PA ENA
Pennsylvania State Council
Meeting Minutes

March 23, 2018

- **A Call To Order**
  - Establish Quorum
    - Quorum was established with 21 attendees. Chapters represented included Bux-Mont, Capital, Erie, Greater Lehigh, Philadelphia, Pocono, Seven Mountains, and Western. (See attachment 1).
  - Welcome/Introductions
    - Each attendee introduced themselves starting with the board.
  - Adoption of Consent Agenda/Approval of Minutes
    - Approval of November 9, 2017 minutes deferred to next meeting as minutes were not posted to PA ENA website
  - Adoption of Meeting Agenda (See attachment #2)

  *Motion was made to adopt meeting agenda. Motion made seconded and agenda adopted.*

  - Conflict of Interest Disclosure (none)

- **President’s Report**
  - PA ENA has a list of unassigned members as well as Eagle Chapter #278 which was dissolved and needed to be assigned.
  - A map of chapters with counties was used to reassign Eagle Chapter members. Eagle consisted of McKenna and Potter Counties which were assigned to Erie Chapter, Elk County which was assigned to Code Chapter, and Cameron and Tioga Counties were assigned to Seven Mountains Chapter. Ches-Mont Chapter was also dissolved with Montgomery County added to Bux-Mont Chapter and Chester County added to Delaware Chapter. Montgomery County is very large and some of Montgomery County belongs to Philadelphia Chapter and rest to Bux-Mont Chapter. In this way members can choose the chapter that they wish to be affiliated with. (See attachment #3)
  - Strategic Plan at the last National Board Meeting was changed from seven pillars to five pillars. Val has added the plan pillars as a header to the agenda with a different color for each pillar.

- **Treasurer’s Report**
  - Deb Clark gave the treasurer report. (See attachment #4).
Motion was made to accept the treasurer report, seconded and report adopted.

- **Chapter Reports**
  - Berks (not represented and no report)
  - Bux-Mont (see written report Attachment #5)
    - A meeting was held on February 21, 2018. The speaker was Steve White, head of Doylestown Hospital Security, who spoke about Human Trafficking in the Philadelphia and Bucks County area. Nine members were in attendance.
  - Capital (present with no report)
  - Code- (not represented and no report)
  - Delaware- (not represented- see written report Attachment #6 for report)
  - Erie (present with no report)
  - Lehigh Valley (see written report Attachment #7)
    - Two meetings were held. Each meeting had a physician speaker.
  - Philadelphia (see written report Attachment #8)
    - One meeting January 21st on Social Media Challenges
    - Second meeting on February 20th on Human Trafficking
    - For fundraising- Eagles tickets raffle and a Happy Hour fundraiser
    - Volunteerism did Gift of Life cooking
  - Pocono (present- verbal report only, no written report)
    - Meeting in January with 7 attendees
  - Seven Mountains (present- verbal report only, no written report)
    - Meeting in December with a Toys for Tots toy collection
    - Out of hospital social events for meetings to boost membership and attendance
      - Jersey Boys meeting/event had 6 attendees
      - Little Mermaid at Athena Theater event planned
  - Two new members are pending
  - Susquehanna (present- see written report Attachment #9)
  - Western (present- see written report Attachment #10)
    - January meeting at Rockefeller’s Gill. Gateway Rehab presented the Disease of Addiction: the other side which was reported as very eye opening with winter gear collected and donated
    - February meeting held at AGH had Julie Nolte presenting “Heart Takotsubo” with charity GO red for cardiovascular disease
    - On February 25th 40 chapter members served a spaghetti dinner to the homeless at Shepherd’s Heart with a group lantern picture taken
      - Lantern story is related to Jeff Solheim who had a vision of running with a lit lantern like the Olympic torch runners with the lit lantern a symbol for ENA lighting the way for its members for the big event of EN 18
      - A Pirate Game outing is scheduled for July.
      - It is hoped that the lantern will be able to travel to each chapter in PA. A picture should be taken with attendees at a special event or meeting and then tweeted to all at #Follow the Flame.
• Philadelphia Chapter took the lantern and plans to pass it on to Bux-Mont who will bring lantern back to State College PA ENA meeting in May to be passed on to another chapter.
• If your chapter does not have the lantern and has a great event to share, a lantern can be bought at any Ikea store to get a picture of that event and post it to Twitter.
• In March Dr. Pizon presented Medical Marijuana use in PA
• Also in March members met with National ENA to tour the Convention Center in Pittsburgh where EN 18 will be held with discussion and sharing of ideas for the conference.
• PA ENA state meeting picture was taken with quilt, all attendees and the lantern then, tweeted.

• Committee Reports
  ➢ Finance Committee: Helen Healy (Debbie Clark for Helen Healey)
    • Key Investment account was $22,061.27 and now $23,051.27. This account has leveled out between gains and losses. In September Helen and Deb need to go to bank in Pittsburgh and change it over. Key Bank is the Old Mellon Bank.
    • 2017 Chapter financial reports received as follows (See attachment #4):
      ▪ Bux-Mont needs 4th quarter report
      ▪ Delaware County needs 1st and 4th quarter reports
      ▪ Greater Lehigh Valley needs 2nd, 3rd, and 4th quarter reports
      ▪ Philadelphia needs reports for all 4 quarters
      ▪ Seven Mountains needs 3rd quarter report
      ▪ Susquehanna needs 4th quarter report
      ▪ Annual reports are needed for the following chapters: Berks, Bux-Mont, Code, Delaware County, Philadelphia, Pocono, Susquehanna, and Western. Only Berks has sent in a 2018 budget report.
    • A form 990 will need completion for taxes but both Helen and CPA are aware of this.
  ➢ Membership Committee: Tyler Babcock
    • Our numbers were 2002 until this past Thursday when membership in PA increased to 2063.
    • Membership Chair is sending out New Member Letters to any new members based on month in which they became members. New members are difficult to track on website.
    • E-mails were sent out to all unassigned members for which there was 25.
    • The members in Bradford to Elk counties will be checked as to which chapter they are assigned. Some members are inaccurately assigned to chapters so, these will have to be re-assigned.
    • To increase and retain membership the plan is to frequently review the online reports of new, expiring, and present members.
    • Please remember the National ENA Campaign “Member get a Member”
➢ Government Affairs: Meghan Goodman-Parks (Report sent in and read by Val in Meghan’s absence)
  • Actual Report was posted on website.
  • Washington update show 2 ENA priority bills passed: Mission Zero Act (which provides sharing of information between civilian and military health care to zero preventable deaths) and SOAR (which is to decrease human trafficking)
  • Opioid Summit was held
  • May will be the Day on the Hill with 4 members from PA ENA attending, Meghan and 3 other members at large, providing great representation for PA ENA this year.
  • Please e-mail Val or Meghan Goodman-Parks with any government affairs events that you participate in. UPMC lobby day will bus some of its workers to Harrisburg to discuss bills with the biggest topic opioids.

➢ Education: (TNCC/ENPC, etc.) Michele Buraczewski
  • TNCC had only one out of state instructor at meeting. Michelle is attempting to become an instructor trainer, but the process is complex as the need to be observed by another instructor trainer is not possible in PA. The instructor observance is becoming increasing difficult.
  • ENPC is losing instructors as people leave. Now new prospective instructors from Pittsburgh need to travel to Columbus Ohio for the instructor course, as no instructor classes are available in PA. Michelle says she is planning to send 3.
  • Michele states that at the SCLO it was stressed how difficult the process is to train and retain instructors for ENPC and TNCC. The process of observing instructors is very difficult with those qualified for observance not located in Pennsylvania, as well as only one instructor can be observed and validated at a time. ENA needs to encourage and retain instructors with a less difficult instructor training process. There used to be an ENPC and TNCC bridge to becoming an instructor, but this process no longer exists.
  • Discussion revealed that Pinnacle Hospital in Harrisburg teaches both ENPC and TNCC but classes are closed. Questions arose as to whether these instructors are approved instructors and whether the classes are registered with the ENA.
  • Certification reviews are as follows: a CEN review in Pittsburgh from April 2-3, 2018 and TCRN review at Mercy May 7-8, 2018 though seats at these reviews are limited. Jefferson Hospital in the Philadelphia area will be holding both a CEN and TCRN reviews in the future. Unknown details. Please check on-line for further details. Please e-mail Deb Clark with any upcoming course dates so that dates can be posted on-line.

➢ Quality Liaison: Linda Melly (IQSIP) (Report sent in and read by Val in Linda’s absence, see Attachment #11)
  • Actual Report was posted on website.
  • IQSIP is planning to move to N-Care Model with more focus groups and more user-friendly area for IQSIP information seekers.
• Topics of Focus include: Falls and Head Injuries in the Elderly, Increase in age of those seeking Motorcycle Licenses and related injuries, Behavioral Patients, Staff Safety, Intentional Violence, Distracted Driving, Back Safety, Car Extrications at ER Doors, Sports Injury, Human Trafficking, and Bike Helmet Fit.
• Possible Programs to impact I. P. include: Safe sleep/shaken baby/choking, AARP driving safety instructors, Car seat trainers, Balance with Tai Chi “Matter of balance and healthy steps,” Stop the Bleed getting out into the communities, and Partnering with state police/automobile clubs/local EMS.
• IQSIP is working with Government Affairs to promote and pass IQSIP focused legislation. (See Attachment #11 for details)
• Please send any IQSIP information that your chapters or area is doing that could help with the National State Award to Val or Linda Melly.
• An idea was brought to the discussion about an area with an excel spreadsheet at our website to post IQSIP events to make it easier to post activities with no option to delete any of the postings.
• In PA many places have events that are sponsored by AAA, State Farm insurance and the Trauma Society as Stop the Bleed Program, ETOH screening, and Suicide screening.

➢ Communication: Deb Clark (website, social media, etc.)
• New web-site is up and running since the week prior to this meeting (3/23/18). National ENA is monitoring this site. Old website is still running as well. ENA gave us an option to use this web site with only 6 states invited and now only 4 (Georgia, Michigan, Nevada, and Pennsylvania) up and running of which PA is one. The web address is: ENA.org/PA/. The goal is to have all state websites through the National ENA website in the future.
• Twenty new members introduced themselves with Deb responding to each. Deb plans to check daily and respond to any new users.
• The photo gallery is not working. Deb can see the photos but they cannot be seen by users. The pictures are not downloading correctly. National ENA thinks it is a problem on their side.
• Tyler, Deb, and Val will be able to add to site in the background at this time.
• A political ad appeared on our website to support someone running for office with bio, posted by an unknown source. Deb is attempting to delete this ad off the website.
• Drawback of the new website is that our Horizon’s conference registration cannot be done through this website.

➢ Fundraising: Tracy Rush and Sharon Sites
• Each year PA ENA raffles off an annual quilt. Last year’s quilt cost $1000 but this year Sharon made the quilt at a cost of $400. The quilt was displayed, a beautiful queen-sized quilt. Tickets are now available at $2 per ticket and 3 tickets for $5. No poster of quilt is yet available. It is hoped that chapters will take quilt back to their areas to display it. All sold
ticket stubs and moneys will be collected in one area to check quilt raffle profit as a separate entity from other fundraising events. Last year money for all raffles ended up mixed together with no ability to know how each fundraiser did.

- Last year handmade little bags were given out to delegates with remainder sold at the PA ENA booth. These bags sold in 5 minutes. Examples of these bags made with Pittsburgh colors were shown at the meeting (yellow and black). Bags will cost about $2-3 to make. Pittsburgh could be placed on them as well. Younger members felt that 1000 bags would be a lot of bags to sell so, it was decided to go for 200-250 bags, having some with ENA colors and ENA on them. If these bags sell out, it was suggested that we could take orders.

- One younger member said that many her age go with a restricted amount of money that they can spend.

- Another fundraiser idea was to sell Alex and Ani style bracelets. Bracelets can have ENA or PA ENA logo on charm of any shape we decide in either silver or gold. Bracelet cost would be $7 each. Each bracelet comes in a black velvet bag. If bracelets sell out, orders could be taken to get more bracelets. We would need to contact Component Relations for permission to place ENA logo on a bracelet in this way. If get permission, bracelets could be ordered at $7.50 each for 200 bracelets and sold at $20.00 each. Tracy and Sharon tried Pandora, but there was no response. An Alex & Ani style bracelet was discussed as a fundraiser, using the logo from ENA. A sample of the bracelet was passed around to all attendees.

Motion was made to explore an Alex and Ani style bracelet to sell at National Conference, which was accepted, seconded, and passed.

- The sparkly ENA pin that we used to sell started in California, another state picked it up. Tracy was wondering about this pin.

- Brighter Day Project: Please collect all toiletries and bring them to the National Conference. These toiletries will be bagged and donated to a local homeless shelter in Pittsburgh. Chapters can also collect toiletries in their area, i.e. at meetings.

Break was at 10:00-10:15

Delegate/General Assembly: Bev Mueller (see draft- Attachment #12)

- Each attendee received a sample of the delegate application sheet. In the past the usual number of delegates was approximately 30 with one alternate. In the past a delegate application did not guarantee that one was chosen as delegate as more applications were received than delegate positions available. Recently delegate positions may or may not have been filled as the number of applicants was fewer than positions available. This year more applicants are expected than available delegate positions.
The process of notification will be a blanket e-mail on the web. The application should be filled out and sent in to Bev via e-mail or snail mail, prior to the deadline. When each application is received, it will be numbered.

Delegates are selected using criteria from the PA ENA SOPs.

Each delegate must be an active ENA member. Membership must be renewed prior to submitting application, if renewal is due prior to September. Bev will be checking the daily membership updates on line.

All eligible delegates must attend 50% of meetings since the last General Assembly in 2017. Each delegate must also have attended 50% of local chapter meetings as well. Bev will have to find a way to check on local meeting attendance. A discussion ensued as to the wording in PA ENA bylaws regarding whether 50% of both need attendance or just one as state or local chapter meetings.

To receive the $400 stipend, which will be issued as a check to each delegate at National Conference:

- Each delegate must attend both days of General Assembly.
- Each delegate must complete the on-line orientation and present the certificate of completion of training to Bev.
- Each delegate must attend the Delegate meeting on August 23rd.

General Assembly should be interesting this year with a talk on Gun Safety and the bylaws.

Application was found not to include TCRN certification. Bev will add this to the application.

Four PA ENA meetings will be used to establish the 50% criteria of attendance. Encourage members to have accurate e-mails with National ENA so that they will receive the delegate applications. With the last group e-mail, Deb had 85 returned as undeliverable.

Practice: Kay Bleecher (Students, Advanced, Nursing)

- No report. Kay not present at meeting.

Recognition: Cheryl MacDonald-Sweet (Annual, Nominations, Elections)

- PA ENA wishes to focus on increasing the number of applicants from our state for awards both PA ENA awards and national awards.
- If members know of someone deserving an award and not comfortable writing out the paperwork, please contact Cheryl. Award paperwork is much more involved than just a simple letter. Cheryl will be happy to assist members in the process.
- Horizons was cancelled to promote and increase PA attendees at the national conference. The Rita Celmer, Leadership, Mary Bailey, and Scholarship Awards will still be awarded. The plan is to find an area to award each at the national conference. In 2003 when the conference was in Philadelphia, the awards were given at a room party. A place and venue for the awards will have to be decided. It remains unknown, if the host state will have a room. Texas and other states have parties. We will have to check with the hotel and conference center for a potential area to gather and distribute the awards. During the party or get together we could
network with other PA members, recognize our volunteers, and recognize our Award recipients. These plans will be deferred to May to firm up what our plans will be. Beverages and snacks could be offered as well.

• Response for nominees for PA awards has been minimal. There was no 2017 award recipient for Rita Celm. Criteria for these awards is on our website with a list of all past recipients. Information that these awards are available was sent out to all PA members in the state.

• Start thinking about our 2019 board positions. The following positions will be elected in August- President Elect, Secretary, and Director.

➢ Horizons: Donnie Nardelli

• Horizons 2019 will be at Hershey Lodge from 6/5 to 6/7. Donnie has reached out to professional contacts in that area who are also reaching out to others. It was suggested to get a cell phone app to keep up with the event. ENA uses this type of app at its conferences. Donnie will check into cost of this app.

• Thursday night activity: the Fundraiser girls are looking into possibilities as they are close to the area. Suggestions include:
  - Sunset tickets for park at $25 per person.
  - A catered meal in a private area for 40 minutes, near the water park, which can hold about 100. Last year 60 attendees went on the cruise in Pittsburgh. Meal would include meal, beverages, ice cream, and chips. A head count would be needed 10 days prior to event. Meal price $17.95-19.95 per person. Food is out for an hour and is all you can eat. If wish to extend the time for another hour, it is $4 per person.
  - Chocolate World is also available. It is free and there is an all-day shuttle to get there.
  - An all day park pass is $29. It would be $45 for park and meal pass. An all day pass is usually $60 per person.
  - Without traveling greater distances, there is not much more in the area to do.
  - The hotel has a whole new water park.
  - An idea to have Life Lion to land at hotel. Will have to check with hotel and Life Lion.
  - It is unknown what will be showing at Giant Stadium in Hershey at time of the conference, as this also is a possibility.
  - Troegs Brewery is near and has a tour with a free glass of beer.
  - Casino is a few miles away.
  - It could be possible to do park and meal option one night and brewery the other night.
  - Call for speakers will go out in May to have speaker list by November. It was widely distributed and hope to get some great speakers. Julie Nolte was mentioned as a potential speaker.

• Information Agenda

➢ Items from National Board Meeting held March 15, 2018
• Day on the Hill still has spots available.
• Michelle and Val attended the National Board meeting in Pittsburgh to scope things out for EN 18. It is the first time the ENA has scoped out its conference site. Board members were interested in the convention center as well as the area around the center.
• Lauren Phin has taken on the new Ex Officio, non-voting, board position in the ENA called Emerging Professional Liaison. This position is an interesting new position on the board where an emerging nurse with less than 5 years experience is appointed annually. Other special criteria are included in choosing from the applicants. Both Meghan and Tyler applied for this position.
• Government relations tool kit will be available on website in a month. Please check it out.
• ENA’s 50th anniversary is coming up in 2020. Please check your ENA e-mails for information. The next ENA conferences are 2018 in Pittsburgh PA, 2019 in Austin TX, 2020 Las Vegas Nevada.
• ENA is the only organization that performs its own research.
• So far 15 resolutions have been submitted. These resolutions will be discussed at the delegate meeting on the night prior to the PA ENA August meeting. On that night the person to speak on automatic weapons for PA ENA will be chosen. It is thought that the discussion on weapons will be very heated. ENAs position on the gun issue is that the issue is related to Mental Health issues so, it has not had guns in its public policy agenda. The issue has been related to 201s and 302s.

• Unfinished Business
  ➢ Millie Fincke Scholarship
    • Millie Fincke, a true nursing and ENA leader, died this past year. In her honor a ENA Foundation scholarship was checked out with the help of Nancy Bonalumi. The application was sent in. The process was supposed to be completed in February. The paperwork was delayed but is expected to be established with the foundation soon. Once it is approved and established. The scholarship has 5 years to collect the endowment funds of $25,000, which is invested for a year before the Millie Fincke scholarship can be awarded. At present several past presidents are interested in donating funds to this endeavor. PA ENA could donate the ENA Foundation annual appeal funds to this scholarship ($2000). An appeal to all chapters for donations should be sent out. Allegheny Hospital, where she worked, may contribute. Each donation is tax deductible. Once the $25,000 is reached, the scholarship can be applied for and awarded in the following year. The ENA Foundation can approach Allegheny but, a person, who knew Millie Fincke, is better, as an appeal from the heart can get the best results.
    • Millie Fincke was a very dynamic emergency nurse. She held many ER management positions. When she developed the first flight nurse program east of the Mississippi, she placed her job and career on the line. She
developed an Nurse Practitioner program with embedded Flight education. She was an ER and flight nurse activist. She was also an active ENA member and is a past ENA President. She worked with Judy Kelleher.

- At present the PA ENA must discuss the criteria for awarding this scholarship. The following criteria were discussed: a PA ENA member, a Nurse Practitioner program recipient, PA residents considered over out of state applicants, flight nurse background. Once the PA ENA decides on the criteria, the ENA Foundation will add it to the award. The ENA will announce the Millie Fincke Scholarship at EN 18 in Pittsburgh.

**Lunch Break in room 11:30-12:30.**

- **Strategic Plan**
  - **Review Schedule**
    - The strategic plan was changed from 7 pillars to 5. The pillars are listed on the front of the agenda with each pillar color coded. The pillars now include: **Community, Knowledge, Quality and Safety, Advocacy, and Infrastructure.**
    - The plan is to discuss 2 pillars at the August meeting and 1 pillar at each of the following meetings. The PA ENA will complete the strategic plan at the beginning of 2019.

- **Google Hang-Out Update**
  - Google Hang-Out is free for non-profit organizations. All PA ENA officers and Committee Chairpersons will have a specific position generated e-mail. The actual personal e-mails will be changed in the background. Meghan said that the google hang-out is up and ready for use. Google Hang-out can also be used to skype meetings. Meghan could not make the PA ENA meeting, as she was a speaker presenting at the NJ conference. It is hoped that Meghan will be able to attend a conference call and/or the next PA ENA meeting in May to update our members.

- **Website Update (Deb Clark)**
  - The new website is up and running. It looks just like the National ENA website. The group picture from National ENA, taken last year, was posted to this website.
  - The site includes a Welcome statement, quick links to ENA, PA ENA awards information with the list of recipients back to 1991, Award applications, Val’s Welcome Letter, Past PA ENA presidents.
  - The user must sign in to access the My Communities. Sign in is the same as for the National ENA website. In this area twenty-two people posted. Deb is responding to each person.
  - Directory includes the National directory and information on PA ENA meeting dates and times with hotel room codes.
  - Resources include any meeting documents as well as PA ENA SOPs and Bylaws.
  - Photography section failed to download our pictures. The sizing of pictures did not work. ENA will be working on the photo problem.
• Issues with the new website include an inability to register for PA ENA meetings and Horizons on our website. IAFN used Event Bright for its registration. Another option may be using Survey Monkey which is free for up to 100 respondents.

➢ National ENA 2018 (EN 18) – Pittsburgh –

• Conference call on March 21, 2018 with National about the Host Program and PA ENA role as the host state for the conference.

• Host State Duties
  ▪ The state host will be our PA ENA president Val.
  ▪ The host state needs to recruit volunteers and coordinate these volunteers. The role of volunteers is to welcome people to the conference. PA ENA needs to recruit lots of volunteers about 60-80 in number. Suggestions for volunteers included nursing students so, reaching out to nursing schools in the Pittsburgh area is a priority. With Spring semester ending soon, approaching nursing programs for volunteers should be done very soon. Volunteer shirts will have to be bought as well (estimated number 80-100 at $7-8 each). The PA ENA can also design and sell T-shirts at the booth.
  ▪ The Host state must assist in promoting the conference. Ways to promote conference in PA are through Facebook, Twitter, etc. All printed material must come from ENA. Once printed material is received, it can be placed in local restaurants and businesses and distributed at area events.
  ▪ State host booth can pass out any unbranded fliers on area highlights and activities. Area information and directions should also be available at the booth. One local person should man the booth throughout the conference.
  ▪ Volunteers are needed to act as Greeters with convention center layout, Registration workers, Registration floaters.
  ▪ Volunteer concessions include parking passes at the convention center and access to exhibition hall, unable to attend sessions unless pay for registration. Volunteers will be recognized at the General Assembly.
  ▪ A suggestion was made to an information booth at the airport to greet attendees upon arrival.
  ▪ Conference will not include a mass casualty event as it has in the past. Another event will take its place, more information to follow.
  ▪ Local vendors are expressing interest in attending the conference.

• Opportunities/Teasers for delegates re: EN 18
  ▪ State Host Pin
    ▪ PA ENA can design and sell a pin with the proceeds going to PA ENA. Pin is usually designed from a city related (i.e. Pittsburgh theme this year). St. Louis had a pin with the arch on it. Las Angeles had an action pin. Albuquerque had
a hot-air balloon. Design ideas included a design of where the three rivers meet. Leora and Bev will check out possible pin designs. At the delegate session the bag teasers had a sticker with three rivers on it and the saying Where the 3 rivers meet, we will meet you there. Another idea was an ENA bridge picture.

- At the General Assembly the host state (PA ENA) passes out teasers on day 1, while next year’s host state (Austin TX) passes out teasers on day 2. Ideas for teasers included:
  - Terrible Towels: a towel swung at Pittsburgh games. It was thought to create an ENA Towel to pass out on the first day of Day a of the General Assembly. True Terrible Towels are licensed and expensive. The towels could be bought at $1-1.50 each. A question was posed as to will people use these towels? If use Terrible Towel idea Jeff could wave towel and towels could be thrown to make the towels more dynamic throughout the conference.
  - Other ideas were the smart phone nobs to hold or set the phone down and the rubber credit card pockets for smart phones. These would have logo on them.
  - Pickle pins were no longer attainable for free. These pins can be bought in groups of 100 for $25.
  - Last idea was to have a lantern at each table with candy inside them. Lanterns are about 5.25 inches each. It was decided that candy would be hard to place in the lanterns. Lanterns can be purchased 800 for $800 then, shipped to someone in Pittsburgh.

Motion was made for Bev to look at lanterns and if appropriate to order them to be shipped to someone in Pittsburgh with 800 @ $800 at The Dollar Tree, seconded, and passed.

- Horizons 2019 (see the committee section for Horizon’s report)

- New Business
  - Committee members and activities
    - Committee Chairs need to reach out to the community for activities and help. At present committees are chaired without members in their committees.
  - SCLO Reimbursement (SOP)
    - PA ENA needs to discuss the SOPs. Some of the SOPs need updating.
  - ENA Foundation Challenge
    - Annual donation from PA ENA to the Foundation for scholarships. Donations are due by April first. PA ENA needs to look at funds and decide whether to stay with the annual $2000 or donate more earmarked for the Millie Fincke endowment. Suggestions for chapter donations to
this endowment were also discussed. Endowment of $25,000 needs to be reached in 5 years.

- SOP (Standard Operating Procedures) and Bylaw topics
  - Leora was enlisted to review present Bylaws and SOPs.
  - Volunteers are needed to man the PA ENA booth at EN 18.

- Adjournment

  Motion to adjourn the meeting at 14:07 was made, seconded and adopted.