

# KY State Council ENA Strategic Planning Meeting

January 12, 2007

12:00

Elizabethtown, Kentucky

## **Welcome / Introductions Pat Patton**

Pat Patton, KSC President called the meeting to order at 12:45 at the Hardin County Public Library. Pat welcomed everyone to the meeting and introductions were made.

### **Attendance:**

Pat Patton  
Charlotte O'Neal  
Cheryl Westbay  
Laureen Terry - Hughes  
Kevin Bechtloff  
Anne Afton  
Matt Proud  
Betty Nolan  
Jeff Ritzler  
Toni Howell  
David Claypool

## **Agenda Item "E" - Educational Opportunities**

The question "Do we want to offer continuing education at state council meetings? was discussed. Discussion centered on who would be responsible for setting up the educational offerings (the Education Committee), the cost of providing food at the state council meetings, and the increased time (60 minutes) that would be added to each meeting if we committed to this process. Some very successful states meet infrequently, but have 6 - 8 hour meetings where a lot of business is accomplished. We do not feel that offering a single CE during the state council meeting will increase attendance at the meetings. Overall the opinion of the group is that we do not want to commit to providing education at the state council meetings, we will continue to seek support from drug reps to help with food. There is interest in sponsoring a speaker or reception at the annual state trauma conference to count as our annual CE meeting.

**Motion** - Toni Howell - That KSC State Council will not offer CE at meetings of the state council.

**Second** - Matt Proud

**Vote** - Unanimous, Abstentions - None

**Motion** - Matt Proud - That KSC investigate the possibility of partnering with the annual trauma conference to provide a speaker / CE / Reception at the conference in 2007.

**Second** - Toni Howell

**Vote** - Unanimous, Abstentions - None

### **Agenda Item “K” - Meeting Dates and Locations**

The meeting dates and locations for 2007 are proposed as:

- 2/16/07 - Louisville - Norton’s Education Center - 12:00 EST
- 4/20/07 - Elizabethtown - Hardin County Library? - 12:00 EST
- 5/18/07 - Conference Call - 12:00 EST
- 6/15/07 - Louisville - Location TBD - 12:00 EST
- 8/17/07 - Conference Call - 12:00 EST
- 10 / ? / 07 - Lexington - Date TBD / Saint Joseph Hospital - 10:00 EST followed by KSC afternoon at Keenland
- 12/7/07 - Lexington - Pat Patton’s Home - 12:00 - First annual state ENA Christmas party.

\*Meetings will last approximately 3 hours

\*Conference calls will last from 12:00 to 1:00 EST

Pat stated his vision for the meetings is that we will meet and talk diligently about legislation that affects ED nursing so that members can become more aware and more involved in the legislative process.

Everyone should look at October dates and we will decide on the date at the February meeting.

### **Agenda Item “C” - Web Services**

Pat provided an update of our current web service situation.

On 12/14 and on 12/18 he received an email from Mike Cornette of Moonlight Media discussing cost and services to be provided.

The most recent discussion is that it will take approximately \$600.00 to Mike to set up and run our website. This is significantly more money than first thought. The question at hand is: Do we pay Mike the money he needs to get our website up and running again, or do we investigate other options? The discussion centered around the fact that we depend on the website for communication with our members, it has not been updated since late fall, and we need it operational again soon.

**Motion** - Betty Nolan - That we set a limit of \$1000.00 per year for website expenses and that we negotiate with Mike to insure that our website gets up and running again soon.

**Second** - Anne Afton

**Vote** - Unanimous, Abstentions - None

### **Agenda Item “F” - Bylaws**

Pat had previously distributed copies of the existing bylaws to many of our members for review and discussion at this meeting.

Line 60 - 61: Add immediate past president as member of the KSC board, purpose is to mentor the new president and offer council as needed. This was voted on at the last state council meeting and requires no further vote today.

Second issue: What do we, as a council, wish to do in the event someone leaves their elected office early? National holds a special election for the remaining term within 30 days.

**Motion** - Toni Howell - To adopt the practice of holding a special election within 30 days if an elected officer leaves their term early.

**Second** - Charlotte O’Neal

**Vote** - Unanimous, Abstentions - None

Third Issue - That we adopt an amendment that states KCS board members are not eligible to receive educational money during their term of office. This is patterned after a national amendment.

**Motion** - Charlotte O'Neal - To approve the adoption of the amendment

**Second** - Toni Howell

**Vote** - Unanimous, Abstentions - None

### **Agenda Item "I" Committee Assignments**

There has been preliminary discussion at the chapter level on what we want our state committee structure to look like. There has been discussion that we consolidate the existing committees into four and that they are assigned to individual chapters to run. This eliminates the "committee of 1" problem that we have had in the past. Suggested structure:

- Nursing Practice / Government Affairs - Bluegrass Chapter
- Membership / Awards - 3 Rivers Chapter
- Education / Trauma (Includes TNCC / ENPC / CATN) - Kentuckiana
- Injury Prevention Institute / Outreach - Pennyrite

**Motion** - Charlotte O'Neal - That we accept the proposed committee structure and assignments

**Second** - Toni Howell

**Vote** - Unanimous, Abstentions - None

### **Agenda Item "G" - Newsletter**

Pat requested that each chapter submit to the newsletter each time it is published so it can become more robust. Discussion followed regarding the expense of printing and mailing the newsletter each time and how do we want those expenses handled? General consensus is that the financial end will be cleaner if each chapter pays the state council for their cost of the newsletter (\$200.00) per year up front and the checks to the newsletter publisher will be sent from the state council. Additionally we will ask the publisher to put in each newsletter that if a member only wants on line access, they can request that their paper mailing be stopped.

**Motion** - Charlotte O'Neal - That we adopt the practice of each chapter paying for their portion of the newsletter expenses at the beginning of each year and the state council will pay the publisher for the cost at each printing / mailing.

**Second** - Matt Proud

**Vote** - Unanimous, Abstentions - None

### **Agenda Item "H" - Chapter Officers**

Pat encouraged everyone present to attend the KSC meetings. Chapter officers should make a special effort to attend and each chapter should have representative(s) present at each meeting.

### **Agenda Item "J" - Accountant**

The KSC needs to be professionally audited in 2007. Discussion followed to empower the current KSC treasurer, Mary Ellen Genardi, to find an accountant in Louisville and bring a recommendation to the February KSC meeting regarding the auditing process.

**Motion** - Charlotte O'Neal - That the KSC empower Mary Ellen Genardi to locate an accountant in Louisville and bring a recommendation for an audit to the February meeting.

**Second** - Anne Afton

**Vote** - Unanimous, Abstentions - None

**Agenda Item “L” - Banking “all in one”**

Pat stated that Mary Ellen has requested that all chapters see if they can bank at a 5/3 Bank in their area and all operate under the state ID tax number. This will allow Mary Ellen access to all accounts for viewing and printing statements. This is necessary for reporting to National as required.

Recommendation- all chapter representatives should check on the banking options in their area.

**Agenda Item “B” - Strategic Plan**

Pat’s vision as the 2007 President is:

- 1 - For the KSC to become actively involved in legislation affecting Emergency Nursing
- 2 - To offer / sponsor more TNCC and ENPC courses to our under-served areas with a goal of offering 2 each of the provider courses and 1 each of the instructor courses. This benefits the state by increasing trained nurses and increasing money coming back to the state from national ENA.

Development of the draft 2007 strategic plan followed. This will be presented for a vote at the February meeting.

**Agenda Item “D” - Budget**

The 2007 KSC council budget was discussed. Pat will develop the plan and will present for vote at the February meeting.

**Agenda Item “M” - Other Business**

The KNA legislative day will be February 13, 2007 at the Capital Plaza Hotel in Frankfort. 8Am to 12N will be dedicated to education of attendees, afterward attendees will have the opportunity to visit the capital and meet with their legislators.

**Agenda Item “N” - Adjourn**

The meeting adjourned at 4:00 PM

Respectfully Submitted,

Charlotte O’Neal, RN, BSN, CEN  
2007 KSC Secretary