

TNCC COMMITTEE MEETING MINUTES

OCTOBER 3, 2020

Attendance: See attached

1. Currently we have almost 180 TNCC instructors. Thank you to all of you for adapting during the current pandemic.
2. ENA is currently developing techniques to meet pandemic restrictions and support TNCC classes in rural/underserved areas. Several working ideas include
 - a. Virtual testing process (possible release 10/20)
 - b. Possibility of National acting as a course director
 - c. Developing an electronic version of TNCC manual
3. Recruitment call for members to participate in developing the next version of TNCC.
4. Reminder to complete Conflict of Interest form and to look for the upcoming 2021 Conflict of Interest form.
5. Presentation by Erin Zazerra discussing the use of online applications to provide TNCC course virtually.
6. To meet compliance with non-for profit regulations at the state and federal levels we have had to change our financial processes. Going forward the process will include:
 - a. Submission of a budget by 12/1 for the following calendar year to the treasurer
 - b. W9 forms must be completed and submitted to the treasurer annually
 - c. Each chapter will have a budget line within the NYSENA budget
 - d. Checks for reimbursement for ancillary costs will need to be submitted to the treasurer 90 days in advance
 - e. Chapter minutes will need to reflect the pay structure for instructors
 - f. We will look at developing an algorithm to outline process

Minutes submitted by,
Eileen Breckenridge
Secretary NYSENA

