

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

Meeting Location: Sand Lake Hospital, Orlando FL			
Attendance: Darleen Williams- President, Keith McKernan- President -Elect, Mari Hoover-McGarry- Treasurer, Rhonda Warren-Secretary, Chris Ochinero- Immediate Past President, Dottie Hindman- Parliamentarian, Pam Bromley, Larry Williams.			
Called to order: 08:08		Recorded by Rhonda Warren.	
Topic	Discussion/Actions/Notes	Person/group responsible	Due Date
Minutes of previous Meeting	<ul style="list-style-type: none"> • Review • Motion to approve the minutes by Keith. • Second by Rhonda- Passed • Discussion of tabled format was made. 	<ul style="list-style-type: none"> • Rhonda will follow new format for next meeting 	7/1/06
Treasurers Report	<ul style="list-style-type: none"> • Presented by Mari Hoover-McGarry: Inflow to the State was \$8,775.00; \$6,900.00 out. Account total \$79,000.00 • Currently Keith McKernan is the only board member in possession of a debit card to the checking account. Discussion about each Executive Board member obtaining a debit card for account to have direct access to the account as needed for FENA related expenses. • National has encouraged states and chapters to utilize debit card withdrawl for expenses vs. writing out personal checks and submitting for payment. • Discussion regarding procedure for use of the debit card with multiple users. • Motion was made by Rhonda Warren to investigate the feasibility of the Executive Board members becoming keepers of a FENA account debit card and the card to be used in the event an expense related to state operations, the receipt saved until the next meeting, and an e-mail generated to the treasurer to alert of the debit against the account. Second by Chris Ochinero. Motion was passed to pursue expanding debit card use. 	<ul style="list-style-type: none"> • Darleen /Mari will investigate 	7/1/06
OLD BUSINESS			

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

<p>2006 Strategic Plan</p>	<ul style="list-style-type: none"> • Plan was reviewed. Agreed that Executive Board is capable of increasing contact and communication with their assigned chapters and committee chairs through the use of liaisons. • Rhonda Warren identified multiple electric problems that prevented e-mail contacts but issues have been resolved. • Contact with the Treasure Coast Chapter has not been established. Melissa Adamson was the last known contact. Darleen has been contacted by an individual who claims to be in possession of the chapter checkbook. He wants to turn possession over but was not sure how to do this. He was instructed to obtain a bankcard and sign it indicating transfer of the account to FENA until further evaluation of this chapter can be made. • Liaisons in contacting the chapters need to remind the chapters to send a representative to the State meeting • It was suggested to put the liaison list onto the website. The information will be forwarded to the web master. • With the restructuring of committees in January 2006 Nominations and Membership Committee have been combined. Chris Ochinero is the primary chair, with Pam Bromley as co-chair. This is in compliance with by-laws. 	<ul style="list-style-type: none"> • Liaison list will be forwarded to the web master by Keith for an expected update in the next 48 hours. 	<p>7/1/06</p>
<p>State Web Site</p>	<ul style="list-style-type: none"> • It was discussed helping members to be more familiar with board members. At State Council meeting, members should be able to identify board members to facilitate contact and increase communication. Discussion regarding highlighting an officer of the month on the website. Initially, the Executive Board will be highlighted, with planned expansion to Committee Chairs. • Suggested that the website be a link on all e-mails. • It was also discussed to include a reminder to update with National ENA when changes of address are made. This may facilitate chapter rosters being up-to-date. • Discussion regarding the turn around time by the web master in 	<ul style="list-style-type: none"> • All board members are to have a digital picture and Brief Bio to Keith • Keith will meet with the web master, 	<p>7/1/2006</p> <p>7/1/06</p>

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

	<p>updating the web site. Originally, when the web master established the site, the program to assist in minor updates was purchased by the state for Chris Ochinero and Linda Ball – Informatics Committee to provide simple brief updates. However, we are not currently charged by the web master for minor updates. There is concern over the time it takes for these non-charged items to be updated.</p> <ul style="list-style-type: none"> • Pam Bromley presented an analysis that she obtained from a web master. The analysis of our current site was reviewed and suggestions for improvement were provided to the state free of charge. • Darleen clarified that it must be clearly communicated to our current web master that a 48 hours turn around is expected for updates to be made. The web sites will be combined into the FloridaENA.org site. • A Motion was made by Rhonda Warren to allow the current web master until July 1, 2006 to improve performance and turn around, and if no satisfactory results are seen then the Executive Board will pursue the proposal presented by Pam Bromley. Second by Dottie Hindman, motion passed. 	<p>reaffirm the agreement and delineated FENA’s expectations for update and changes</p>	
By-Laws	<ul style="list-style-type: none"> • The proposed changes in the By-Laws were presented to the Executive Board by Dottie Hindman. Changes reflect the change in committee structure as of January 2006. The restructuring of committees is in conjunction with the National ENA streamlining committees to improve the functioning status of the organization. The amendment will be presented to the State Council for review, comments, and vote. • Sandy Davis, Parliamentarian –elect has presented her resignation to the state due to personal issues. Sandy was recognized for dedication and commitment to the ENA and FENA. Sandy will always be welcomed when, and if she is able to return to the organization in an active role. 	<ul style="list-style-type: none"> • Will bring to State Council for vote 	4/12/2006 at General Meeting

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

<p>Quarterly Meeting Format</p>	<ul style="list-style-type: none"> • Revisions in the agenda were discussed and seem to work well based on the last meeting. • Trauma/Peds Committee needs more time, since it is a large committee and many members are active on other committees. Adjustments will be made in next meeting's agenda to accommodate this committee. 	<ul style="list-style-type: none"> • Darleen will adjust the meeting agenda for the July meeting 	<p>7/1/2006</p>
<p>New Business</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	
<p>SESS</p>	<ul style="list-style-type: none"> • The hotel for SESS is full and the committee has contacted two alternative sites for room availability. • Several concerns expressed that the hotel may be overcharging rooms and this is under advisement to the organizing committee. • To date, 45 vendors have signed letters of participation for SESS and there are 12 pending response. It is expected that the 50 vendor quota will be met. • Pre- session CECH application was not filed on time due to a change in dates from last year's application. This primarily affects the Pre-session courses. The SESS organizing committee will be charged a \$500.00 fee by ENA for the CECH for the precession course. This is a fee as an organization that will have to be absorbed. Future conferences must be monitored to keep up with the application process and prevent additional fees. • Mari Hoover-McGarry was recognized for efforts in spear heading the Vendor sponsorship for the conference. • Florida ENA will be responsible for coordinating the vendor hall set-up and break-down process. This will require members attending to work the conference. Last year, FENA sponsored 4 members and 2 were sponsored by SESS. Due to the responsibility required in the vendor hall, it was discussed that additional help would be needed this year: a total of 8 members, with the expectation that SESS will sponsor 2 committee members as they have done in the past. A motion was made by 	<ul style="list-style-type: none"> • Motion for additional membership to work the vendor hall and reimbursement will be presented at State Council meeting. 	

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

	<p>Keith McKernan for FENA to sponsor 6 members to attend SESS, in addition to the number allotted by SESS Organizing Committee. Second by Chris Ochinero. Passed for State Council to discuss and vote on.</p> <ul style="list-style-type: none"> • A motion was made by Dottie Hindman to change the by-laws regarding reimbursement for \$30.00/day for up to 4 days for SESS. Second by Keith McKernan. Passed to be presented at the State Council. • Darleen Williams will be resigning from the SESS Executive Board. Due to his previous involvement, Larry Williams is willing to accept the appointment if the State Council accepts the nomination. Chris Ochinero will serve as the alternate. This will be presented State Council for vote. 		
FENA Financials	<ul style="list-style-type: none"> • National has recommended for state to utilize debit cards vs. third party pay back for member traveling expenses. It has also recommended revising reimbursement procedures to mimic national policy. After discussion, it was recommended that a subcommittee be formed to review National's recommendations and develop a draft of proposed FENA changes as recommended by the state Executive Board. • National is now suggesting finances be overseen by a CPA firm. The issue of chapters being included in the state financial report and individual chapter accounts being merged with the state was discussed. However, to date National has not clearly made specific recommendations either way. There was also discussion regarding the Trauma/Peds account and the ENCARE accounts. This money could be more liquid if transferred to the FENA account. This will be reviewed in the Financial Task Force. The Task Force will also investigate procedural recommendations for chapters to merge with the state for umbrella liability coverage related to financial issues vs. incorporating the individual 	<ul style="list-style-type: none"> • Financial Task Force: Darleen Williams, Mary Hoover-McGarry, Dottie Hindman, Chris Ochinero, and Keith McKernan. 	7/1/2006

Florida Emergency Nurses Association

Executive Board Meeting Minutes

April 12, 2006

	<p>chapters, as well as other options that will need to be addressed for compliance with changes at the state and national level.</p>		
Open Discussion	<ul style="list-style-type: none"> • Polo shirts with FENA Logo are available in Peach and White. It was recommended the shirts be sold for \$25.00 and they will be made available today during State Council meeting. • Conflict with other EMS advisory Committees was presented to the Executive board. It was acknowledged that there are issues for this meeting with room availability and that is why FENA is not meeting with the State EMS committees. It is an issue that can be addressed at State Council and investigated to deter future problems. 	<ul style="list-style-type: none"> • Darleen will bring the meeting conflict issue up to the State Council and will also work at the state level in finding alternative options. 	7/1/06 will report back.
Adjourned at 10:10	<ul style="list-style-type: none"> • Motion made by Chris Ochinero. Second by Rhonda Warren. Motion Passed and meeting adjourned. 	<ul style="list-style-type: none"> • 	