

## Meeting Minutes

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November 15, 2023

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Attendance- See attached

1. Call to Order:

- Establish Quorum: Russo -1810
- Welcome/Introductions:
- Approval of minutes  
**Discussion/Summary:** August 2023 Minutes
  - Request to update Emergency preparedness report to reflect the request by Peggy McMahon if interested in joining the committee.**Motion:** D. Misa  
**Action:** Motion carries
- Adoption of the meeting agenda  
**Discussion/Summary:** None  
**Motion:** J. Hoelz  
**Action:** Motion carries
- Conflict of Interest Disclosure: None

2. President's Report (J. Trivett):

**Discussion/Summary:**

- Jessica thanked everyone for another successful NJENA year

3. President Elect Report (M. Cephas):

**Discussion/Summary:**

- Marvella discussed planning that is in process for 2024
  - Membership survey in development to help streamline 2024 focus
  - Call for 2024 committee members is now open
  - Call for 2024 budget requests is now open

4. Treasurer's Report (B. Conicello):

- Treasurer report deferred as Barb was excused from this meeting
- Overview of 2023 budget vs actual and account balances as of 11/12/2023
- Reports are available to membership on the NJENA website

5. Chapter Reports

- **Northern** (K. Russo)
    - Fall Education Day, 10/26/2023, 40 attendees, 5.5 CNEs awarded
    - Winter Education Day, 11/30/2023 at Cucina Calandra, 1.0 CNE submitted to ENA for approval. Open to all ENA members, pre-registration is required.
    - 2024 Officers: President- Cathlyn Robinson, President-Elect- Michael Schill, Secretary-Pat Neirsedt, Treasurer- Ginny Kurz, Immediate Past President-Kim Russo
  - **Southern** (L. Winchester)
    - Fall meeting held on 10/11/2023, Stop the Bleed Training provided
    - No change to officers for 2024
  - **Jersey Shore** (J. Lavan)
    - TNCC Course scheduled for Nov 18<sup>th</sup> and 19<sup>th</sup>
    - Holiday Brunch scheduled for 12/3/2023
    - ENPC courses scheduled in December
    - No change to officers for 2024
  - **West Central** (R. Boyer)
    - November meeting held
    - 2024 officers: President-Jackie Wynkoop, President Elect-Robin Boyer, Treasurer-Kathy Findlay, Secretary- Sue Sunyak
6. Committee Reports (Submitted reports are available on NJENA website resources page)
- **Education/ ECC** (Hoelz)
    - Program is set
    - Registration has been successfully tested and will go live on Monday
    - Exhibitor Registration opened in October with positive response so far
    - Save the Dates have been shared at National Conference and posted on website
    - Cadmium has been going much smoother this year
    - Call for posters is out with a deadline of 12/31/2023.
  - **Emergency Preparedness** (M. McMahon)
    - Call for committee members
    - Planning for a 2024 needs assessment
  - **Finance**
    - Vacant

- **Fundraising / Foundation** (Russo)
    - Call for committee members and chair for next year
  - **Government Affairs** (D. Cioffi)
    - Federal
      1. Workplace Violence
      2. Improving mental health access
    - NJ – Not much happening, it is an election year
      1. Staffing bill being pushed by Senator Vitale
  - **Informatics** (G. Zanone)
    - Deferred
  - **Injury Prevention** (K. Schill)
    - Focusing on bleeding control courses
      1. One site secured in Northern NJ.
    - If anyone has any ideas or wants to join the committee reach out to Casey
  - **Membership** (D. Misa)
    - Membership committee meeting scheduled 12/7/2024 at 7pm
  - **Pediatrics** (Cephas)
    - October education held in October, over 50 nurses attended, event very successful, will plan for having another event next year.
  - **Professional Development** (Nierstedt on behalf of McFarland)
    - Awards categories reviewed and updated by committee
    - Committee reviewed and revised the Awards, Scholarships and Professional Development SOPs
  - **Research** (Winchester on behalf of D. Specht)
    - Looking at recommended for pediatric abuse screening.
  - **Trauma** (P. Neirstedt)
    - 9<sup>th</sup> Edition has been rolled out
    - Instructors have one year to do the update.
    - Please consider running courses through the chapters so that the chapter may benefit.
7. Old Business
- **2024 NJENA Board of Directors Election Results**

- Marvella Cephas - President
- **Barbara McCormick – President Elect \*2023 Election\***
- **Barbara Conicello – Treasurer \*2023 Election\***
- Kim Russo- Secretary
- Jessica Trivett – Immediate Past President
- **SOP Review:**
  - The following SOPs were reviewed and updated by the NJENA Board of Directors.
  - The SOPs were reformatted to match the National SOP template. Changes in each SOP outlined.
  - **SOP's Reviewed & Updated:**
    1. 1.32 Debit Card Usage Policy
      - a. NEW SOP
      - b. Created because this a new requirement from national as a required policy.
      - c. The policy allows for a debit card to be issued to the State and Chapter Treasurers for use on covered business expenses.
    2. 3.00 Committees General
      - a. No Changes
    3. 3.01 NJENA Budgetary Process
      - a. Updated to remove dates that were previously included in the SOP to allow for policy to adapt to National deadlines for budget submissions.
    4. 3.21 Expense Reimbursement
      - a. Policy updated to include more clear guidelines for what is and is not a reimbursable expense.
    5. 3.80 Professional Development Committee
      - a. No changes
    6. 3.81 Achievement Awards
      - a. NEW SOP
      - b. Required by National
      - c. Policy outlines the Annual Achievement Award Process

7. 3.82 Scholarships
  - a. No changes

8. New Business

- **Request for Funding for Endowment (Schill)**

- The NJENA Board of Directors received a request from a member requesting we consider funding an ENA Foundation endowment in honor of Mary Kamienski's retirement.
- The Board met to discuss this request, met with the ENAF leadership, and reviewed the NJENA finances to review the feasibility of this request.
- NJENA donates \$50,000 to the ENAF in 2024 in honor of Mary Kamienski's retirement and contributions to ENA.
- The donation be distributed as follows
  1. \$25,000 Impact Fund
    - a. The impact fund would allow scholarships to be distributed as soon as 2024 and be designated to distribute scholarships over 8-10 years until the Endowment Fund is fully endowed and able to distribute scholarships in perpetuity.
  2. \$25,000 Endowment
    - a. The endowment would be seeded with the minimum threshold to start an endowment.
  3. Donations and fundraising for the endowment will continue until the endowment is fully endowed.

**Motion:** NJENA start an impact fund and endowment as outlined above. **K. Schill**

**Action:** Motion carries

9. For the good of the order
10. Meeting Adjourned: 1950