Meeting Minutes

November 16, 2023

Members present in person: Belinda Waters, Vicente Martinez, Eryn Adams, Amber Evans

Members present virtually: Will Stewart, Joann Craze

1. Call to Order- Waters
   1. Establish Quorum

**Discussion/Summary:** Meeting called to order at 1730CST.

* 1. Welcome/Introductions - Waters

**Discussion/Summary:** All members present were introduced. Four certified Nurses were recognized (Amber, Will, Vicente, Belinda).

* 1. Approval of Meeting Agenda - Waters

**Discussion/Summary:** Agenda for meeting discussed and approved unanimously.

* 1. Adoption of Meeting Agenda - Waters

**Discussion/Summary:** Minutes from Chapter Meeting held October 26, 2023 were presented. Motion was made by Eryn Adams and seconded by Joann Vicente Martinez. Motion passed unanimously.

* 1. Conflict of Interest Disclosure

**Discussion/Summary: No conflicts of interest were reported by any member.**

1. Treasurer’s Report/Financial Discussion - Martinez

**Discussion/Summary:**

* Treasurer’s Report given by Vicente. Currently $18,283.41 in checking account and $57,009.88 in investment account. Belinda has sent invoice for remaining TNCC/ENPC fees for $9,200.
* Discussion regarding increasing funds for ENA classes since the books indirect fees have increased recently. Currently we charge $325 for non-ENA members and $250 for ENA members and RAC slots. Joann Craze reported she has seen charges of $450 to $500 per class and the last increase in Lubbock was 10 years ago. Discussion to approve increasing the TNCC and ENPC charges to $425 for ENA members, $450 non-ENA members and $375 for RAC slots.
* Discussion regarding having classes at Knipling to decrease funds we pay for lunch at AeroCare. There is no cost to Knipling rooms and participants can easily get food at the cafeteria.
* Will and Vicente met with financial advisor (Jennifer Dever) regarding investment account. Discussed issue of chapters not being able to keep accounts if go to 2-tier only and if this is considered an investment account vs. a savings account. Advised it is not considered a bank

account, it is a “widow account.” Decision to leave it in this account. We need to ensure we pass information on to incoming officers in the future. Joann gave praise for Will and Vicente’s work on this.

* Will spoke with his CPA (Will Sanders) about working with us. He is with Mason & Warner LLC and has always communicated in a timely manner.
* Discussion regarding which business finance program we want to use going forward. Will has graciously put our information in Quicken this year to assist with tax information. Will discussed options with CPA and recommendation was for QuickBooks with a cost of up to $100/month.

**Motion:**

* Motion by Will Stewart and second by Eryn Adams to approve Treasurer’s Report, passed unanimously.
* Motion was made by Amber Evans and seconded by Joann Craze to increase ENA course costs to above amounts and move courses to Knipling with one at AeroCare. The motion passed unanimously.
* Motion made by Vicente Martinez and second by Amber Evans to retain services of Mason & Warner, LLC for our CPA.
* Vicente Martinez made a motion and Amber Evans seconded it to purchase QuickBooks.

1. Committee Chairs/Members- Members

**Discussion/Summary:** Discussion of committees. Chair and Co-chairs discussed any committee business. Still need members for each different committee was made aware to everyone in attendance.

* 1. **Fundraising/ Meeting Planning-**

**Chair- Cheyenne Bontke**

Cheyenne not present, reminded group decision was made to delay 5k run at Ransom Canyon until early 2024. Next meeting will be Thursday, Feb. 1st at 1730 at CMC ED. We will develop 2024 meeting dates at that time.

* 1. **Professional Education/ Trauma/ Pediatrics**

**Co-Chair- Belinda Waters and Vicente Martinez**

Still working on the Human Trafficking education.

* 1. **Membership- Kaci, Traci**

No report

* 1. **Election Process- Kodie**

No report

* 1. **Government Affairs/ Newsletters**

**Co-chairs- Traci Campos, Kaci Thompson, Cheyenne Bontke**

No report

* 1. **Quality, Safety and Injury Prevention**

**Chair- Amber Kelly**

No report

1. Chapter Business
   1. **State Meeting**

**Discussion/Summary:** Belinda and Vicente will attend the 1st quarter Texas ENA General Assembly in Killeen in January. Will may attend also.

* 1. **National ENA Meeting/Delegate Funding**

**Discussion/Summary:** Applications for 2025 National ENA General Assembly and Conference will come out in April 2024.

1. New Business
   1. **Nominations for Officer Elections**

**Discussion/Summary:** Elections were completed in October for 2024.

1. Open Forum- Will has asked ENA about providing Microsoft Teams access to chapters, not just states. He was told that wasn’t planned. We will discuss it with the state at the January meeting.
2. Next Chapter Meeting: Thursday, Feb. 1, 2024 at 1730 at CMC ED
3. Meeting Adjourned at 1835 CST