

Executive Committee: Rebecca VanStanton President, Chelsea Meixner Secretary, Kim Johnson Treasurer, Kelly **Ashcraft & Lindsey Sams Directors** 

**ENA'S MISSION** To advance excellence in emergency nursing

MENA'S FOUR STRATEGIC GOALS Community, Culture, Practice, Education

# **AGENDA**

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SENDA								
pte	mber	9, 2023	3 0900-1500					
A.	Call to	Call to Order <b>Rebecca VanStanton</b>						
	sh Quorum							
	2.	Welcor	me/Introductions					
	3.	3. Consent Agenda						
		i.	Approval of Minutes May 2, 2023					
В.	President's Report <b>Rebecca VanStanton</b>							
	1.	ENA Head Office Update						
	2.	Succes	ssion Plan, Upcoming Elections, and Applications for Committee/Chair Positions					
		i.	State Council					
		ii.	Committee Chairs					
	al Assembly							
	i. San Diego September 20-21							
		ii.	Delegates					
	4.	Toyota	Collaborative					
	5. COMON							
		i.	https://www.comonmi.com/					
		ii.	2023 Meetings:					
			1. September 21 <sup>st</sup> 10a-1130a (in person, conflicts with EN23)					
			2. December 14 <sup>th</sup> 10a-1130a					
C.	Secreta	ary Repo	ort Chelsea Meixner5 minutes (0910-0915)					

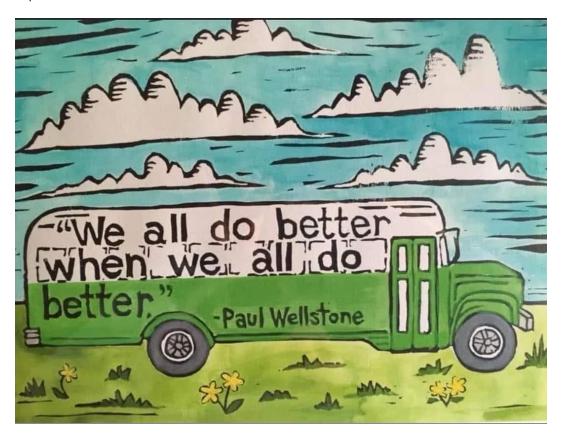
E. Director at Large Kelly Ashcraft & Lindsey Sams .......10 minutes (0930-0940)

1. Closure of East and West Bank Accounts



- - 1. 2024 Expectations to align with required reporting to HQ

### Expectations for committee members:



• Complete tasks as assigned in a timely manner

Expectations for committee chairs:

- Create SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals for each year and report out at first meeting each year Prepare to discuss at budget meeting as chairs will be changing.
- Update state council on progress throughout the year
- Assign duties to committee members and follow up as needed on assigned tasks

1. Education

**Chelsea Meixner** 

2. TNCC / ENPC

Marilyn Enriquez

3. Membership

**Gail VanStanton** 

- a. MNSA Conference http://www.michigannsa.org/
- b. Graduated Due's Structure scheduled to take place July 2023:
  - i. Student \$25
  - ii. Early Career Nurse Year 1 \$50
  - iii. Early Career Nurse Year 2 \$75
  - iv. Early Career Nurse Year 3 \$100



- v. National/International \$125
- vi. Senior \$65
- vii. Lifetime recognized after 20 years of membership no dues

Foundation/Scholarships
QSIP
Kim Johnson
Aimee Westmore

- 6. Government Affairs Naomi Ishioka
  - Thanks to Naomi, Cody, Aimee, and Kim Chapman-Hitchcock for speaking at the committee meeting on healthcare worker assault in Lansing June 13th
  - b. Lansing DOTH Fall TBD
  - c. DOTH tool

Media Jac Getzinger
Student Nurse Relations Chair
Christy Rapoza
Awards Aimee Westmore

Committees that have received applications for members or chairs: Education, TNCC, ENPC, Student Nurse Relations, Government Affairs

- https://higherlogicdownload.s3.amazonaws.com/ENA/d2f55967-96be-49ef-a020-d78f5d217913/UploadedImages/Ethics Policy 2023.pdf



#### 2024 Michigan Delegate Selection Tool - Las Vegas Name and ENA Number: **Possible Points ENA Involvement Details Points** Earned 10 per meeting Attend State Council Meeting (List dates attended. Must have attended 2+ meetings to be eligible) Max 40 State ENA Council Officer 30 Chair an ENA National Committee 25 20 Chair an ENA State Committee Serve as a National Committee Member 15 Serve as a State Committee Member 10 Serve as District Champion for MI Government Affairs 5 Lead in Special Projects. Board and Chair Approved. 20 Details must be provided. General Assembly Delegate 2023 20 San Diego Membership New members recruited to ENA in the past year (they must 10 each have listed you on their submission form). List names to be verified. Max 50 **Professional Development and Other Considerations** Current Certification in Emergency Nursing (CEN, CFRN, 10 points each CPEN, TCRN, CTRN, or CCRN): Provide a copy of certification Max 30 Publish Article in JEN 20 per, Max 40 Publish article in other healthcare publication (e.g. TriageNotes) 15 per, Max 30 Provide an educational opportunity for fellow healthcare 10 each providers in an emergency related setting that is above Max 30 and beyond job requirements. Details and dates to be provided. TNCC: Faculty (20), Director (15), OR Instructor (10) Max 20 ENPC: Faculty (20), Director (15), OR Instructor (10) Max 20 Hold full or part-time BEDSIDE position in ED (must submit 20 OR 30 letter of verification by supervisor) (30 for full, 20 for part) Attend ENA Leadership Conference 15 Tampa Attend Michigan State Council Annual Conference 10 Frankenmuth Attend other ENA sponsored program. 5 Requested time off for Delegacy (submit letter of verification) 5 Community Involvement 15 each Present education topic to the public. Please list name/date. Max 45 **Total Points**

All forms must be received April 15, 2024. No late entries will be accepted. Points are accumulated for activities from April 15, 2023 to April 15, 2024.

- I. Open Forum and Action Items for next meeting ......30 minutes (1040-1100)
  - 1. Tax Exempt Status ...... Aimee Westmore
  - 2. Dates to Remember
    - i. 2023 State Meeting Dates
      - 1. Oct 28 9a-1p Budget Meeting (Board and Chairs) HFD
      - 2. 2024 schedule TBD courtesy of Chelsea
      - 3. Board meetings will be called only as needed as many were not needed in 2022
    - ii. Triage Notes 2023
      - 1. Are we able to move forward with article/CE plan?



- 2. Articles Due to Chelsea/Tori
  - a. October 15, 2023
    - i. Forensics Aimee, Cam, and Kelly
    - ii. Sent to members November 1, 2023
- iii. Other Dates/Due Dates
  - 1. August 16 Food For Thought Kedrion Marquette
  - 2. August 10 Food for Thought -- BioXcel Bloomfield Hills
  - 3. August 23 Food For Thought Kedrion Suttons Bay
  - 4. September 15-30, 2023 Elections
  - 5. October Membership Discount Month
  - 6. October 9-13, 2023 Award Disbursement
  - 7. October 12, 2023 Food for Thought BioXcel Grand Rapids Restaurant TBD
- iv. Education Committee Meeting Dates
  - 1. August 8 7pm- zoom
- v. TNCC/ENPC Meeting Dates
  - 1. November 30 8a Zoom
- vi. HQ
- 1. September 20-21 General Assembly San Diego
  - a. Sept 20th from 1200-1330 room booked with ENA to meet as a delegacy teams
- 2. September 21-24 EN23 San Diego
- 3. October 9-13, 2023 ENWeek 2023

J. Adjourn......(1100)

Attachments: Agenda, Minutes

Delegate Meeting to Follow 1100-1500

### **Login Information**

## Zoom:

Topic: September State Meeting and Delegate Meeting

Time: Sep 9, 2023 09:00 Eastern Time (US and Canada)

Join Zoom Meeting

https://umich.zoom.us/j/96210751927



Meeting ID: 962 1075 1927

Passcode: Michigan

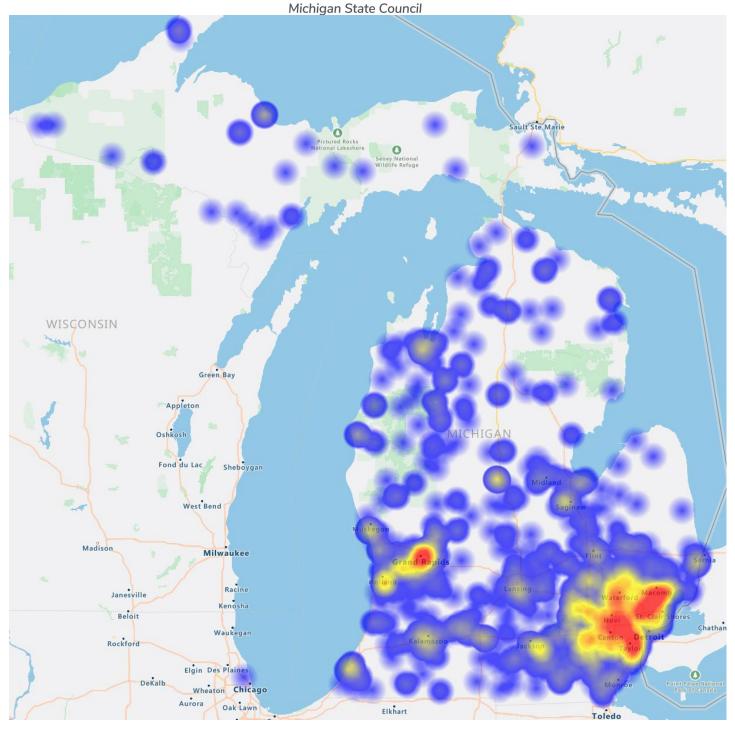
Passcodes are case sensitive, and you do need to be signed up for a Zoom account (which is free). If you do not have a Zoom account, go to <a href="https://zoom.us/signup#/signup">https://zoom.us/signup#/signup</a> to sign up for your free account.

There are a couple of people who have had troubles logging in and it is likely related to one of the issues just mentioned. However, most people have been able to login without an issue. If you are having technical difficulties and are unable to log in, please visit,

https://support.zoom.us/hc/en-us/articles/8281190406925-Troubleshooting-sign-in-issues

https://support.zoom.us/hc/en-us/sections/201740126-Troubleshooting-Zoom-Meetings





MINUTES: MICHIGAN STATE COUNCIL MEETING

Executive Committee: Rebecca VanStanton President, Chelsea Meixner Secretary, Kim Johnson Treasurer, Kelly Ashcraft & Lindsey Sams Directors



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# **AGENDA**

May 2, 2023 1400-1700

K.	Call to Order Rebecca	VanStanton	minutes	(1400-1405)
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- 4. Establish Quorum
  - i. Rebecca VanStanton, Kim Johnson, Lindsey Sams, Heather Bartlett, Alisha McKay, Michael Marsiqlio, Josie Kik, Cassie Jerore, Dhurata Emiri, Eleanor Pluta, Susan Beebe, Megyn Beebe, Daniel Wacerlon, Jac G, Aimee Westmore, Mandy Savage, Cristy VanWagonu, Kim Johnson, Dianne Wren, Jo Eels, Terry Vodry, Cary Longan, Lindsey Sams, Amber Prong, Anita Glaser, Chelsea Meixner, Robert Wells, Riley Wilson, Shannon Antic, Jordan Soua, Madalyn Fnesen, Garrett Hartnger, Jennifer Garrett, Karrie Brown, Chris Baker, Ryan Reynolds
- 5. Welcome/Introductions
- 6. Consent Agenda
  - i. Approval of Minutes January 18, 2023
    - i. Minutes Approved by Kim Johnson
  - ii. Recordings
- - 1. ENA Head Office Update
  - 2. Succession Plan
    - i. State Council
      - If anyone is interested in doing more and getting involved- please touch base with Rebecca
    - ii. Committee Chairs
  - 3. General Assembly
    - i. San Diego September 20-21
    - ii. Delegates
      - 1. Awaiting final Delegacy numbers- Assuming 15 delegates will be sent
  - 4. COMON
    - i. <a href="https://www.comonmi.com/">https://www.comonmi.com/</a>
      - 1. Over 30 nursing organizations apart of COMON- Works with the board of nursing to find ways to make it easier for nurses to practice in Michigan and travel in Michigan
    - ii. 2023 Meetings:
      - 1. May 18th 10a-1130a



- 2. September 21st 10a-1130a
- 3. December 14th 10a-1130a
- iii. Dues (due March 1)
  - 1. Done by Kim Johnson
- - 1. ENA Foundation discussion
  - 2. Michigan has raised \$2500 so far
  - 3. ENA Nationally is halfway to their goal
  - 4. ENA Foundation has provided several scholarships to people in our chapter
- - 1. Jan, Feb, March 2023 Statements present
  - 2. 2022 Taxes have been approved by the Board and filed
  - 3. Our CPA is retiring Nov 2023- Kim is looking for a new CPA
  - 4. 1st Quarter Report: Large sum of money used towards Leadership Hotel/Per Diem/ Airfare, Food for meetings, 2023 Spring Conference supplies, Incidentals
- - 10. Education

#### Chelsea Meixner

- a. State Conference 2023 is on
- b. 2024 State Conference is in Traverse City
- 11. TNCC / ENPC

#### Marilyn Enriquez

- a. Launched 6th Edition ENPC
  - i. Exam is very different- More fails than normal
- b. ENA is looking at stats, people who have failed the exam x2 have used less than 50 min
- c. Encouraging instructors to prepare their students appropriately
- d. Looking forward to instructor courses- Upcoming Course in Grand Rapids
- e. 9th Edition of TNCC- Aug/Sept is projected time to release new program
- f. End of Summer TNCC book should be available
- 12. Membership

#### Gail VanStanton

- a. Graduated Due's Structure scheduled to take place July 2023:
  - i. Student \$25
  - ii. Early Career Nurse Year 1 \$50
  - iii. Early Career Nurse Year 2 \$75



- iv. Early Career Nurse Year 3 \$100
- v. National/International \$125
- vi. Senior \$65
- vii. Lifetime recognized after 20 years of membership no dues
- 13. Foundation/Scholarships

#### Kim Johnson

- a. Scholarship Form
  - Discussion occurred in previous meeting about changing the MENA Scholarship Application with better language/edits
  - ii. This is a 1-time scholarship
  - iii. Form updated
- b. Foundation
  - i. Discussed how donation baskets work
    - 1. Foundation Committee
      - a. Donations Accepted- However a Professional letter must be sent from MENA and a tax ID must be provided
      - b. Send Kim the information if you have someone that wants to make a Donation- that way she can keep track of all the donations and make sure everything is handled properly

14. QSIP

#### Aimee Westmore

- a. Starting Local- Stop the Bleed goal to reach out to local school systems
- b. If you are interested in volunteering with Stop the Bleed- please reach out to Aimee
- c. Met with QSIP members at Nationals to get ideas
- 15. Government Affairs

#### Naomi Ishioka

- a. Lansing DOTH Fall TBD
- b. DOTH tool
- c. Victim rights doc
- 16. Media

#### Jac Getzinger

- a. North Michigan Facebook page- No activity since Fall
- 17. Student Nurse Relations Chair Christy Rapoza
- 18. Awards

### Aimee Westmore

- a. Awards given out in October 2022
- b. Take Advantage of this!! We want more people to be involved and recognize people who consistently go above and beyond in your life
- c. Awards for 2023 will be given out during Emergency Nurses week
- - 1. Will review at next meeting



1. Anything that you feel isn't represented on the Delegate tool that you think should be getting credit for: please reach out

- - 1. Added 75% Requirement for Board/Chairs
    - i. MENA is transitioning from a 3-tier state to a 2-tier state, our bylaws have to reflect that
    - ii. Rebecca reviewed Bylaws explaining the changes made
      - 1. Discussion to involve other regions of Michigan
        - a. Trying to get more activities in different regions
        - b. If anyone has any ideas/suggestions to get more involvement, please reach out to Rebecca
        - c. Rebecca showed a heat map showing the representation of ENA members across the state of Michigan
        - d. Looking forward to Conference in Traverse City- Hoping this will attract more members from up north
  - 2. Vote
    - i. Jack moved to approve bylaws
    - ii. Second: Alicia
    - iii. Third: Lindsey
    - iv. Approved, with no votes against
- U. Open Forum and Action Items for next meeting .......30 minutes (1630-1700)
  - - i. Kim will follow up with new CPA about this process
  - 2. Anyone interested in volunteering for the Grand Prix June 2-4 speak to Chelsea
  - 3. Dates to Remember
    - i. 2023 State Meeting Dates
      - 1. September 9 9a-3p (with delegate meeting) hybrid Corewell Troy Details TBD
        - a. Naomi room details
      - 2. December 9 9a-3p (with budget meeting) hybrid TBD
        - a. Rec's/suggestions for location
        - b. Bridget Corewell Southfield?
      - 3. Board meetings will be called only as needed as many were not needed in 2022
      - 4. Kim- An additional meeting needs to be held in November/ first week of December to complete budget
        - a. Change: 2024 Budget must be submitted by December 31st, 2023.
    - ii. Our state meeting will be September 9th after our at 9am via zoom or at Corewell Troy
      - 1. Join us in person:
        - Classrooms A and B on the east campus side across Dequindre from the hospital.



- b. The address is:
  - i. 44250 Dequindre Rd.
  - ii. Sterling Heights, MI 48314
- c. Here is a map of the building. It is on the ground floor right behind the pizza kitchen.
  - i. <u>https://www.beaumont.org/docs/default-source/maps-parking/campus-maps/beaumont-medical-park-sterling-heights-map</u>
- 2. You can't miss it, there will be signs and the greeter will know.
- 3. Join via zoom at:
  - a. https://umich.zoom.us/j/96210751927
  - b. Meeting ID: 962 1075 1927
  - c. Passcode: Michigan
  - d. +16469313860,,96210751927#
- iii. Triage Notes 2023
  - 1. Are we able to move forward with article/CE plan?
  - 2. Articles Due to Chelsea
    - a. May 15, 2023
      - i. Motorsports and Burn CE Chelsea and Alita
      - ii. Sent to members June 1, 2023
    - b. October 15, 2023
      - i. Forensics Aimee, Cam, and Kelly
      - ii. Sent to members November 1, 2023
- iv. Other Dates/Due Dates
  - 1. May Membership Discount Month
  - 2. August Call for volunteers
  - 3. August 31, 2023 Award Nominations Due
  - 4. September 15-30, 2023 Elections
  - 5. October Membership Discount Month
  - 6. October 9-13, 2023 Award Disbursement
  - 7. October 12, 2023 Food for Thought BioXcel Grand Rapids Restaurant TBD
- v. Education Committee Meeting Dates
  - 1. May 16th 6pm
  - 2. STD Late fall for restart
- vi. TNCC/ENPC Meeting Dates
  - 1. July 17 8a Zoom
  - 2. September 8 8a Zoom
  - 3. November 30 8a Zoom



- Michigan State Council 1. September 20-21 General Assembly San Diego
- 2. September 21-24 EN23 San Diego
- 3. October 9-13, 2023 ENWeek 2023

V.	Adjourn(17	700,
	Adjourned at 1517z	