

**Delaware Emergency Nurses Association
Meeting Minutes
October 4, 2016**

Location: Bayhealth Kent General Hospital

Attendance:

Chris Barbour, Dawn Culp, Susan Ebaugh, Lisa Lietzke, Ruth Morse, Kara Streets, Terry Thorley

Guests: Rich Lietzke

Excused: Patty Blair, Pam Collins, Sue Palmer, Anita Symonds

Meeting called to order by Kara Streets at 1818 hrs. Quorum present so meeting may proceed.

Conference Planning:

The symposium brochure is complete and has been posted to the website. The DENA Paypal account has been activated and is being set up for use of conference registration. The symposium has been approved for 6 CEs. We still need to look into Survey Monkey to see about a post symposium survey. Kara is going to check into whether a certificate will be able to be generated after completion of a survey. Kara sent out emails to the speakers for confirmation of their accommodation needs and is waiting to hear back from 2 of the speakers. Chris will confirm rooms with the hotel for Education Committee members who will be staying the night prior to the symposium (Hope, LeAnn, Kara, Ruth, Lisa and Chris as of tonight).

Terry Thorley is storing the conference gifts at her home. Chris Barbour placed the order for the badge holders. Chris will send out the new brochure to the membership. Ruth will be sending out the brochure to previous participants. Terry will be supplying brochures to Sussex EMS while Susan Ebaugh will supply brochures to Kent County EMS. Kara, Lisa and Chris handed out Save-the-Date reminders while in Los Angeles at the ENA General Assembly.

Susan Ebaugh is going to bring a projector, laptop, and the HDMI cable to the conference. Kara is going to speak with Robin at Dover Downs to make sure the AV assistance is available for the day and also see if we can use the same registration counter that we used last year.

Pam is still contacting vendors. Discussed, with Rich Lietzke, the possibility of putting vendor registration online and utilizing PayPal to collect vendor fees as well. Susan will email Rich the vendor letter to put onto the website.

Terry is going to be helping Kara work on the State Awards. Terry and Kara will be getting together on October 8 to work on preparations.

Rich Lietzke discussed PayPal and conference registration. He will be putting a registration auto reply onto the website. Rich spent time teaching the Board how to access documents on the newly designed website and getting emails set up for each account.

1857 General Meeting called to order by Kara Streets:

Secretary's Report (Barbour):

Minutes from September meeting presented.

Motion: to accept September meeting minutes as written. **Seconded.**

7 Yes, 0 No, 0 Abstained. **Motion passed.**

Treasurer's Report (Symonds/Streets):

Kara presented current account update:

Checking: \$41,987.14

Motion: to accept Treasurer's report. **Seconded.**

7 Yes, 0 No, 0 Abstained. **Motion passed.**

President's Report (Streets):

Reviewed newly redesigned website, which is now accessible. There is also a mobile version available for use. Rich Lietzke will be invited to the October meeting to give instruction to DENA Officers on accessing documents within the new format.

Lisa Lietzke, Kara Streets, and Chris Barbour attended the 2016 ENA General Assembly as state delegates on September 18. Delegate education was completed prior to going to the seminar. Town Hall Meetings and registration for General Assembly began on Monday. The educational portion of the conference was held Wednesday through Saturday.

National ENA convention was fun, very informative. Delaware was mentioned in the government affairs lecture regarding new Delaware legislation.

Resolution GA16-01 Passed

Resolution GA16-02

Resolution GA16-03 Passed

Resolution GA16-04 Failed
Resolution GA16-05 Tabled

Discussion held at conference for a late resolution entrance regarding gun education and safety.

Kara discussed the mistake that she made an inadvertent home purchase on the DENA credit card (which is from the same bank and looks the same). As soon as this mistake was discovered when Kara got home, she self-disclosed the mistake to the DENA Officers and is rectifying the situation immediately.

We have received letters of intent for Officer Positions including: Pam Collins for President, Lisa Lietzke for President-Elect, and Chris Barbour for Secretary. Letters of intent will be sent to Rich to post on the website. Kara spoke with Sally Snow about the open position of Treasurer. The Board can vote to suspend the Bylaws if we do not get anyone interested in running for the open position. Kara is considering running for Treasurer.

Membership Committee: (Lietzke)

Current DENA membership is:

Total: 236
9 expiring memberships
0 new memberships this month

IQSIP (Collings)

None

TNCC (Thorley):

Requirements for instructors have changed. There are issues getting the instructor course out. Money has been in prior to getting the codes in order to get access to the online course.

ENPC (Ebaugh):

Held a successful class last week. At the end of November, the instructors will need to have completed the online instructions.

Adjournment:

Motion: To adjourn meeting at 2023. **Seconded.**

7 Yes, 0 No, 0 Abstained. **Motion passed.**

Next Meeting: The next meeting will be held on **Tuesday, November 1, 2016**, at Middletown Emergency Department.

Respectfully submitted,
Chris Barbour
Secretary