



Virginia State Council

December 6th, 2011, Charlottesville, VA

State Council Meeting and Past Presidents Luncheon

Meeting Minutes

1. **Welcome and Introductions-** 1003
2. **Quorum Establishment:** Mary Menafra
3. **Approval of Minutes:** Mary Menafra-October Minutes approved with changes
4. **President's Report:** Erin Reeve *as read- President's Report:*
 - Since we have last met, much has occurred. I saw many of you at the EMS Awards. Congratulations to Cathy Fox and Donna Burns for winning this year's Virginia EMS Governors Award. Two Emergency Department Nurses winning these awards is pretty big!! Again, Congratulations.
 - As we near the end of another year, there are questions about transitions with your present leaders and future leaders. As a current leader, you should mentor those coming into office, and show them the way. If you don't know, there are many resources out there for you, especially the ENA website. There are also former officers, who have much to teach you, and certainly, are willing. As a chapter leader or officer, you should visit the "State and Chapter Leaders" area of the website. You can access:
 1. Your membership roster: view your list of members
 2. Your officer roster: manage your officers and chairs
 3. The State and Chapter Activity Plan: gives you a month by month plan on what you should be doing.
 4. The Officer Transition checklist: gives you ideas on how to make the transitions and what you need to do.
 5. Statebytes, which gives you information you need as an ENA leader.

Please make sure that you hold a Board of Directors' meeting and work on these transitions. It is essential so everyone is on the same page, and that you start your year working together! We want our chapters and state to be productive. Last night, the BOD from 2011 and 2012 met together to work on some of what we are addressing here today. We will give you our impressions of what that was like, but most importantly, Janice and I want to make the two BODS' have a smooth transition. And we also want VENA to be transparent, which has been one of my goals this year.



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- In 2012, we will be more stringent on voting members. We will be clarifying who is a voting member for V ENA. Rosters will be taken at the beginning of each meeting with a definitive number of voting members.
- Please make sure that you update your member profile on the ENA website if any of your demographic information has changed.
- Items on the website for the near future:
 1. Leadership Conference in New Orleans is open for registration. If you plan to go, make sure you get your reservations in as soon as possible. Also, make sure your membership is in good standing. The State and Chapter Leaders Conference is free to all State & Chapter Leaders; the remainder of the conference is available to you at a reduced rate.
 2. There is a call for 2012 Leadership Tapestry Scholarships.
 3. Call for Abstracts for 2012 Annual Conference
 4. Call for applications for the 2012 Academy of Nursing Fellows
 5. Lantern Applications are newly released, with a coaching handbook available.
 6. There is a call for Resolutions and Bylaw proposals
 7. The workplace violence toolkit and ENA Scorecard remains available on the website.

Finally, I want to share a few of my own thoughts about being the State Council president. It was a huge undertaking, but I had some great examples in the four years ahead of me...Cathy Fox, Cindy Hearrell, Vanessa Johnson, and Loretta Martin. They showed me how great it was to be around other ED Nurses who make things happen for the good of others. And they were excellent examples of leadership.

The year started off with 1374 members. Our membership has gone up and down throughout the year, but we finish the year at 1,419 members.

We went to Leadership Conference in Portland and took our Eastern wintry weather with us. We learned a lot, made new friends, and did some major networking. Janice and I had an interesting time on our walk back to the Metro Stop from the Irish Pub, and it involved a policeman.



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The passage of HB1690 was a huge deal!! We had members testify in the house and senate of the VA State Legislature. Many thanks to Mary Menafra for being there at a moment's notice!! Everyone somehow made a difference with their emails to senators and making their voices heard. And we were honored with the author's visit with us in Williamsburg at our meeting in October. Thank you Cindy Hearrell, for your vision seven years ago!!!

Since the passage of the bill, VNA, VENA, the VA College of Emergency Physicians, and VA Hospital & Healthcare Association are collaborating on the public rollout.

Cathy Fox and I did an interview with the local television station in Winchester just after the June meeting. We discussed HB1690 and how it would impact the ED nurse, and the ED patient and family. It viewed locally and many commented on the story.

I was honored to represent VENA at the 50 year celebration of the Alexandria Plan at Inova Alexandria Hospital. Our national, state, and local ENA presidents were all there, and met with the nurses and staff at IAH. It was a great celebration, and Ann Marie was able to share the beginning of the Emergency Nurse Specialty as we honored the beginning of the Emergency Medicine Specialty.

Our sixteen delegates met together in Tampa, and worked very hard to understand each issue. We were very happy with the outcomes at the General Assembly, and even had some resolution changes made by two of our delegates; Chris Parker and Cathy Fox.

We had two national award winners: Cindy Hearrell and Cathy Fox. It was an honor to be there for their award ceremony.

VENA had an impromptu gathering in Tampa with Virginia members who attended Annual conference. We had a good turnout, and enjoyed meeting members we've never met. I hope they brought back good memories, but most of all, that they found energy in the VENA members with whom they met.

This year has been a lot of work. There has been much to do behind the scenes. Our Board of Directors has been a great support! I can't ask for a better group to work with. I know I have requested their opinions on many matters this year. Sometimes I have been happy with the outcomes, and sometimes not. And...I have put both feet in my mouth and felt like I could not do this job at all. At one time, Ann Marie Papa gave me a lot of



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advice, and she helped me get through a rough spot or two. So, as I found, you can tap into your national resources when you need some help. But all in all, it's been a good ride. I have made new friends, have learned so much, and I know I have grown professionally. I feel privileged to have been your state president this year and hope I haven't disappointed you.

Janice...you are going to be a wonderful state president. You are driven and you get things done! You will make much happen!!

Mary...we couldn't have managed without your record-keeping and document management. Thank you!

Tom...you have been so resourceful, and even when things have gone awry, we have worked it out. You have managed our monies well. Thank you.

5. Treasurer's Report: Tom Earnest:

Current Cash Balance as of December 4, 2011 is: 32, 887.99

Total bill for taxes will be shared equally between each chapter.

1099 information for chapters needs to be provided to Tommy by Jan 30, 2012

Tax information incoming expense, last Dec2011 bank statement- this will be emailed out by Tommy.

All information for bank accounts needs to go to tommyena@gmail.com

2012 budget accepted unanimously

6. Consent Agenda for Committee Reports- all in favor-see attached.

7. New Business:

a. End of Year Requirements-

Chapters are required to submit annual report to National by Jan 31, 2012

Tax information for each chapter forwarded to State and national

Officer transitions for chapters and state need to be posted on National website.

b. Student Nurses Association Conference-

Feb 4, 2012 in Charlottesville

c. VENA Procedures Update-

Proposed edits and additions located on VENA website, for review

d. Job Board on website-

Erin provided update on Affiniscape job board that will be added to our VENA account.

Discussion about how we as a state communicate to our members and how to drive use of the website.



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e. Survey Results

State:

- Improve communication
- Incorporate current events
- Consider webinar
- Organization within state and chapter.
- Committee improvement

Chapters will each be given a copy of their own results.

f. SWOT Analysis and 2012 Strategic Plan

Done by the Executive oncoming and outgoing board with input from survey returned via Survey Monkey which will allow us to create a strategic plan for 2012

g. Committee Chairs for 2012

- Education-Melissa Hall chair, Tommy co-chair
- Trauma- Loretta chair
- Pediatric- Audrey Snyder, Co-Chair Betty Shumate
- Fund Raising-Chris Parker

h. State and Chapter Leaders Online Orientation

There are state and chapter leader orientation in the archives on the national ENA web page – below is the link for the State Leaders Orientation Pointer Sheet.

<http://www.ena.org/statecouncils/reports/ToolKit/Documents/7f.doc>

8. Meeting dates for 2012

- Feb 3, 2012- Charlottesville
- April 20-Northern Virginia
- June 19- Roanoke
- August 21- Richmond
- October 16- Shenandoah
- December 4- Rappahannock

9. Past President Recognition-

The following Past Presidents were recognized;

- Francis Updike- 1982-1984**
- Doris Cuthrell 1994**
- Mary Koogler 1996**
- Sherly Mullinax 1997**
- Rachel (Betty) Shumate 1998**
- Audrey Snyder 1999**
- Linda Sayles 2000 (not present)**
- Cathy Fox 2001 & 2007**
- Cindy Hearell 2008**



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Vanessa Johnson 2009

Loretta Martin 2010

Erin Reeve 2011

10. Presidential Pinning

Vanessa Johnson and Loretta Martin received their President pin

11. Officer Installation

Janice McKay- President

Christopher Parker- President-elect

Tommy Earnest- treasurer

Stacy Coleman- Treasurer-elect

Mary Menafrá- Secretary

12. Other Business:

a. HB1690 Update and Campaign- tabled until February 2012

13. Gift Exchange at 1300

14. Adjournment at 1400: Next meeting in February

Submitted by,

Mary Menafrá, Secretary



VIRGINIA ENA COMMITTEE REPORTS

December 3, 2011 by Janice McKay

Student Nurse Representative

Virginia Student Nurse Association Annual Conference Update

When & Where:

- University of Virginia in Charlottesville, VA. Claude Moore Building
- Saturday, February 4th.
- Registration begins at 7:30 am - 8:30 am, and the keynote speaker will begin at 9am!

We are registered for the booth. I will begin to work with the chapter about managing the booth.

Website/Communication

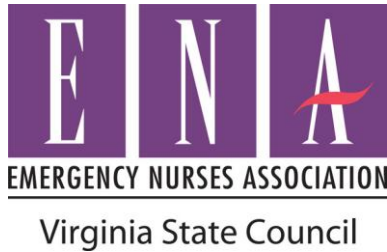
Information current on website.
Facebook has 498 fans

Bylaw/Procedure Revision

Procedures have been updated with recommended policies by National ENA:

- Chapter Probation
- State Supported TNCC and ENPC Course Policy
- Antitrust
- Board Ethics Statement
- Awards
- Reserves Policy
- Orientation for Newly elected Officers and Directors

Posted on the website for members to review. Plan to adopt with recommended changes February 2012.



Virginia Emergency Nurses Association
Committee Report
2011
Bimonthly Report

Date of report: Dec.1, 2011

Name of Committee: TNCC

Name of person reporting: Rachel Betty Shumate

**Number/Names of ENA members on committee:
Rachel Betty Shumate and Loretta Martin**

Committee Meeting Schedule (day/time):-----

Recent or Planned committee activities:

**Jan 1, 2011 to Dec 1, 2011----- Instructor courses--6, New instructors---23, plus 2
instructors that were re-monitored in order to stay active.**

**Provider courses--- Total 46 with 603 participants. Still have 4 courses posted in state
for 2011. As an FYI, last year we had a total of 42 courses, with 534 participants. We
have already exceeded that!!!!Good job!**

**QA evaluation scores for instructors between 11/01/2010 and 4/31/2011 were all above
3.0 Excellent work ladies and gentleman.**

Respectfully submitted,

**Rachel Betty Shumate, RN,CEN,CPEN
2011 VENA Trauma Co-Chair**



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Virginia Emergency Nurses Association

Committee Report 2011 Bimonthly Report

Date of report: 12/2/11

Name of Committee: Government Affairs

Name of person reporting: Renee Farmer

Number/Names of ENA members on committee: N/A

Committee Meeting Schedule (day/time): 12/6/11

Recent or Planned committee activities:

None

Any specific committee related activity not addressed further on the report:

None.

Other pertinent information to be relayed to ENA members:

Information on who to vote for (federal), voter's registration, and finding you senator/representative:

Project Votesmart

<http://www.votesmart.org/voteeasy/>

Voter's registration

http://www.sbe.virginia.gov/cms/documents/VoterRegistration/sbe_voter_app_D_OJ-Printed.pdf

Who is my senator/representative?

<http://capwiz.com/ena/dbq/officials/>



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Virginia Emergency Nurses Association

Committee Report 2011 Bimonthly Report

Date of report: December 4, 2011

Name of Committee: Institute for Quality, Safety and Injury Prevention (IQSIP)

Name of person reporting: Mary McCue

Number/Names of ENA members on committee:

Committee Meeting Schedule (day/time):

Recent or Planned committee activities:

Any specific committee related activity not addressed further on the report:

Applications for ENA Lantern Award are due February 29, 2102. The Coaching tool for the award is on the ENA Website.

Other pertinent information to be relayed to ENA members:

There has been no decrease in physical violence and verbal abuse against Emergency Nurses from January 2010 to 2011. The ENA website has the Workplace Violence Toolkit available.

There is a link on the ENA Website to a CCD toolkit for Concussion and Traumatic Brain Injury (TBI)

For Reports of Injury Prevention Community Activities my E-mail is m1mccue@aol.com



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VIRGINIA EMERGENCY NURSES ASSOCIATION

Bimonthly Chapter Report

2011

Date of report: December 4, 2011

Chapter Name: Tidewater ENA

Person completing information: Antoinette Higgins

Position on chapter board: President 2011

Number of ENA members in chapter: ~280

Chapter Meeting Schedule (monthly/bimonthly): Monthly (no meeting in April, July, and August)
Meetings occur on the second Tuesday of the month.

Average attendance of members at meetings: approximately 20 (Increased participation the month of October, possibly attributed to the change from Monday to Tuesday)

Recent or Planned chapter activities:

Community Service: Loretta Martin and Janice McKay participated in the 2011 Komen Tidewater Race for the Cure on October 15, 2011 at Neptune's Park on 31st Street at the Virginia Beach Oceanfront.

Chapter members who deserve recognition and why: (as previously noted)

Cathy Fox: Appointment by Governor McDonald to the State Emergency Medical Services Advisory Board.

Any specific chapter related activity not addressed: *Toys for Tots*

Educational activities:

TNCC Trauma Nursing Core Curriculum Provider Course (TNCC-P) 6th edition November 5-6, 2011 @ Sentara Norfolk General Hospital (Brickhouse Classrooms); Two TNCC courses in month of December

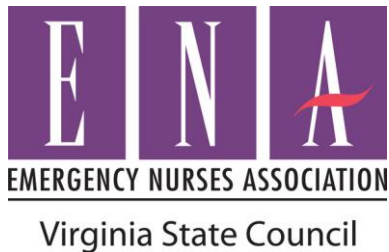
ENPC November 18-20, 2011 @ Riverside Regional Medical @ Center Cancer Treatment Center Classrooms

Any specific National or Regional ENA related activity involvement:

Kathleen Carlson, 2011 National Board of Directors

ENA Nominations Committee: Cathy Fox

Cathy Fox and Loretta Martin: SESS



VIRGINIA EMERGENCY NURSES ASSOCIATION
Bimonthly Chapter Report
2011

Date of report: November 27, 2011

Chapter Name: Lord Fairfax Roadrunners #325

Person completing information: Erin Reeve

Position on chapter board: 2011 Treasurer

Number of ENA members in chapter: 63

Chapter Meeting Schedule (monthly/bimonthly): bimonthly, odd # months

Average attendance of members at meetings: six

Recent or Planned chapter activities:

Last meeting November 9th, Margaret Fisher from Novo-Nordisk talked about acquired hemophilia. Dinner provided. Seven students attended. Other nurses from different areas of the hospital attended. Total attendance was 16.

Chapter members who deserve recognition and why:

Angela Halli will, new president-elect for 2012. She stepped up to the plate to take on an officer position at her first meeting. She will be mentored by Emily LeBlanc, who will be mentored by me.

Erin Reeve set up the educational piece for the event and managed all the invitations and correspondence.

Emily LeBlanc stepped up and took control of the meeting in absence of our president, who continues to be absent.



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VIRGINIA EMERGENCY NURSES ASSOCIATION

Bimonthly Chapter Report

December 2011

Date of report: November 27, 2011

Chapter Name: Shenandoah Valley

Person completing information: Brenda Hoops

Position on chapter board: President

Number of ENA members in chapter: 52

Chapter Meeting Schedule (monthly/bimonthly): bimonthly

Average attendance of members at meetings: 5-10

Recent or Planned chapter activities: Our next meeting will be Dec. 1st at Augusta Medical Center. Vida-care to sponsor dinner and give hands on training for IO insertion. Our last meeting was held after Trauma Day lectures at Rockingham Memorial Hospital.



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VIRGINIA EMERGENCY NURSES ASSOCIATION

Bimonthly Chapter Report

2011

Date of report: Nov 29, 2011

Chapter Name: Northern Va

Person completing information: Veronica Preuss

Position on chapter board: State Representative

Number of ENA members in chapter:

Chapter Meeting Schedule (monthly/bimonthly): Monthly

Average attendance of members at meetings: 12

Recent or Planned chapter activities:

Elections held

President-Elect Victoria Scott

Secretary Shannon North- Giles

Treasurer Laurie St. Laurent

President for 2012

Ed Stern

Christmas Party and Meet and Greet

Friday Dec 2nd



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VIRGINIA EMERGENCY NURSES ASSOCIATION

Bimonthly Chapter Report

2011

Date of report: 12/1/2011

Chapter Name: Roanoke Roadrunners

Person completing information: Joyce Yearout

Position on chapter board: President

Number of ENA members in chapter:

Chapter Meeting Schedule (monthly/bimonthly): Monthly officer meetings, every other month member meetings

Average attendance of members at meetings: 10

Recent or Planned chapter activities:

The chapter held a half day conference in Christiansburg VA in October. This conference had about 25 attendees. The speakers were excellent with topics including therapeutic hypothermia, safe babies, and other topics.

The chapter will be having a meeting in December.

Chapter members who deserve recognition and why:

Sherry Mosteller, Don Yearout, Dallas Taylor, Kay Selman, and Doris Duff – for all of their work on the half day conference. They each did an excellent job.

Any specific chapter related activity not addressed: none

Any specific National or Regional ENA related activity involvement: none