

ITEMS DISCUSSED	ACTIONS	PERSON/GROUP RESPONSIBLE	DATE DUE
Break	Break	Team	Completed.
Chapter Officer Orientation (**)	Based loosely on ENA state leaders orientation. Responsibilities of Chapter annually Role of Chapter officers. Bylaws. Finances – ENA, FENA, and chapter Budget, umbrella, reporting, IRS issue, accounts Boosting member activity (?round table) Communications / resources Post to website – who can help at FENA level Time 9A-4:30P	Team	Format and topics completed. Speakers TBD.
Strategic Planning	Discussed and developed (see below)	Team	Completed.
Mission and vision	Discussed. Need to consider revision.	Team	Ongoing.
Budget	Discussed and updated.	Keith, Mari, and Denise	January for FENA.
TO BE DONE	ALL – Seek SESS 2 nd co-chair & members to help with 10 TH SESS Promote and prep for CLO in Jax Think about mission / vision Keith – Confirm with recommended committee chairs After confirming – email liaison list to Jess Talk to Darleen about CLO overview and trauma CLO – Financial Mgmt and Lunch plans Contact ACEP r/t April 2 meeting Email 2008 budget plan to Denise and Mari Mari – Contact Desi L at EMS r/t rooms for Jan and July CLO – Marketing and Mgmt roundtable Budget (with Denise) Denise – CLO - website and chapter responsibilities	As indicated	Ongoing... Announce in Jan at FENA mtg January CLO Ongoing. ASAP Then ASAP... ASAP January CLO February 30 Done!!! ASAP and May 30 January CLO January for FENA January CLO

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	Denise - Budget (with Mari) Andi – CLO - ? general assembly Prep CLO flyer and email to team then to Jess Goals to Jess Strategic planning minutes to Jess		January for FENA January CLO December 16 then 19 ASAP December 16 then 19
Adjournment	With no further business to discuss, a decision was made to adjourn the meeting at 1700. Next Executive Board meeting to be held on 1/23/08 from 0800-1000 at the Prime Osbourne Convention Center in Jacksonville.	Keith McKernan	Completed

FENA 2008 Goals and Objectives

1. Enhance educational opportunities
 - a. Conduct at least one Chapter Leaders Orientation in 2008.
2. Develop additional informatics resources
 - a. FENA will have mass email capability by November 2008.
 - b. Explore opportunities for enhanced connectivity with chapters, such as telephone or web conferencing with information to be gathered by July 2008.
3. Incorporate more chapters into ENA officers and board member liability protection.
 - a. FENA will have 50% of chapters under FENA umbrella by December 2008.