for Horizons
  • Bev sold bracelets at the Western Chapter meeting as well
• Small bags profited $640.
• Pins sold for a profit of $1796 which will be sent in to the Millie Fincke Scholarship Endowment fund
• Fundraising item ideas to increase sales were discussed as making items available on the PA ENA website or allowing credit card use to pay for items.
  • Credit card issue could be resolved through the use of a Square which would attach to an iPad mini (treasurer would hold onto the iPad mini and square). Jolette volunteered to donate an iPad mini. Fees for the square would be a $9.17 processing fee per order. Tracey can take care of this endeavor. Money would enter right into the PA ENA account with receipts sent at time of processing the payment via e-mail. The Square could also be used for credit card purchases of Raffle Tickets at Horizons.

Motion was made for fundraising to acquire a Square to use at Horizons for credit card purchases and to coordinate the use of the device with the treasurer. Motion was made, seconded and accepted.

• Tracey and Sharon thanked everyone who helped with packing up the toiletry donations for the homeless at the National ENA Conference. The recipient of the donations was Operation Safety Net.
• Fundraising Suggestions:
  • Quilt raffle will continue. Purchasing a quilt would negate any profit, according to quilt raffle ticket sales. At this time Sharon remains willing to make another quilt to raffle this year and will only accept payment for batting, backing, and outer skirt.
  • A plea will go out to National to have a better location at the National conference- not tucked away in the back out of the main flow of attendees.
  • The Coach bag will be raffled at Horizons (bag was donated by Kathy McPherson)
  • Tracey and Sharon will seek out the possibility of Hershey Lodge donating something to raffle like spa package to be raffled by PA ENA
  • Viv offered Flyers ticket (great seats with parking)
• Bev gave receipt for Guinness that she bought to Thank graphic designer of state pin which cost $38.51 (handed into Helen for reimbursement)
o General Assembly/Delegates: Bev Mueller  
  ▪ Bev said thank you for all the volunteers who were delegates at the 2018 General Assembly  
  ▪ Feedback from the new delegates was very positive  
  ▪ Some General Assembly topics were timely though overall the event flowed well  
  ▪ PA ENA total delegate allotment was 31 plus one alternate. At General Assembly PA ENA had 31 delegates with no alternate. In the recent past years PA ENA has struggled to reach our delegate and alternate allotted quota.

o Recognition: Cheryl MacDonald Sweet  
  ▪ At this time there is nothing happening.  
  ▪ Jean was recognized at the meeting for receiving the Rita Celma Award, as she was not present to receive it at the get together during National ENA Conference  
  ▪ A Moment of Silence was held for Donnie Nardelli at this time  
  ▪ The call for awards nominees will go out in March 2019

• Unfinished Business  
  o Google Hangout  
    ▪ Two volunteers to research the possibility of virtual meetings with Google Hangout  
      ▪ Tyler and Meghan to work on this project to increase attendance, participation, and PA ENA member involvement  
      ▪ A virtual meeting requirement would include a camera set up at the front of the room with a wider angle so the whole meeting interactions can be seen and heard by the viewer. Additional perks would be to have zoom options and navigation controls. Webex may be better for conference calls with the possibility of face to face interaction and screen sharing opportunities. Video call would be best because a long conference call would be hard to follow with such a long meeting venue.  
      ▪ Important to get the agendas out ahead. Documents uploaded onto our website would help as well, especially if in a Microsoft Office Platform.  
      ▪ PAENA.net domain is expiring and need to pay $12 to continue.

Motion was made to reimburse Megan for the $12 to continue to PAENA.net domain. Motion was made, seconded, and passed.
New national ENA logo and branding impact on PA ENA
  - All states as well as PA ENA will need to rebrand their products in line with the new ENA branding.
    - Delegate shirts may need to be changed to reflect the new ENA logo
    - Cannot use actual logo but can use the letters.
    - PA ENA has from end of 2019 to 2020 to make the change
    - Will send out an e-mail to all delegates to return their shirts to Bev.

PA ENA meetings incentives for the future
  - A good idea of educational sessions at lunch as done in the past.
  - Virtual meetings to increase attendance.
  - Committee chairs need to step up and put in the effort with more work done between meetings to increase our chances at State Award.

Foundation Challenge (See Attachment # 16)
  - In the past PA ENA has donated $1 per PA ENA member at about $2000 annual donation to ENA Foundation
  - In 2018 PA ENA donated a total of $3750 to the Millie Fincke endowment with $2000 annual donation and rest from state pin sales at the ENA National Conference

**Motion was made to pledge money $2000 to ENF designated for the Millie Fincke Endowment. Motion made, seconded, and passed.**

  - Denise Ramponi will talk to the Alumni but wants assurance that all donations go to Millie Fincke endowment
  - Any donation must have the intention of the Millie Fincke endowment written on it. A separate note with the check may help as well.
  - Please if you donate to ENF when renewing your membership write in that it is for the Millie Fincke Endowment.
  - Terence Sykes, a council person, has not responded so, will continue to elicit his support in getting the endowment on the ENF list of selections for donations
  - Nancy Buonalumi is assisting with past ENA president donations. Unknown how much these donations will be or how many past presidents have already donated.
  - Sandy Busch, Millie’s niece will share with her state council about the endowment.
  - Money from the State Pin sale has not been sent in as of yet, holding those funds to go for the 2019 state ENF challenge
BREAK for lunch from 11: 50 to return at 13:00. Meeting recommenced at 12:52.

- Unfinished Business (continued)
  - Strategic Plan (See Attachment # 17 for old Strategic Plan) (See Attachment #18 for new Strategic Plan draft) Strategic Plan in purple with discussion in black
    - Pillars Changes
      - Pillars were initially 7 in number and now only 5
        - Pillar 1 Community
        - Pillar 2 Knowledge
        - Pillar 3 Quality & Safety
        - Pillar 4 Advocacy
        - Pillar 5 Infrastructure
  - Pillar 1 Community-discussion
    - Vision- ENA is recognized as the authority and premier membership organization for emergency nursing community
      - Objective 1. Engage and support ENA chapter components
        - Discussion on this objective focused on this year’s attempt at starting virtual meeting which will need to be passed on as a status of in progress for next year. Distance to meetings is a barrier for many members to attend council meetings.
          - Goal 1. Support chapters to attend state council meetings and become more involved
          - Discussion decided to continue to encourage state involvement in the meetings
          - Goal 2. Appoint a board liaison to each chapter with attendance at 1 meeting per year
            - Metrics 1. At least 1 member from each PA ENA chapter will attend all State Council Meetings
            - One chapter member should attend each State Council meeting.
            - Liaison should send out a plea to chapter to encourage State Council meeting attendance, to see what and how the chapter is doing, and to see what the chapter may need help with.
            - Actions 1. To continue to provide financial support per Bylaws and implement a means for virtual attendance
              - Objective 2. Increase PA ENA membership through a creative recruitment and retention experience
- Goal 1. Advertise the benefits and values of ENA membership
  - Metrics 1. Increase membership by a total of 2.5% yearly through 2020
  - Metrics 2. Renewal memberships will maintain a rate of 80%
  - Actions 1. Membership chairs of each chapter will personally contact expiring or lapsed members by phone or email to encourage renewal
- Objective 3. Develop and implement a student outreach plan that introduces students to the emergency nursing specialty
  - Goal 1. Increase membership of students and new graduates by ____% by 2020 year end
    - Metrics 1. Membership of students and new graduates will increase ____%
    - Actions 1. Continue to attend SNAP meetings to provide support and encourage membership
    - Actions 2. Engage student volunteers to assist with EN18 in PA
- Objective 4. Develop strategic partnerships and collaborative relationships that advance the profession of emergency nursing
  - Goal 1. Maintain the relationship with PaIAFN, PaACEP, and PEHSC
    - PA ENA is doing this goal with PEHSC and PaIAFN.
    - To join Trauma Society as a liaison is $125 a year. Cheryl MacDonald-Sweet is presently on the board. Many great teaching adjuncts are available on-line to members of this organization, especially for IQSIP.
    - IAFN has a couple of our members on its board and has its annual conference with Horizon’s each year.
    - PA ENA has a conference.
      - Metrics 1. State Council member will be appointed as a liaison to each organization and have 1 in person or phone meeting with representative annually
• Actions 1. Conduct a joint annual conference yearly, except for any years where there is a National Conference in PA
  o Objective 5. Advance philanthropic support of emergency nursing education and research through the ENA Foundation
    ▪ Goal 1. Establish an endowment to support the Millie Fincke Scholarship
      • No Metrics
      • Actions 1 Reach out to organizations and individuals to fund the initial $20,000 to establish the endowment
      • Endowment increased to $25,000

  ▪ Pillar 2 Knowledge- discussion
    • Vision – ENA is recognized as the premier authority for emergency nursing education, research and practice resources
      o Objective 1. Develop and disseminate high quality innovative ENA educational programs and resources
      o Pennsylvania has had some increase in the number of ENA branded courses in the state and an increase in attendance to those courses in the past year but, instructor courses need to increase to meet the demands. Presently no CFEN courses are available in PA.
        ▪ Goal 1. Increase the total number of persons completing ENA branded continuing education
        ▪ Goal 2. Expand TNCC/ENPC courses
        ▪ Goal 3. Provide a combined calendar that is kept current with all ENPC, TNCC, CEN, CTEN, CPEN, CFEN offered within the state
        ▪ A course calendar is located on the ENA National website
          • Metrics 1. increase attendance at statewide TNCC and ENPC courses by 5%
          • Actions 1. Work with National to make instructor training more available
          • Actions 2. Have monthly website notification that encourage attendance of free online ENA CEUs
          • ENA website has Free CEUs offered.

  ▪ Pillar 3 Quality and Safety- discussion
Vision - ENA defines standards for quality and safety in emergency nursing practice

- Objectives 1. Expand advocacy to foster global recognition of ENA as an influential voice for safe practice. Safe care in emergency nursing
  - Goals 1. Support educational and IQSIP activities in PA and nationally
  - PA ENA needs to increase awareness of workplace violence and advocate for nurse safety.
  - An idea was voiced to place something about nurse safety and workplace violence on our website.
  - Metrics 1. Each chapter in PA will conduct/sponsor at least 2 educational and safety events per year
  - Each chapter needs to do 2 IQSIP events per year. This goal was not met this year.
  - Actions 1. Provide resources and/or support to each chapter to assist in meeting the metric

- Pillar 4 Advocacy - discussion

  - Vision - ENA is a leading influential voice on emergency healthcare policy and regulatory issues.
    - Objective 1. Provide leadership to ENA and its members on legislative and regulatory issues impacting emergency care
    - Government Affairs chair and 3 other members attended A Day on the Hill in Washington DC. Only the Chair and one other person showed up at the following state meeting which was a stipulation required for the privilege of attending A Day on the Hill. PA ENA wanted the attendees to come to the next state Council Meeting and report back on each person’s experience. Each attendee needs the PA ENA to recommend that they go.
    - For next year a recommendation went out for increased attendance at town hall meetings as well as meeting Representatives and Senators in their local offices.
    - Lobby legislation and issues for A Day on the Hill should be discussed at the preceding PA ENA State Council Meeting.
    - More involvement in State legislation issues related to nursing, especially emergency nursing.
Goal 1. The Government Affairs Chair will report on applicable issues and encourage PA members to communicate with their legislators.
- Metrics 1. The Government Affairs Chair will attend Day on the Hill, along with the maximum number of PA members allowed
- Metric 2. The attendees of A Day on the Hill will become active members of the Government Affairs Committee and attend 50% of PA State Council Meetings

Objective 2. Increase the visibility and participation in legislative and regulatory advocacy to promote patient and community safety and excellence in emergency nursing practice.
- Goal 1. Participate in ENA A Day on the Hill as well as other activities that will make the voices of emergency nurses heard by our government
  - Metrics 1. PA ENA will participate in A Day on the Hill by sending the Government Affairs Chair, and at least one other state council member up to the maximum allowed.
  - Actions 1. The Government Affairs Chair will engage the members who participate in A Day on the Hill to be active committee members.

Pillar 5 Infrastructure - discussion
- Vision - Investing in people, technology, and facilities to advance ENA’s mission
  - Objective 1. Implement best in class technology to support development of leading-edge education, research, and practice resources.
    - Goal 1. Assure all members have virtual access to meetings
    - PA ENA continues to research and will trial a virtual meeting in the near future for State Board and Council Meetings.
  - Goal 2. Assure that all records are securely stored.
    - Financial records should be downloaded into a cloud-based storage area.
• Metrics 1. PA ENA will conduct at least 50% of meetings with a virtual option in 2-018, and 100% in subsequent years.
• Metrics 2. All minutes and other documents will be moved to Google Docs by 1/1/2019.
• Actions 1. Utilize Google products to conduct meetings and store documents

○ Objective 2. Manage expenses and resource utilization consistent with ENA’s objectives and goals
  ▪ Goal 1. Streamline financial records
    • Metrics 1. All financial records will be electronic as of 1/1/2019
    • Actions 1. Utilize financial software such as QuickBooks to keep financial records.
    • QuickBook goal has been met.

○ SOPS/Bylaws
  ▪ Deferred to March related to the Board issues of President Elect resigning.

○ SCLO (State and Chapter Leaders Orientation Meeting)
  ▪ Please note that for SCLO (State and Chapter Leaders Orientation Meeting) National has been inviting certain committee chairs to go with ENA Board members. ENA is paying for these invited members’ event attendance fees. Last year National invited IQSIP chairs and paid for them to attend. This year National is inviting and paying fees for Membership and Government Affairs Chairs to attend. As a result, PA ENA must change the wording in its SOP for this event. Each year PA ENA covers the President, President Elect, Secretary, and Treasurer to attend the event. The money available for these to attend and the invited chairs to attend does not cover the hotel, meals, and travel fees. A discussion ensued to provide a stipend to cover these additional costs for the attendees (Board members and ENA invites) into the PA ENA annual budget.

Motion was made for the President, President Elect, Treasurer Elect, Secretary, and Immediate Past President and any other National ENA invited guests to SCLO to receive at least a $500 stipend not to exceed the allocated amount in that year’s annual budget. Motion was made, seconded, and passed.

  ▪ The National ENA invited guests will be known in advance to fit that stipend into the following year’s annual budget.

○ 2019 Budget (See Attachment #18)
### PA ENA ANNUAL BUDGET REVENUES

<table>
<thead>
<tr>
<th></th>
<th>2019 Suggest</th>
<th>2018 actual</th>
<th>2018 budget</th>
<th>2017 actual</th>
</tr>
</thead>
<tbody>
<tr>
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<td>17,000</td>
<td>17,135</td>
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<td>ENPC/TNCC</td>
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<td>750</td>
<td>700</td>
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<tr>
<td>EN 18</td>
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<td>2,020</td>
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<td>-</td>
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### PA ENA ANNUAL BUDGET EXPENSES

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<th>2018 budget</th>
<th>2017 actual</th>
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<td>Chapter President Stipend</td>
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<tr>
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<td>Meeting Room for State Council</td>
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<td>Awards Get Together</td>
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<td>Donation to Millie Fincke Fund</td>
<td>Total Expenses</td>
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<td>--------------------------------</td>
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**RESERVES**

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<td>Savings</td>
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<tr>
<td>Checking</td>
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<td>Other</td>
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</tr>
<tr>
<td>totals</td>
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</table>

- 2019 Budget (continued) discussions
  - Under Revenues the ENA Assessment was $5 per person but increased to $10 per person.
  - Lunch cost more this year because first-time attendees did not pay for their lunches.
  - Delegate stipend increased as number of delegates increased to 31 plus an alternate for a total of 32.
  - Fundraising budget was increased to include the cost for an iPad mini and the square.

*Motion was made to accept the 2019 budget. Motion was made, seconded, and passed.*

- 2019 Board Members
  - President- Cheryl MacDonald-Sweet
  - President Elect- Tyler Babcock
  - Immediate Past President- Valerie Krasneski-Schreiber
  - Treasurer- Deborah Clark
  - Secretary- Linda Zidek
  - Director- Tracy Rush
  - Director- Sharon Sites

- Meeting Adjournment
Motion to adjourn the meeting at 13:55 was made, seconded and adopted.