



## ***NEW YORK STATE COUNCIL ENA - COMMITTEE REPORTS***

**Committee Name:** Conference    **Chair:** Sue ChalupaBreese    **Date:** August 24, 2019

### **Attendees at the State Council Meeting:**

**Co-Chair-** Ann Marie Tomaski, Patrick Byrne, Mickey Forness, Jonathan Green, Kathy Conboy, RoseAnn Mohney, Ruth Reed, Marylou Killian, Mary Harwood, Nicole LeRouge, Maureen Chernosky, Carol Noriega, Donna Sowles, Linda Yonkin, Joe Malenda

### **2020 NYSENA Annual Setting the Pace Conference at Holiday Inn, Saratoga Springs, NY**

**Chair:** Sue ChalupaBreese

**CoChair:** Ann Marie Tomaski

**Speakers:** Linda Yonkin

**Vendors:** Renee Sylvies

**Posters:** Maureen Chernosky

**Raffle:** Mickey Forness

**Registration:** Mary Harwood, Ruth Reed and Justin Gerstein and GGG

**Advance Practice:** Marylou Killian

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
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<p>2020 Setting the Pace, Saratoga Springs, Holiday Inn</p>	<p>April 23<sup>rd</sup> and 24<sup>th</sup> Gala on Thursday evening April 23<sup>rd</sup></p> <p>Grey Goose Graphic-All AV/Registration/Video/Pictures</p>	<p>Sue to sign GGG contract with John Husser</p> <p>Kathy chair of Gala MaryLou -Advance practice</p>
<p>2021 Setting the Pace, Saratoga Springs Holiday Inn</p>	<p>Contract started for 2021 conference- April 2021 at Saratoga Springs at Holiday Inn</p>	<p>April 22+23 2021- Ann Marie Tomaski-chair</p>
<p>Holiday Inn Rooms 2020 70 Wed, 90 Thurs, 40 Fri</p>	<p>\$146.00 per night-use code-E50</p>	<p>Rooms limited number-reserve yours now Other functions happening Friday and Saturday at both hotels</p>
<p>Inn at Saratoga 25 Wed, 25 Thurs, 15 Fri</p>	<p>\$128.00 per night-state with NYS Emergency Nurse</p>	
<p>2020 Speakers' contracts</p>	<p>Linda has speakers' contracts</p>	<p>Linda Yonkin working on edits</p>
<p>2020 Brochure</p>	<p>Sue/Linda edit the 2020 brochure</p>	<p>Send to committee for review before sending to John for posting on website</p>
<p>Posters</p>	<p>Scavenger hunt- re poster content ? location for poster-? Board room</p>	<p>Link on Website/call for poster on the save the date postcard</p>
<p>Registration</p>	<p>GGG will provide Welcomer by NYSENA at registration</p>	<p>Mary Harwood, Ruth Reed and Justin Gerstein</p>

<p>Cost of Conference</p>	<p>Increase Conference Cost-have not increased in years          Bundle conference cost/Gala          Separate cost-conference/gala/advance practice</p>	<p>Conference Chair/Gala Chair/Board          Will make recommendatios/decisions</p>
<p>Advance Practice-Ultrasound</p>	<p>MaryLou Killian</p>	<p>MaryLou to have cost/information to Sue by end of Month August by (September 1 2019)</p>
<p><b>MONTHLY PHONE TelaCONFERENCE</b></p>	<p>1<sup>st</sup> TUESDAY of the MONTH @7pm          Except October 2019 (will be the 2<sup>nd</sup> Tuesday)- due to National ENA Conference in Austin, Texas</p>	<p>Conference call in information via email from chair</p>

Topic	Discussion	Action
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<p>Vendor Contracts</p>	<p>Renee will edit/write letter as Gala this year has vendor only one day- need to ensure vendors aware of 50<sup>th</sup> Gala event and one full day with attendees</p> <p>Large signage and posters to showcase certain vendors. Large vendors get first choice in room in room location. Encourage ENA members to support our exhibitors. - "BINGO" "vendor signs cards Confusion regarding vendor payment and registration - List of attendees to be available to the vendors.</p> <p>Friday-Lunch with Vendors</p>	<p>Renee will forward letter</p> <p>Evaluate 2019 prospectus and make needed corrections. Remind exhibitors that they will have only the one full day-Friday d/t Gala this year Also add that space in room is not guaranteed, vendor may be moved to hallway. Include this in the vendor contract. GGG to give notification to treasurer and conference vendor when payment received. Statement in the brochure stating same and to contact conference committee if attendees have conflict of same.</p> <p>Bingo games/Picnic style lunch</p>
<p>Raffle</p>	<p>1-basket from each chapter only, no other raffle items Theme- 50<sup>th</sup> Golden Anniversary Theme Basket</p>	<p>Mickey Forness</p>
<p>One day set up- Friday only Due to Gala</p>	<p>Raffle- Friday Evening with Vendors/Food/Drinks</p>	
<p>AWARDS</p>	<p>Will be given out at Gala-Thursday Eve</p>	<p>MaryAnn Portoro</p>

<p>Speakers</p> <p>Decide on education topics for conference.</p> <p>Decide how many pre-conference sessions.</p> <p>Sessions</p> <p>Student Nurses</p>	<p>List of potential topics discussed.</p> <p>Linda and I have discussed several speakers.</p> <p>Discussion regarding “pre-sessions” Gala has changed this year outlines for conference</p> <p>Include advance practice education – MaryLou Killian will be 100% responsible for this year</p> <p>Conference room can be broken into 3 smaller rooms or 1 large room</p> <p>Cost reminds Same as prior years</p>	<p>Linda will do the CEU application and send to ENA National</p> <p>MaryLou Killian committed to doing Advance session</p> <p>Due to Gala, will need to be creative with speakers, Linda and Sue will set up outline for speakers</p> <p>Opening session Closing session</p> <p>Mickey Forness</p>
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