

**NEW YORK STATE COUNCIL  
EMERGENCY NURSES ASSOCIATION  
MEETING MINUTES**

**MEETING DATE:** January 21,2008      **LOCATION:** Albany Crowne Plaza

TOPIC	DISCUSSION & ACTION	RESPONSIBLE PERSON	STATUS																														
Call to Order	<p><b>Establish Quorum</b>  <a href="C:\Users\Cheryl Marcel\Documents\2008 ENA excel chapter quorum.xls">C:\Users\Cheryl Marcel\Documents\2008 ENA excel chapter quorum.xls</a></p> <table border="1"> <tr><td>Adirondack</td><td>Seiler, Berry</td><td>2</td></tr> <tr><td>Brooklyn Staten Island</td><td>Larouge</td><td>1</td></tr> <tr><td>Central</td><td></td><td>0</td></tr> <tr><td>Chatt</td><td></td><td>0</td></tr> <tr><td>Genessee</td><td></td><td>0</td></tr> <tr><td>Lower Hudson</td><td>Tetler, Portoro</td><td>2</td></tr> <tr><td>Manhattan Bronx</td><td>Barry</td><td>1</td></tr> <tr><td>Mark Twain</td><td></td><td>0</td></tr> <tr><td>Mid-Hudson</td><td>Killian</td><td>1</td></tr> <tr><td>Mohawk</td><td>Veseley</td><td>1</td></tr> </table>	Adirondack	Seiler, Berry	2	Brooklyn Staten Island	Larouge	1	Central		0	Chatt		0	Genessee		0	Lower Hudson	Tetler, Portoro	2	Manhattan Bronx	Barry	1	Mark Twain		0	Mid-Hudson	Killian	1	Mohawk	Veseley	1	Laura Giles <a href="mailto:lauraagiles@verizon.net">lauraagiles@verizon.net</a>	Open/Closed
Adirondack	Seiler, Berry	2																															
Brooklyn Staten Island	Larouge	1																															
Central		0																															
Chatt		0																															
Genessee		0																															
Lower Hudson	Tetler, Portoro	2																															
Manhattan Bronx	Barry	1																															
Mark Twain		0																															
Mid-Hudson	Killian	1																															
Mohawk	Veseley	1																															
Establish a Quorum	<b>Quorum Established</b>	Cheryl Marcel	NO																														
Approval of Minutes	<b>Minutes approved</b>	Cheryl Marcel	Closed																														
President's Report	<b>Laura wants the New York council recognized from National. We had no awards from National this past year, but we are a ruby supporter @ National level with scholarships and donations. She wants to focus on this for 2008. Please consider nominations for 2009. Groom the future leaders.</b>	Laura Giles	Closed																														
Immediate Past President's Report	None NA	Sue Prezzano	NA																														
President-Elect Report	<b>Please nominate someone for an award. Kathy Carlson was active @state level in the past, and currently CEN review staff for JEN &amp; Editor for new CEN review manual. Possibly lifetime</b>	Sue Breese <a href="mailto:sbreese@rochester.rr.com">sbreese@rochester.rr.com</a>	Open/Closed																														

	<p>achievement (a description of each was read) or Judith Kelleher award. Write 2-3 letters from 3 states. Mary Lou Killian wants to write the letter on behalf of the NY council for Kathy's contribution to education.</p> <p>Motion proposed by Phyllis Parker</p> <p>2<sup>nd</sup> motion- Kathy Conboy Vote yes 17= yes 0=no 0=abstention</p> <p>A description of the Anita Doerr award was read and Laura has a nomination. A description of the educator award. Carole West Also read an EMS award description. Deadlines March 15.</p> <p>There is a new special award for special awards and projects. It will be in the newsletter. The National awards are restated in the Connection from January 2008. – Please have NY state represented. Deadline in May 2008.</p>		
Secretary Report	<p>Correspondence: none</p> <p>Nov 2007 minutes not approved- no quorum</p>	<p>Cheryl Marcel</p> <p><a href="mailto:NYSCENasecretary@verizon.net">NYSCENasecretary@verizon.net</a></p>	Open
Treasurer Report	<p>Judy needs budgetary needs from each committee.</p> <p>501- C3 status further discussed</p> <p>Checking=\$32,392.35</p> <p>Expenses= not stated</p> <p>Savings= \$24,150.02</p> <p>Total \$56,542.37</p> <p>Copy of the 2007 budget received.</p> <p>Issues and practice and professional development need a budget submitted. Board of Directors may vote on policies. Accountant costs are \$ 800 so far this year. Each chapter needs to send their National ENA Report</p>	<p>Judy Jax</p> <p><a href="mailto:jjax@winthrop.org">jjax@winthrop.org</a></p>	Open/Closed
Director-at-Large	None	<p>Ivy Budhai</p> <p><a href="mailto:ibudhaihen@aol.com">ibudhaihen@aol.com</a></p>	Closed
Director-at-Large	None	<p>Helen Keating</p> <p><a href="mailto:efkhk@msn.com">efkhk@msn.com</a></p>	Closed
Awards Committee	NA		
Conference	Setting The Pace Saratoga Springs April 24 & 25.State meeting	Janice	Open/Closed

<p><b>Committee</b></p>	<p>to follow on April 26. Brochures have been mailed. 500 extra here.</p> <p>Laura says that the conference content is fabulous. 3 registrations already received. CEU issues were discussed. CEU will be 3 pages long. Help needed for sponsorships for ENA meeting prior night. 2009 Conference location will be same location. Our break-even number is 20 people for pre-session. Full pay is 80-100 registrations for break-even. Zoll and t-system are the only vendors so far. Contracts needed again. Possible Troy, &amp; Stryker for vendors. Class limits is 75. Student scholarships are not through conference committee.</p> <p>Membership should be contacted. A suggestion to raffle a National conference registration to Minneapolis, and 1 registration to Setting the Pace 2009.</p> <p>April 30/ May 1 is New England 2009-attendance usually 165</p> <p>Each chapter is asked to bring a basket to raffle to support the 911 fund.</p>	<p>Francishine  <a href="mailto:RNJanice@msn.com">RNJanice@msn.com</a></p>	
<p><b>Communications Committee</b></p>	<p>Last newsletter was great. Plenty of pictures and information. Email photos from legislative breakfast but write down names on the pictures. A press release will be written by Deb Taylor..</p> <p>Spring newsletter- Adirondack, Central  Summer newsletter-Manhattan, MidHudson, Brooklyn, Naussau Queens</p> <p>Fall newsletter: LowHudson, Mark Twain, Mohawk, Chatt  Winter: Southern, Nassau, Suffolk, Western, Genessee</p> <p>Newsletter deadline : Jan 31 for Spring</p> <p>Phyllis moves that NYSCENA sponsor 1 full undergrad nursing student registration scholarship to the Setting the Pace conference 2008. 2<sup>nd</sup> to motion Nicole Leroqe</p> <p>Vote unanimous 17. No=0 Abstain=0</p> <p>Possibly Mary Roth to administrate this scholarship, otherwise Sue Breese and Gretchen Zimmerman will contact the schools.</p> <p>NY website: problems with webmaster and need new master.</p>	<p>Phyllis Parker  <a href="mailto:pparker39@juno.com">pparker39@juno.com</a></p>	<p>Closed</p>

	Will send a generic EMS praise letter to all chapters. Please distribute for EMS week.		
Nat'l ENA communications	Submit articles for state and chapter news. TNCC,ENPC,CEN,successful membership drive,award announcement,educational programs	<a href="mailto:connection@ena.org">connection@ena.org</a> or <a href="mailto:yatkins@ena.org">yatkins@ena.org</a>	
EMS	EMS standards revisions for 2007/2008. A patient may not be transported with blood hanging. It must be an RN to monitor. SEMAC wants to change it-will require new training, to maintain transfusions enroute and a RN will not have to go. Currently it is against health code. Level 1 and level2 trauma centers will be changed-possibly level 3 or trauma stations, but not within 30 miles of level 1 trauma center. Lower volumes will be changed. Treat 50 or more trauma victim's report- unfunded.	<a href="mailto:Coleen.vesely@basset.org">Coleen.vesely@basset.org</a>	Closed
Injury Prevention/Encare	Included above	<a href="mailto:Coleen.vesely@basset.org">Coleen.vesely@basset.org</a>	
Professional Development	TNCC roll-out-successful in Nov. Some chapters still need instructor update. Jacobi Possibly Feb 16. April is deadline for rollout.-Albany area needs a course ENPC-no report CEN Peds will not be available until 2009 An ACEP collaboration is requested since we share common bonds. Please go back to the physicians at your hospitals and encourage an interaction. Helen will call Kathy Page. Standing orders in the ER, and the medication profiles continue to need clarification	By Helen Keating <a href="mailto:efkhk@msn.com">efkhk@msn.com</a> Mary Ellen Jennison-no report Joanne Fadale- <a href="mailto:tjjmf40@aol.com">tjjmf40@aol.com</a>  NA	Closed
Professional Issues and Practice	200 folders are ready, with issues included below in the Legislative breakfast folders. 1) Psychiatric patients overload to ER beds- fewer hospital/support beds 2)Traffic safety and seatbelt use, teen drivers.	Deborah Taylor <a href="mailto:Ddt1027@verizon.net">Ddt1027@verizon.net</a>	Closed

	<p>3)Backseat seatbelt use for children.  4) The National scorecard ranks New York as # 7 in the nation in highway safety.  5) a Copy of the bills will be at the dinner. Review of how a bill becomes a law will be @ dinner. Trauma society nurses will join us tonight. Deb needs help stuffing packets this afternoon. The governor’s budget speech will be tomorrow at the legislature so attendance is questionable. (125 seats) RSVP most of assembly with interns but only 3 senators-over 100 total. The bill going to the House of representatives is # ?. Leave here in AM @7:15 3<sup>rd</sup> floor. Hotel shuttle will take us up there. You will review the ENA position statements tonight.  Unlicensed personnel (UAL) can not do POC-point of care testing (i.e. blood glucose)  You can sign up for Netscan is an email alert sent to you about pending legislative bills: Kathy Ream @ ena.org</p>		
<b>Membership Committee</b>	NY membership 1,951- no report	Mickey Forness	Open
<b>Chapter Reports</b>	Off-Adirondacks- Members=NA Course offerings TNCC Jan 25/Feb1 Albany Medical Center Rena Rovere 518-262-3477 ENPC- dates not available Need officers Bklyn-SI- needs to update Nat'l- NA (emailed) Members=250 Course offerings ENPC not accepted instead of PALS in NYC Need officers Central –needs to update Nat'l- NA (emailed) CHATT- NA- packet mailed 1/28/08 Genesee- Members=112 Course offerings –Oct 8-Teaching Day EMS STEP conference April 10-12 TNCC April 5/6 Genesee	x	Closed-  National form emailed to : Western, Central, Manhatt-Bx Brooklyn, & NassauQueen

ENPC Feb 2/3  
CEN review May 3

Lower Hudson –Members=  
Course offerings

**Manhattan- Bx- needs to update Nat'l- NA** (emailed)

Members=  
Course offerings

Mark Twain- NA

**Need officers**Mid-Hudson- Members=?

Course offerings 1/29-30 Vassar ENPC  
2/21-22 Vassar ENPC

**Need officers**Mohawk- Members=?

Course offerings- June 6 Trauma teaching day Utica  
Nov 7-EMS Teaching Day Cooperstown

March 20/21-TNCC Bassett

Aug 7/8 –TNCC Bassett

May 1/2 ENPC-Bassett

Sept 4/5 ENPC-Bassett

April 30<sup>th</sup>-ENPC instructor class

**Need officers**Nassau/Queens- needs to update Nat'l- NA

(emailed Members=?

Course offerings March 21-22 TNCC Winthrop

Dec 12-13 TNCC Winthrop

University Hosp ENPC May 9-10 Winthrop

Contact Judy Jax ENPC Oct 17-18 Winthrop

Southern Tier-Members=45

Course offerings

Suffolk- Members=180-200 (20 active)

Course offerings

**Western- needs to update Nat'l- NA** (emailed)

Members=50

Course offerings- none

National ENA	<p>A new management system (by David Westman) will begin. There will be proposed changes about which chapter you joined vs. your residential zip code, for which chapter your dues will go to.</p> <p>ENA 411- no one who was put on the list has heard from ENA or from legislators. Purpose was to engage membership as a legislative resource. Laura will call Kathy Ream.</p>	Laura Giles	Closed
National liaison	None / NA = Diane Gurney (dgurney@capecodhealth.org)	Diane Gurney ( <a href="mailto:dgurney@capecodhealth.org">dgurney@capecodhealth.org</a> )	NA
New Business	<p>Currently 501c6 CPA report- Andrea Wojeski &amp; Co 75 Troy East Greenbush, NY 12061</p> <p>Non-profitable, Charitable or educational organization can be a 501c3. The process is as follows: 1<sup>st</sup>-File Dept of state (<a href="http://www.DOS.state.ny">www.DOS.state.ny</a>) 2<sup>nd</sup>-Refile with Dept of State. 3<sup>rd</sup>-Contact IRS in Ogdon to change to 501c3. 4<sup>th</sup>-File with New York Charities bureau. This gets the sales tax exemption. Annual reporting still is form 990 and to say where the funding comes from. Look to legal counsel to see if we are charity or educational-probably educational. Duration will be 5-6 months.</p> <p>If a chapter can not give supporting records they could be left out of 501c3. If assets are less than \$25,000. The 14 chapters will have separate tax ID number. 4 chapters are incorporated. Make sure attorney reviews state charter that includes a group exemption. Each bank only wants the signature information and the banks will allow individual chapters. You will report who is NOT a part of 501c3 umbrella-but you do not have to say why. Income tax will be done as a full state group. Not 14 sub-groups. Balance combination sheet will only be from the current calendar year (2008). Each chapter will have their own</p>	Laura Giles	Open- no quorum present

	signatories. Called affiliates. There will be paperwork to close your current accounts and cumbersome for 2-3 years. At the end of the year the state treasurer will view your account. The IRS filing will need 1 extension. If some chapters have an excel spreadsheet you may be submitting that instead. Proper categorizing could be the main issue. Annual records are important and account for your revenue. A letter of engagement needs to be sent to this accountant.		
New Business	There are inactive members i.e. Mark Twain. For 501c3 we need Record keeping, fundraising statements, lobbying statements, procedures and policies. Only 11 USA states still have chapters. We need an ad-hoc committee to work on bylaw changes which need revision for 501c3 to move forward. Mary Lou Killian, Kathy Conboy, Mary Ellen Jennison, Deb Taylor and Colleen Veseley will work on policy and procedure. (need 5 per bylaws)	Kathy Conboy <a href="mailto:kconboy@verizon.net">kconboy@verizon.net</a>	Closed
New Business	Mary Roth is recovering from surgery. Mary Lou Killian motions to spend \$50 for a get well gift. Phyllis Parker 2 <sup>nd</sup> Vote Yes=17 No=0 Abstention=0	Laura Giles	Closed
New business	Maryann Portoro brought concerns about no participation from all chapters. (3 chapters not represented)Should we be a 2-tier system? Discussion followed.		Open
Next meeting	April 26 after Setting the Pace Conference Saratoga Springs		
Next meeting	Aug 2 - Rochester		
Next meeting	Nov 8 - Queens		

Deb Taylor moved to adjourn

Respectfully Submitted,

**Cheryl Marcel@1510**

	Jan	April	Aug	Nov	Jan	April	Aug	Nov
Adirondack	2							
BrooklynSt Is	1							
Central	0							
Chatt	0							
Genessee	0							
Lower Hudson	2							
Manhattan Brx	1							



Mark Twain	0							
Mid-Hudson	1							
Mohawk	1							
Naussau Queen	1							
Southern Tier	2							
Suffolk	1							
Western	2							