

FENA EXECUTIVE BOARD MEETING MINUTES

<p>NAME OF GROUP: FENA Executive Board DATE: January 23, 2008 LOCATION: Shands Jacksonville LRC Deal Boardroom TIME STARTED: 8:12AM ENDED: 9:56 AM ATTENDEES:, Keith McKernan, Dottie Hindman, Mari Hoover-McGarry, Denise Evers Darleen Williams, Andi Foley, Paulette McKernan</p>	<p>FACILITATOR: Keith McKernan RECORDER: Andi Foley</p> <p>** See Secretary's file for supportive material.</p>
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ITEMS DISCUSSED	ACTIONS	PERSON/GROUP RESPONSIBLE	DATE DUE
Call to Order	Meeting was officially called to order	Keith McKernan	Completed
Verification of Quorum	Verification was confirmed, Parliamentarian	Dottie Hindman	Completed
Approval of Minutes (**)	October 07 minutes presented Motion to approve as written: Darleen Williams Second: Andi Foley <u>Passed</u>	Keith McKernan Andi Foley	Completed
Treasurer's Report (**)	Quarterly (2007 Year End) report presented. Motion to approve as written: Dottie Hindman Second: Denise Evers <u>Passed</u> 2008 Budget presented. Will monitor closely throughout 2008 due to financial changes and prospects, especially with regard to investments. Will be presented to State Council for approval.	Mari Hoover-McGarry Denise Evers Keith McKernan	Completed.
Informatics	Continued advances and responsiveness on part of webmaster – VERY appreciated. Requested that after sending info to webmaster, check website for content and appearance of sent info. Webmaster also checking into "Blast email" service. Discussed "E-invite" service.	Keith McKernan	Ongoing.

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Security of Info	As suggested by National ENA – will remove majority of personal contact information from website for security of FENA individuals. Recommend use of “@floridaena.org” email address for officers and committee chairs.	Keith McKernan	Ongoing.
NorthWest Florida Chapter	Situation regarding leadership. Chapter is on delinquent roster as per National ENA but roster IS still currently active. Members were suggested to attend FENA meeting. None on record as attending since July 2007. Recommended obtaining documentation from chapter regarding recent meetings and active members.	Keith McKernan	Ongoing.
Strategic Planning (**)	Reviewed minutes from informal planning meeting. Amended for clarity. Will present to State Council for approval.	Board	Ongoing. Dates as per plan.
Committee Chairs	Discussed suggested committee chairs.	Board	Ongoing pending agreement of suggested Chairs
Treasurer	Due to personal obligations, seeking nominations for Treasurer. Will place call for nominations for elections in April	Board	April
CPA firm	Discussed current progress in interviewing CPA's. Will finalize initial interviews within 2 weeks. Seeking approval to hire firm before April FENA meeting. Motion to request from State Council approval to hire CPA firm upon recommendation of Denise Evers after 3 rd CPA firm interview and further consensus of Executive committee members: Andi Foley Second: Darleen Williams Passed.	Denise Evers Keith McKernan	ASAP To be completed by April
2007 State Leaders Orientation (annually in Chicago)	Appreciate opportunity. Seems to improve each year. Important for FENA to attend and to continue sending all officers and hold strategic planning prior to orientation.	Keith McKernan	Completed.
2008 State Leaders Meeting	Important for FENA to attend.	Keith McKernan	Ongoing.

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(associated with Leadership conference)			
Chapter Leaders Orientation	Successful. Evaluations will be emailed to Executive Committee and will be available to any member who requests the eval summation.	Keith McKernan	Completed
Parliamentarian Report (**)	Draft of Procedure of FENA minutes, funds for active chapters, revised bylaws, fiscal P&P.	Dottie Hindman	Completed.
Adjournment	<p>With no further business to discuss, a motion was made to adjourn the meeting at 0956. Motion: Andi Foley Second: Keith McKernan <u>Passed.</u></p> <p>Next Exec Board meeting to be held on April 2, 2008 from 0800-1000 at location to be announced in Orlando.</p>	Keith McKernan	Completed