
Friday/15/December/2023

Board Members present: Teri Diloy, President; Lauren Plaine, President-Elect; Melissa Lynch, Secretary; Lisa Scott, Immediate Past President; Lisa Jamerson, Director; Kristal Sullivan, Director

Board Members absent: Chris Parker, Treasurer

Members present: Pam Blais, Cheryl Blicharz, Kathy Carlson, Pam Carlson, Sara Chaplin, Britney Ewers, Cathy Fox, Melanie Hamilton, Cindy Hearrell, Britnie Jarratt, Amy Krupa, Mary Vanessa McCain Johnson, Michele Lee, Stephanie Mullins, Sara Munoz, Pat O'Donnell, Denise Phillip, Bonnie Preuss, Henry Riley, Kelly Schmidt, Donna Talbot, Michelle Thorp

Guest present: Jack Rogers, ENA Board Liaison

1. Call to Order

a. Establish Quorum

Discussion/Summary: Meeting called to order at 10:00 AM EST; Members present, quorum established.

Motion: No motion made.

Action: No action necessary.

b. Welcome/Introductions

Discussion/Summary: Members self-introduced by current position and past/current roles.

Motion: No motion made

Action: No action carried.

c. Adoption of Meeting Agenda

Discussion/Summary: Meeting agenda sent out to membership for review.

Motion: Motion made to adopt meeting agenda as presented.

Action: Motion carried; motion passed unanimously.

d. Approval of Minutes

Discussion/Summary: August 2023 meeting minutes were sent out to membership for review. Recommended changes were made.

Motion: Approve the August 2023 meeting minutes as presented.

Action: Motion carried; motion passed unanimously.

e. Conflict of Interest Disclosure

Discussion/Summary: No conflict to disclose.

Motion: No disclosures.

Action: No action carried.

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2. President's Report

Discussion/Summary: Emergency Nursing 2024 (National Conference) is being held at the Venetian in Las Vegas, September 4-7, 2024. Early bird pricing is \$495 until December 31, 2023. Contact hours for Emergency Nursing 2023 must be finished by January 31, 2024. The Lantern award application is now available. Applications are due by February 28, 2024.

Motion: No motion necessary

Action: No action carried.

3. Treasurer's Report

Discussion/Summary: As of November 30, 2023: Main account \$75,569.54, debit account \$6,859.75 and chapters \$158,554.94. All chapter bank accounts have been moved to Bank of America under VENA's main account. Thank you to Chris Parker for taking on this large project. National now expects all state councils and chapters to follow this model and VENA is now ahead of the game.

Motion: No motion necessary.

Action: No action carried.

4. Chapter Report Highlights

Discussion/Summary:

1. Central VA (**Ingersoll**) No report submitted.
2. Lord Fairfax (**Fitzpatrick**) No report submitted.
3. Northern VA (**Richardson**) See report.
4. Roanoke (**Meadows**) No report submitted.
5. Shenandoah (**Rosson**) No report submitted.
6. Tidewater (**Munoz**) See report.

Motion: No motion made.

Action: No action carried.

5. Committee Reports

Discussion/Summary:

1. Membership Committee (**O'Donnell**) See report. VENA currently has 1333 members. Numbers are down, but we suspect this is due to issues with ENA's new online platform.
2. Government Affairs Committee (**Blicharz**) No report submitted.
3. Injury Prevention Committee (**Stewart**) No report submitted.
4. Pediatric/ENPC Committee (**Jamerson**) See report.
5. Trauma/TNCC Committee (**Sullivan**) See report.
6. Fundraising Committee (**Thorp**) See report.
7. Awards and Scholarships Committee (**Johnson**) See report.
8. Student Nurse Representative (**Talbot**) No report submitted.
9. Education Committee (**Sullivan**) See report.
10. EMS Advisory Board Representative (**Smith**) No report submitted.

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11. Virginia EMSC (**Rasmussen**) See report.

12. Remembrance Committee (**Preuss**) No report submitted.

13. Ad Hoc Workgroup: State Restructuring (**Hearrell/Scott**) No report submitted.

14. Ad Hoc Workgroup: Gun Safety (**Munoz**) No report submitted.

Motion: No motion made.

Action: No action carried.

6. Unfinished Business:

Discussion/Summary: *Annual State Conference.* Planning for the 2024 conference is already underway. The 2024 Conference will be held at the Place at Innsbrook on October 18, 2024, with the October meeting/awards dinner being held at the same location on the evening of October 17, 2024.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *TNCC.* The ninth edition is in full swing at this time. We are currently awaiting feedback as more classes are held.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Fundraising.* We are in the planning phase of a future T-shirt fundraiser. The design has been selected. We are currently seeking bids from potential manufacturers.

Motion: No motion made.

Action: No action carried.

7. New Business

Discussion/Summary: *Bylaws Review and Approval.* The Bylaws have been revised/updated and sent out to membership on two separate occasions. Updates and corrections were made based on member feedback.

Motion: Motion made to approve and adopt the VENA Bylaws as presented today.

Action: Motion carried; motion passed unanimously.

Discussion/Summary: *Procedures Review.* Meeting attendees reviewed the updated Procedures, highlighting changes. As a reminder, VENA is moving to a 2-tier structure, procedures have been updated to reflect this. "Section C. TWO-TIER STRUCTURE". Special Interest Groups (SIGs), may be formed and must report to the state quarterly. SIGs may hold elections, utilize state funds, and offer education. SIG leaders must participate in at least 75% of VENA meetings. SIG elections will be organized by the state board and ballots will be sent out to the entire state membership. Voting will be offered to all members in an effort to not define SIGs by geographical boundaries. With the use of virtual platforms, we hope members can connect and bond across the state. SIGs will not maintain their own bank accounts. Funds will be maintained by the state board. SIGs must request reimbursement

<https://state-ena-org.zoom.us/j/84992118189?pwd=elFLRjlySnUrSElkT2ZWdklCV0x0UT09> within 30 days of use. Suggestion made by Cindy Hearrell to add a line in this section that states what time frame the board will respond to reimbursement requests. For 2024, VENA will have 3 SIGs, Tidewater, Central, and Northern. "Officer Position Requirements". Officer nominees must have attended at least 50% of state meetings in the previous year and have active involvement at the state or national level. The Treasurer-Elect role has been added (this is an optional role and may remain vacant). Committee chairs are required to participate in at least 50% of state meetings (this is identical to the requirement for SIG leaders). The following changes were made under the "Awards and Scholarship Committee". The Nurse Educator award and Emerging Professional award were added. The Sponsorship award was renamed the "Behind the Scenes" award. Education scholarships may now be used for TNCC, ENPC, CATN, ENA University, conferences, BCEN certification exams, or accredited nursing programs/advanced degree programs. Members may now apply annually for scholarships, but preference will be given to members who have not applied in the last three years. At the end of the Procedures, the record of change was updated.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *2024 Budget.* National requires that we submit a zero-based budget. We cannot have a budget with a deficit. The 2024 Budget was reviewed. New categories include total or partial funding for SIG leaders to travel to Leadership Orientation/Conference and National Conference. The VENA Board approved this budget at the November board meeting.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Leadership Orientation/Conference.* Leadership Conference/Orientation is being held January 25-26 in Tampa, Florida. Spots are very limited and therefore priority went to the state board members and the TNCC and Membership chairs. All state board members have been registered and ENA will be contacting people on the wait list soon to offer any open seats. The hotel block is completely full, currently. Please reach out to the board if you will be attending the conference and are having difficulty with finding lodging.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *2024 Committee Chairs.* The board is currently reaching out to members regarding serving as committee chairs and committee members for 2024. Please reach out to the board if you are interested in serving on a committee next year.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *2024 Meeting Dates.* February 9th, April 12th, June 14th, August 9th, October 17th, and December 13th. The August meeting will be mandatory for members chosen to serve as

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delegates for General Assembly. The October meeting will be held on the Thursday evening prior to the VENA Annual Conference.

Motion: No motion made.

Action: No action carried.

Discussion/Summary: *Succession Planning.* Last year VENA held a transition meeting; however much of the board is turning over into new positions and we wanted to take the time for a holiday celebration. For the new members of the board, we will set up Zoom appointments to transition and show them around the Virginia resources and introduce them to their roles. The VENA board will also meet during Leadership Orientation at the end of January. Lauren Plaine will be serving on the National Board of Directors starting January (3-year term). With this new commitment at the National level, Lauren will be resigning from her 2024 position as VENA President. For us to serve our membership the best, we need to have every position filled. To accommodate Lauren's vacancy, Kristal Sullivan will be stepping into the role of President for next year. She has done an excellent job this year in her role as Director and is willing to step up right away as President. This will leave the position of President-elect open. The VENA board has made the decision to have Melissa Lynch fill this vacancy. There were a significant number of members that felt Melissa would be a great candidate. She has served on the board for the past three years and has been mentored during that time.

Motion: No motion made.

Action: No action carried.

8. Induction of 2024 Officers

Discussion/Summary: Induction of the 2024 VENA Officers: Kristal Sullivan inducted as 2024 President. Melissa Lynch inducted as 2024 President-Elect. Lisa Scott inducted as 2024 Secretary. Teri Diloy inducted as 2024 Treasurer. Cheryl Blicharz and Britnie Jarratt inducted as 2024 Directors.

9. Business Meeting Adjourned 12:01 PM EST

Submitted by:

Melissa Lynch, BSN, RN, CEN (electronically signed)