

# **Genesee Valley Chapter Emergency Nurses Association**

## **Monthly Meeting Minutes**

**Meeting Date:** February 8, 2016

**Location:** Henrietta Volunteer Ambulance

<u>TOPIC</u>	<u>DISCUSSION &amp; ACTION</u>	<u>RESPONSIBLE PERSON</u>	<u>STATUS/ ACTION</u>
<b>Called to order @ 1705</b>	Present: Wendy Allen-Thompson, Mary Mahler, Susan D. Knapp, Andrea Estes, Desiree Watkins, Gerard Watkins, Patrick Byrne, Dawn MacMullen, Sue Chalupa-Breese, Gwen Williams Excused: Rosa Waldroff, Tammy Ophardt, Monica Seaman Meeting called to order by President Susan Knapp	Susan Knapp	Closed
<b>Approval of Minutes</b>	January 11, 2016 minutes - corrections discussed. <ul style="list-style-type: none"> <li>• Page 1, Attendance: Dawn MacMullen excused, correction to Wendy Allen-Thompson's name</li> <li>• Page 4, Old Business: correct Joy Doster to Joy Doser</li> </ul> Motion to accept January 11, 2016 minutes – Dawn MacMullen, 2 <sup>nd</sup> Sue Chalupa-Breese. Passed January 11, 2016 minutes approved by members in attendance.	Gwen Williams/Susan Knapp	Closed
<b>Secretary Report: Gwen Williams</b>	Draft of January minutes submitted and approved with corrections. Minutes will be posted on website.	Gwen Williams	Closed
<b>Treasurer Report: Sue Chalupa - Breese</b>	Chapter balance is approximately \$11,000. Treasurer is working with the bank and NYSENA Treasurer re: chapter balance. No report to vote on at this meeting. <ul style="list-style-type: none"> <li>• Un-cashed checks from January 2016 TNCC = \$1,000.</li> <li>• Grey Goose – 1/16 bill for chapter website= \$130.50. Chapter has a balance of \$1000 in the Grey Goose account.</li> <li>• Susan Knapp will send materials for posting on the chapter website to Dawn MacMullen i.e. agenda, minutes, newsletter, announcements, calendar.</li> <li>• 1099 forms were sent by the NYSENA to chapter members who earned ≥ \$600 for teaching courses by January 31<sup>st</sup>.</li> </ul>	Sue Chalupa-Breese	Closed

<b>President-Elect Report: Monica Seaman</b>	Monica Seaman excused. No report.	Monica Seaman	Closed
<b>Past-President's Report: Tammy Ophardt</b>	Tammy Ophardt excused. No report	Tammy Ophardt	Closed
<b>President's Report – Susan D. Knapp</b>	<p>President Sue Knapp welcomed the members present at the meeting. The members introduced themselves.</p> <ul style="list-style-type: none"> <li>No packet of information for the incoming Chapter President has been received from National ENA. Per Dawn MacMullen, the packet is now sent by e-mail/online to the Chapter President from ENA-STAT.</li> <li>Check for \$240 was received from National ENA for 4<sup>th</sup> quarter membership renewals/new members and direct deposited in the chapter account. Copy of the check was given to the Treasurer.</li> </ul>	Susan Knapp	Closed
<b>Committee Reports: Membership</b>	Membership – Monica Seaman excused. No report.	Monica Seaman	Closed
<b>Education</b>	<p>Susan Chalupa-Breese and Patrick Byrne TNCC and ENPC Courses:</p> <ul style="list-style-type: none"> <li>TNCC Provider Course 1/16/16 at RGH – 1/17/16: 8 attended</li> <li>TNCC Provider Course 2/27/16-2/28/16 at RGH</li> <li>ENPC Provider Course March 19/16-3/20/16 at RGH</li> <li>TNCC Provider Course 10/1/16-10/2/16 at RGH</li> <li>ENPC Provider Course 11/19/16-11/20/16 at RGH</li> </ul> <p>Other Courses:</p> <ul style="list-style-type: none"> <li>ENLS 3/4/16 at RGH</li> <li>ATCN 2/9-2/0, 6/29, 9/21-9/22, 11/2-11/3 at U of R</li> <li>CEN Review Courses at Unity and U of R. U of R course dates are 7/11/16 – 7/12/16. Registration materials will be posted. Unity Course dates will be sent by Deb Purvis.</li> </ul> <p>Recommendation/vision by President Susan Knapp is that there will be a 30 minute quarterly education opportunity after the business meeting.</p> <ul style="list-style-type: none"> <li>Dr. Cullinan from RGH is not available in March</li> <li>Virginia Hebda, Sue Chalupa-Breese, and Dawn MacMullen will be attending</li> </ul>		

	<p>an active shooter class on 2/10 at the WNY Chapter– possible education offering topic.</p> <ul style="list-style-type: none"> <li>• Patrick Byrne has a 30 minute tape on epidemiology and a second presentation on</li> <li>• Moving from active shooter to armed aggressor.</li> <li>• Decision by the members in attendance that Patrick Byrne will present at the next chapter meeting on March 14th on the topic of Global Health Initiative. The presentation will address MERS, Zika, Ebola, etc. and the need to ask the travel screening questions, CDC Fact Sheets – awareness and isolation.</li> <li>• Invitation will be sent via Constant Contact to ENA members, placed in the chapter newsletter and be sent to ED managers.</li> <li>• Pizza will be ordered by Susan Chalupa-Breese</li> <li>• Dawn MacMullen and Patrick Byrne will work on the flyer. Dawn will e-mail to chapter members.</li> <li>• Business meeting from 1700-1800, presentation at 1800 with pizza</li> </ul>	Sue Chalupa-Breese and Patrick Byrne	Closed
<b>Communications</b>	<p>Dawn MacMullen has accepted the President’s appointment to chair the committee in 2016.  Chairperson elect position is available.  Patrick Byrne and Sue Chalupa-Breese will assist.  Position will be posted on Facebook.  Dawn solicited comments from the group re: the chapter website. Please send comments to <a href="mailto:enadawn@ena.com">enadawn@ena.com</a>  Reminder that work e-mails bounce due to the hospital firewalls.  Dawn will need home and work e-mails to send the chapter information to members.</p>	Dawn MacMullen	Closed
<b>NYSENA Report</b>	<p>NYSENA January meeting in Binghamton was canceled due to the weather.  Sue Knapp is waiting for State President Jacquie Glendenning to e-mail what needs to be completed before the next State Council meeting in April.  Dawn MacMullen will send out NYSENA information via Constant Contact and post on Facebook page.  NYSENA State Conference will be April 8-9, 2016 in Saratoga Springs. Twenty-two registered to date, Silent Auction again this year. Flyer was e-mailed to members in January.</p>	Sue Knapp Dawn MacMullen	Closed
<b>Old Business</b>	<p>Joy Doser donation of \$500 to support her activities and family was approved at the January meeting. Sue Chalupa-Breese is awaiting information from V. Hebda on where and who to send check.  There will be a fundraiser for Joy on 2/27 from 1400-1600 at Crossroads Hair Studio in Brockport.</p>	Sue Knapp	Closed

## New Business

### Finance policy:

- Discussion re: reimbursement/stipend to chapter representatives attending the quarterly NYSENA meetings. In the past, the stipend has been \$50 to each of the 2 representatives.
- Sue Knapp and Sue Chalupa-Breese are checking the chapter archives for the policy.
- The NYSENA pays for breaks and lunch. The State Council will provide partial reimbursement for hotel rooms over \$100, 1 room/chapter. Mileage and additional meals are not reimbursed. Reminder that the chapter expense form needs to be completed and submitted to Sue Chalupa-Breese for reimbursement.
- Do we need to increase the stipend to \$100/representative as the policy was written and approved in the 1990's?
- No motion until the budget is reviewed.
- Professional organizations support representatives as a commitment to having members attend and support the organization.
- Sue Knapp will locate the policy and e- mail for vote at the March chapter meeting.

### Chapter Bylaws and Policies:

- Chapter cannot complete their bylaws and policies until the NYSENA approves their policies due to 501C3 status.

### Strategic Plan 2016:

- National ENA has a 5 year strategic plan on the ENA website
- State and Chapters need strategic plans that mirror the goals and objectives of National ENA. Sue Knapp listed the Pillars in the National ENA Strategic Plan. Not all, but some will apply to our chapter and state.
- NYSENA Strategic Plan contains a couple of objectives for each pillar to further emergency nursing in the region.

### Alina Vorobeychik Scholarship for Setting the Pace 2016 in Saratoga:

- Discussion: In previous years, the chapter has supported (paid registration) 1-2 members to attend the State Conference.
- Per Susan Chalupa-Breese the current balance in the Alina Vorobeychik Scholarship Fund is \$750.
- Motion by Mary Mahler/2<sup>nd</sup> Patrick Byrne that the GVC ENA award 2 registrations/scholarships to GVCENA members to Setting the Pace 2016 through a random drawing.

	<ul style="list-style-type: none"> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Sue Chalupa-Breese will obtain a chapter membership list</li> <li>○ Virginia Hebda will randomly draw 2 names on 2/10/16.</li> <li>○ If the member chooses not to attend, another name will be drawn from the membership pool. The recipients/members will be contacted to see if they have an interest in attending.</li> <li>○ Early registration before 3/14/16 is \$150 – total for 2 registrations is \$300.</li> <li>○ Motion to approve by Dawn MacMullen/2<sup>nd</sup> Patrick Byrne. No further discussion. Motion passed.</li> </ul> </li> </ul> <p>Reverse Auction/Silent Auction at April Conference:</p> <ul style="list-style-type: none"> <li>• In previous years, the chapter has donated a lilac bush to the reverse auction</li> <li>• Motion by Sue Chalupa-Breese/2<sup>nd</sup> Gwen Williams that the GVCENA Chapter donates a lilac bush, cost not to exceed \$50 to the NYSENA Silent Auction in Saratoga Springs. No discussion. Motion passed.</li> <li>• Motion by Patrick Byrne/2<sup>nd</sup> Dawn MacMullen that the GVCENA Chapter donates a \$50 bill and \$50 in lottery scratch off tickets to the NYSENA Silent Auction.</li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Who will purchase the lilac bush and assemble the frame with the \$50 bill and lottery tickets?</li> <li>○ Mary Mahler will ask Rosa Waldroff to purchase the lilac bush and Sue Chalupa-Breese with assemble the frame with the \$50 bill and lottery tickets.</li> <li>○ No further discussion. Motion passed.</li> </ul> </li> </ul>	Susan Knapp	Closed
<b>Adjournment @ 1822</b>	Motion to adjourn by Sue Chalupa-Breese/2 <sup>nd</sup> Andrea Estes. Passed.	Susan Knapp	Closed

**Respectfully submitted,**

Gwen Williams, MS, RN-BC, CNS-BC, CEN

2016 GVCENA Secretary

**Amendments:**

