

Genesee Valley Chapter Emergency Nurses Association

Monthly Meeting Minutes

Meeting Date: January 11, 2016, 1700

Location: Henrietta Volunteer Ambulance

<u>TOPIC</u>	<u>DISCUSSION & ACTION</u>	<u>RESPONSIBLE PERSON</u>	<u>STATUS/ ACTION</u>
Called to order @ 1700	Members Present: Wendy Allen-Thompson, Patrick Byrne, Sue Chalupa-Breese, Andrea Estes, Virginia Hebda, Susan Knapp, Mary Mahler, Tammy Ophardt, Deborah Purvis, Monica Seaman, Rosa Waldroff, Gerard Watkins, Gwen Williams, Meeting called to order by President Susan Knapp	Susan Knapp	Closed
Installation of 2016 Officers	Installation of 2016 Officers by 2015 President Tammy Ophardt: President – Susan Knapp President –Elect – Monica Seaman Treasurer – Susan Breese Treasurer – Elect – Virginia Hebda Secretary – Gwen Williams	Tammy Ophardt	Closed
Welcome and Introductions	President Susan Knapp welcomed members in attendance to the 1/11/16 GVC-ENA meeting. Members in attendance introduced themselves, credentials/titles, and workplace location.	Susan Knapp	Closed
Approval of Minutes	October 12, 2015 meeting minutes motion to approve by Sue Chalupa-Breese, 2 nd by Virginia Hebda November 9, 2015 meeting minutes motion to approve by Sue Chalupa-Breese, 2 nd by Tammy Ophardt October and November approved by members in attendance	Susan Knapp	Closed
Secretary Report	Monica Seaman, 2015 Secretary transferred the Secretary Binder to Gwen Williams	Monica Seaman	Closed
Treasurer's Report:	Susan Chalupa Breese <ul style="list-style-type: none"> • 2015 Treasurer's report has not been signed off by NYSENA – report was filed and waiting for report to be reconciled by NYSENA Treasurer Mary Ellen Jennison. at the 1/23/16 NYSENA meeting. • Chapter check register has been updated. • 1099 forms income tax forms for teaching TNCC/ENPC courses will be mailed to Patrick Byrne, Virginia Hebda, Gwen Williams, Susan Knapp, Susan Chalupa-Breese from NYSENA Treasurer. 		

	<ul style="list-style-type: none"> • Missing check from Hershey , PA course was received. • TNCC/ENPC Instructor Course on 1/9/16 – deficit for course. 1 TNCC-I candidate ill, 3 new ENPC-I completed the course, Two students from Rochester and 1 student from Albany. Indirect fee and instructors were paid. • Sue Chalupa Breese plans to check with other chapters re: instructor fees for TNCC/ENPC courses. • Balance 2015 – reviewed page by page, line item by line item. Per check register approximately \$9,000 in GVCENA checking account. Per 1st Niagara Banking Statement dates 12/31/15, balance is \$13, 746.69. Full print out will be available at the 2/16 chapter meeting. • Vote to accept the Treasurers’ Report at the 2/16 chapter meeting. • Bank account transfer pending from 1st Niagara to Key Bank discussed. 	Susan Chalupa Breese	Closed
President-Elect Report	Monica Seaman – no report	Monica Seaman	Closed
Past President Report	<p>Tammy Ophardt:</p> <ul style="list-style-type: none"> • 2015 report to National ENA is due 1/31/16. • Officer names were submitted. • Tammy will submit report and she reviews the form. 	Tammy Ophardt	Open
President’s Report	<p>Susan Knapp:</p> <ul style="list-style-type: none"> • GVNA hosting a meeting for area nursing organizations tonight 1/11/16 from 1800-2000 at St. Johns Fisher – Wegman’s School of Nursing. The purpose is to discuss how we can advance nursing in the area and find ways to work together. A response message was sent that GVCENA is interested but the meeting conflicts with the January Chapter Meeting. • GVNA Legislative Reception is 2/18/16 from 1900-2030 at St. John Fisher. The focus is the anti-poverty initiative. Co-sponsors are FLONE, AACN, NP of Greater Rochester, and Perioperative Nurses. Motion by Sue Breese to donate \$50 to GVNA Leg Reception. Discussion: GVNA did not solicit donations. Sue Breese withdrew her motion unless the President receives a request to sponsor the reception. Motion changed to donate \$50 if GVNA reaches out to GVCENA, 2nd Rosa Waldroff. Approved by general consensus vote. 	Susan Knapp	Closed
Membership Committee	<p>Virginia Hebda:</p> <p>189 GVCENA members. Four members expired and reminder cards were sent out today. Two new members have joined. Virginia Hebda will send to new members a summary of the committee duties, including chapter meeting dates, times, location and a thank you for joining. Magnet documents include a list of nurses involved in their professional organizations and some hospital clinical ladders programs are now requiring nurses to attend meetings.</p>	Virginia Hebda	Closed

<p>Education Committee</p>	<p>Susan Chalupa-Breese:</p> <ul style="list-style-type: none"> • TNCC and ENPC Instructor Course – 1/9/16. 1 TNCC Instructor candidate and 3 ENPC Instructor candidates attended. • TNCC provider course 1/16-1/17/16 at RGH - 8 registered • TNCC provider course 2/27-2/28/16 at RGH - 4 paid registrations to date, no new instructors to verify • ENPC provider course 3/19-3/20/16 at RGH – 3 new instructors to verify <p>Fall Courses:</p> <ul style="list-style-type: none"> • TNCC Provider Course 10/1-10/2/16 at RGH • ENPC Provider Course 11/19-11/20/16 at RGH <p>Other Courses:</p> <ul style="list-style-type: none"> • ENLS 3/4/16 at RGH • ATCN 2/9-2/10, 6/29, 9/21-9/22, 11/2-11/3 at U of R • CEN Review Courses at Unity and Strong. Strong course dates are 7/11-12, 2016. Monica will send registration information. <p>Patrick Byrne referred members to the WRHEPC website training calendar for upcoming courses – WRHEPC.urmc.edu. There is a list serve on the site for members to receive e-mail notifications of courses.</p> <p>1/15/16 is a Disaster Mental Health Active Shooter Crisis course. Patrick Byrne discussed active shooter simulations at Strong and SUNY New Paltz. This course is targeted to provide mental health support during an event to 1st responders and 1st receivers. Course is 2.5 hours, there a link on the website to sign up.</p>	<p>Sue Chalupa-Breese</p>	<p>Closed</p>
<p>Communications</p>	<p>Dawn MacMullen excused. Report by Sue Chalupa-Breese/Susan Knapp</p> <ul style="list-style-type: none"> • Discussion re: Constant Contact, Facebook re: meeting notifications. • New areas on the website – updated 2015 • Links to educational events on the website • 28 chapter members e-mails were bounced back as incorrect • Chapter information sent by Sue Knapp to John at Grey Goose (webmaster) for the chapter website. • There is a template for mass mailings available from Grey Goose. • President’s blog can be turned on, may assign to President-Elect. <p>Upcoming events will be posted on the chapter newsletter, Facebook.</p> <ul style="list-style-type: none"> • Reminder no July/August meeting. 		

	<ul style="list-style-type: none"> December meeting will be a holiday event. Watch for a sponsored dinner meeting on an item important to ED practice – request for speakers and please think of topics for educational sessions. Money collected can be used for a Foundation contribution, Emergency Nurses Day items, registration to Saratoga Springs. Speakers suggested were Mark Philippy, Workplace Safety, and Dr. Cullian, Hazmat from RGH ED. 	Sue Chalupa Breese/Susan Knapp	Closed
Old Business	<p>Joy Doser – GVCENA active member and TNCC I Joy Doster is ill. And at MCH rehabilitation.</p> <ul style="list-style-type: none"> December meeting voted to consider a donation to support her activities and family. Treasurer Sue Breese led a discussion reminder that GVC-ENA is an IRS 501 C3 organization and donations must be for educational purposes. We are able to send flowers to members. Rules and regulations related to 501 C3 organizations were discussed. Discussion – separate cost line, table/defer to 2/16 meeting to research the 5-1 C3 regulations, decision about amount and purpose. Tammy Ophardt will call IRS. Motion by Virginia Hebda to donate \$500 to Joy Doser for rehabilitation expenses, 2nd Monica Seaman. Discussion: are we setting a precedent – this is a unique case and a one-time event. Sue Breese referred to chapter policies and procedures re: bereavement. IRS 501C3 regulations requirements – need to document name, purpose, manner money is to be dispersed, no fund raising was involved, one-time event, no contingencies specified. Motion approved unanimously. Virginia Hebda will check with Joy on 1/12/16 and notify Sue Breese. Virginia Hebda will report out at next meeting. <p>2015 Year End Report:</p> <ul style="list-style-type: none"> Past-President Tammy Ophardt to complete – information is on the ENA National website. Year-end report includes classes, financial report and officers. Officers have already been sent to National ENA. Sue Knapp and Tammy Ophardt will meet. 		

	<p>Representatives to NYS ENA:</p> <ul style="list-style-type: none"> • Sue Chalupa Breese • Tammy Ophardt <p>Alternate Representatives:</p> <ul style="list-style-type: none"> • Mary Mahler • Monica Seaman • Rosa Waldroff • Wendy Allen-Thompson <ul style="list-style-type: none"> • Tammy Ophardt will send names to Sandi Tetler. • Discussion by Susan Knapp on the responsibilities of the State Council Representatives and Alternate Representatives – the chapter needs 2 representatives/alternates at each of the 4 state meetings. • State Council meetings will be held in Binghamton x 2 (January 22-23), Saratoga Springs (April 9) and Middletown (July 30) • The cost of one night hotel stay is covered - split between the 2 representatives. <p>2015 Budget template was distributed to review income and expenses. Membership fees - \$5/member from National ENA is returned to the chapter. Need to add donations i.e. Joy Doser as a line item Treasurer – Elect Virginia Hebda to update the 2016 budget and present at February 2016 chapter meeting.</p>		Closed
New Business	<p>2016 Committee Chairs appointed:</p> <ul style="list-style-type: none"> • Membership – Monica Seaman • Education – Sue Chalupa-Breese and Patrick Byrne • Communications – check with Dawn, open at this time <p>Chapter archives – Sue Chalupa-Breese maintains the chapter archives. Chapter assets:</p> <ul style="list-style-type: none"> • Check register and checking account • LCD projector • 2 laser pointers • Computers – will investigate where they are located <p>Education – recommendation to have quarterly speakers and charge a nominal fee. 1st session 1st quarter – 3/16. Pizza, speaker. Facility with parking suggested.</p>		Closed

Adjournment @ 1836	1 st Rosa Waldroff 2 nd Gwen Williams		Closed
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Respectfully submitted,

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

2016 GVENA Secretary

Amendments: