

Genesee Valley Chapter Emergency Nurses Association

Monthly Meeting Minutes

Meeting Date: March 14, 2016 , 1700

Location: Henrietta Volunteer Ambulance

<u>TOPIC</u>	<u>DISCUSSION & ACTION</u>	<u>RESPONSIBLE PERSON</u>	<u>STATUS/ ACTION</u>
Called to order @ 1701	<p>Members Present: Patrick Byrne, Susan Chalupa-Breese, Ann Marie Dailey, Virginia Hebda, Wanda Irwin, Susan Knapp, Tammy Ophardt, Lucinda Pack, Rosemary P. Magill, Kristian Reninger, Monica Seaman, Elizabeth Smith, Deb Taylor, Wendy Allen-Thompson, Desiree Watkins, Gerard Watkins, Gwen Williams</p> <p>Members Excused: Dawn MacMullen, Rosa Waldroff</p> <p>Meeting called to order by President Susan Knapp at 1701</p>		
Welcome and Introduction of Members	<p>President Susan Knapp welcomed the members in attendance. Members in attendance introduced themselves, credentials/titles, and workplace location.</p>	Susan Knapp	Closed
Approval of Minutes	<ul style="list-style-type: none"> • February 8, 2016 minute corrections: <ul style="list-style-type: none"> ○ Page 4 – Alina Vorobeychik Scholarship name was changed in 2015 - Sue Knapp will check the 2015 minutes re: the scholarship name change. ○ Page 1 – Virginia Hebda was excused. • Motion to accept with changes – Sue Chalupa-Breese, 2nd Tammy Ophardt. • 2/8/16 minutes approved with changes. 	Susan Knapp	Closed
Officer Reports			
Secretary Report: Gwen Williams	<p>Minutes submitted to President Susan Knapp and posted on GVC ENA website for review prior to meeting.</p>	Gwen Williams	Closed
Treasurer's Report: Susan Chalupa-Breese	<ul style="list-style-type: none"> • Checking account balance – approximately \$11,000. • Treasurer Sue Chalupa-Breese does not have electronic access to account statements as of this date. • She has been in contact with NYS ENA Treasurer, Mary Ellen Jennison, by phone, e-mail, and at the state meetings. • Sue Chalupa-Breese has met with the bank branch staff and has made many 		

	<p>phone calls.</p> <ul style="list-style-type: none"> • Bank information has been sent to the NYS ENA Treasurer, who will forward to Sue Breese. • Bank account signature cards for 2016 will be sent to the chapter treasurer. To be signed by Sue Breese and Virginia Hebda (2017 Chapter Treasurer). • Bill from Grey Goose for Constant Contact. Chapter currently has \$1,200 in the Grey Goose account. 	Susan Chalupa Breese	Closed
President-Elect Report Monica Seaman	No report.	Monica Seaman	Closed
Past President Report Tammy Ophardt	No report:	Tammy Ophardt	Closed
President's Report Susan Knapp	<ul style="list-style-type: none"> • New leader orientation conference call has held with NYS ENA. January 2016 State meeting was cancelled due to weather. UBER conference information will be disseminated and allows for expanded ability for meetings. • Chapter goals to promote Emergency Nursing in the region provide education to the members at chapter meetings, increase membership involvement and advance nursing practice. • Geneva tragedy – Geneva General ED nurse was murdered. GVC-ENA sent a bouquet of flowers to the ED to support the staff members. • Patrick Byrne discussed how tragic events affect Emergency Nurses and inquired re: debriefing opportunities that are available within institutions to assist staff cope with stressful events. • GVNA Legislative reception was held in February – no report, no member present was able to attend. 	Susan Knapp	Closed
Committee Reports:			
Membership: Virginia Hebda	<ul style="list-style-type: none"> • 189 GVC ENA members. <ul style="list-style-type: none"> ○ 1 new member – Dyana Nobrega-Pestana from RGH ○ Expired members were sent cards reminding them to renew their memberships. 	Virginia Hebda	Closed
Education: Patrick Byrne Susan Chalupa-Breese	<ul style="list-style-type: none"> • TNCC Instructor Course was held January 9, 2016 – 3 new instructor candidates attended. • TNCC Provider Course January 16-17, 2016 – 8 registered • TNCC Provider Course February 27-28, 2016 – 9 registered • ENCP Provider Course March 19-20, 2016 – 18-19 registered 		

	<ul style="list-style-type: none"> • TNCC Provider Course October 1-2, 2016 • ENPC Provider Course November 19-20, 2016 • All courses held at Rochester General Hospital. • ENLS Course held March 4, 2016 at RGH – 65 attended • ATCN Courses at University of Rochester held in February – course was full. • Next ATCN Course in June is full. • CEN Review Course at University of Rochester July 11-12, 2016. • University of Rochester Emergency Nursing Conference May 3, 2016 • CEN Review Course at Unity - pending dates from Deb Purvis. • STEP Conference April 7-8, 2016 at Hilton Garden Inn at College Town. • Chapter education sessions: <ul style="list-style-type: none"> ○ March 14 – Global Health Strategies presented by Patrick Byrne ○ May 9 – Allergy Advocacy Association presentation on anaphylaxis causes, symptoms, and treatment. <ul style="list-style-type: none"> ▪ Motion to approve by Virginia Hebda/2nd Susan Chalupa-Breese. ▪ Discussion – food will be provided. ▪ Approved presentation for 5/9/16 chapter meeting • April 7-8 - Setting the Pace 2016 in Saratoga Springs. Forty-four registrations to date. <ul style="list-style-type: none"> ○ Award nominations are due. 	Patrick Byrne Susan Chalupa-Breese	Closed
Communication: Dawn MacMullen	<p>Report sent by Dawn MacMullen:</p> <ul style="list-style-type: none"> • Reminder to like the Facebook page • Work e-mails may bounce back due to hospital firewalls – please use home e-mails. • Handouts can be posted on the chapter website. • Setting the Pace 2016, April 7-8, 2016 in Saratoga Springs. Topics include toxicology, trauma, legal, information technology. Opportunity to network with Emergency Nurses from across New York State. • Silent Auction will be held. Chapter is donating a lilac bush (Rosa will obtain) and lottery tickets (\$50) and a \$50 bill (Sue Chalupa-Breese will obtain). 	Dawn MacMullen	Closed
Old Business	<ul style="list-style-type: none"> • 2 scholarships for registration to the State Conference were approved – names were drawn for the 2 scholarships. Ten names were drawn by Sue Knapp and Susan Chalupa-Breese to allow for those who did not respond or were not able to attend. <ul style="list-style-type: none"> ○ Scholarships were awarded to Monica Seaman and Christian Gardner. ○ Reminder that the names need to be drawn in January to allow for awardees to respond and request time off from work. Extra names need to be drawn to allow for members who do not respond/cannot attend 		

and have a cut-off date to respond.

- Donation to Joy Doser
 - Discussion about what donation form would be best, i.e. gift cards or a check.
 - Decision to send previous approved \$500 directly to Joy Doser in the form of a check. Sue Breese will send.
- 2016 Budget – Virginia Hebda submitted a proposed 2016 GVC ENA budget
 - Discussion:
 - Expenses – add the 2 scholarships to the State Conference
 - Income from TNCC/ENPC Courses is based on 20 students/course; estimated income may be too high.
 - Review the proposed budget and vote at April meeting.
 - Guidance document
 - Motion to accept proposed budget for review Deb Taylor/2nd Patrick Byrne. Approved

Reimbursement Policy:

- Susan Knapp reviewed the Reimbursement Policy for State Council Representative Reimbursement. The chapter needs representation at the 4 yearly state meetings.
- Two chapter representatives at each meeting to vote on Emergency Nursing issues.
- Policy was copied from the 2009 GVC ENA Policy and Procedure manual.
- Chapter and state are now 501 C3. Policy needs to be reviewed, be specific for our chapter, current and equitable.
- Discussion:
 - Clarification on Alternate Representatives stipend to attend one meeting per year. If they attend as the Chapter representative, they would receive the Representative stipend and not both the Alternate and Representative stipends.
 - Motion to approve the Reimbursement Policy: Gwen Williams/2nd Monica Seaman.
 - Additional Discussion:
 - Increase stipend to one night accommodations plus \$100 – increase to cover meal and travel expenses.
 - Add: alcohol excluded
 - Accommodations are based on double occupancy.
 - Original motion withdrawn by Gwen Williams/Monica Seaman
 - Discussion to increase reimbursement to \$75 in 2016 and revisit in 2017.

	<ul style="list-style-type: none"> ○ Motion: representative reimbursement policy to read max \$75/representative/meeting plus one night's hotel accommodation, double occupancy, alcohol excluded. ○ Motion to approve amended motion by Tammy Ophardt/2nd Jerry Watkins. Passed. 	Susan Knapp	Closed
New Business	<p>Sue Knapp distributed the ENA Five Year Strategic Plan for 2015-2019. Pillars are:</p> <ul style="list-style-type: none"> ● Member Recruitment, Engagement, and Retention ● Leadership ● Knowledge ● Quality and Safety ● Advocacy ● Technology ● Funding Our Future <p>The NYS ENA Strategic Plan is based on the National ENA Strategic Plan pillars. Sue requested that the chapter membership review the pillars and come prepared to the April meeting with 2-3 objectives under the pillars to guide the GVC ENA Chapter</p> <p>Sue Chalupa-Breese presented the most recent edition of ENA Connection with an article on AF/Stroke written by Mary Ann Teeter from Elmira.</p>	Susan Knapp	Closed
Adjournment @ 1759	<p>Motion to adjourn by Virginia Hebda/2nd Deb Taylor. Passed.</p> <p>Educational Presentation by Patrick Byrne on Global Health immediately following the Business Meeting.</p>		Closed

Respectfully submitted,

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

2016 GVC-ENA Secretary