

Meeting Minutes

Saturday/December 11/2021

Board Members present: Chris Parker, President; Lisa Scott, President-Elect; Alexis Moore, Treasurer; Lauren Plaine, Secretary; Melissa Lynch, Director; Teri Diloy, Director

Members absent: Stephanie Fitch, Immediate Past President

Guests: Vanessa Johnson, Cheryl Blicharz

1. Call to Order

a. Establish Quorum

Discussion/Summary: Meeting called to order at 11:29 a.m. EST. Board members present, quorum established.

Motion: No motion made.

Action: No action necessary.

b. Adoption of Meeting Agenda

Discussion/Summary: None.

Motion: To adopt edited agenda as presented.

Action: Motion carried; motion passed unanimously.

c. Conflict of Interest Disclosure

Discussion/Summary: No further conflict-of-interest disclosures made.

Motion: No motion made.

Action: No action necessary.

2. New Business

Discussion/Summary: Induction of 2022 Officers

Board of Directors for 2022 inducted by President Parker, video available upon request.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Virginia Accounts

Effort to be made by Board to ensure secondary Facebook group that the Board doesn't have control over is deleted.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Communication

Scott asks for use of GroupMe for the 2022 Board in place of texting. Invite to come from Scott. If emergent communication if needed or questions arise, leaders are encouraged to call in place of text. Financial information and communication needs to go through official email accounts to ensure the record is saved.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Chapter/State Officer Roles and Compliance with Procedures

Officer specific role descriptions and requirements are in the ENA leader's area. Scott asks Officers to review requirements. Meetings and reports to be converted to calendar invites with alerts to facilitate information getting to state officers in a timely manner. Effort to be made by officers to ensure things are easily accessible be members.

State procedures to be updated in 2022. Other states split into individual pages so that updating and adoptions is easier, potential to do the same for VENA in 2022.

Chapter and Committee Liaisons for the state Board will continue in 2022.

Improvement of self-promotion to also be a focus for the Board. During introductions at membership meetings, membership should be aware of all of the other roles leaders hold. Clarify for membership structure of introductions to ensure that only current information is shared for context but also potential for conflict information.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Chapter/State specific email accounts (Parker/Scott)

Committees need to copy president email when communicating with national. Email names to be converted to position for 2022 to reduce confusion (i.e., first name: President, last name: VENA)

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: DropBox

DropBox will be updated and new board members will be given access. One of two main record locations for VENA.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Leadership Orientation (LO)

Looking to encourage attendance at LO as Board continues to look for growth of the State and Chapters. Looking at the budget, 2021 total revenue was \$67,768.75; this gives the Board an opportunity to give back to the leaders fiscally though support for LO attendance. Not all chapters have an equivalent amount for LO attendance, the state can allocate \$1,000 per all 7 chapters. Also, a virtual option with cost of \$25 that may also come from the budgeted state money.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Budget

Dues, ENPC/TNCC, national assessment allowed for revenue in 2021 (see above).

Late fee for taxes absorbed by the state this year due to late action by the accountant; Board to establish contract with accountant that they will pay the late fee if their action causes late fee.

Budget changes include: change to endowment from state challenge allocation (remains \$5,000 donation) as well as conference allocations of \$5,000 per executive board member, \$2,500 per director, and \$1,000 immediate past president. The budget is due to national by January 31st.

Motion: To raise the funding for the immediate-past president to \$5,000.

Action: Motion carried (Parker and Moore abstained); motion passed unanimously.

Motion: To adopt budget as presented.

Action: Motion carried; motion passed unanimously.

Discussion/Summary: Meeting Dates

Meetings to continue with second Friday of the month from 10 a.m.- 2 p.m.

Meetings to be as follows:

February 11th (in-person)

April 8th (via Zoom)

June 10th (in-person)

August 12th (in-person)

October 20th (in-person, if attending conference), Past Presidents Dinner to be held the night before along with the social dinner.

December 9th (in-person)

Board meeting to be held in January while leaders at LO. Board meetings to be held prior to each membership meeting at 7 p.m. (March 31st, May 26th, July 28th, October 6th, November 17th).

Board transition meeting to be held December 9th (1-4p, after the membership meeting)

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Conflict of Interest

Conflict of interest forms need to be signed for 2022. Considering use of Survey Monkey, Google forms, or another online platform for signing.

Motion: No motion made.

Action: No action necessary.

Discussion/Summary: Zoom

Zoom meetings will be available and encouraged for use for 2022. Secretary to maintain calendar for use of Zoom account through the Secretary's Google account.

Motion: No motion made.

Action: No action necessary.

3. Meeting Adjourned

2:09 p.m. EST

Submitted by:

Lauren Paine, MPS, RN, CEN (electronically signed)