**Minutes of Meeting**

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| **Location: Kershaw Health Resource Center** |  | **Recorder:** | GINA CARBINO, BSN, RN, CEN, SANE-A |
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**DATE/ TIME: 01/09/2015 @ 1200 Group:SC - ENA Lead:** PATRICIA GRIFFITH, BSN, RN, CEN

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| **TOPIC/ AGENDA** | **DISCUSSION/CONCLUSION** | **RECOMMENDATION/ACTION**  ***(including what, who and when)*** | **X TO FOLLOW UP** |
| Welcome | Pat Griffith, current SCENA President, introduced herself and thanked everyone for coming. Pat initiated around the room introductions, as well as a special thank you to April Wach and Kershaw Health for hosting the meeting. Quorum established. |  |  |
| Wins  Minutes | April Wach is starting the leadership academy for the South Carolina Hospital Association. Victoria Grainger was present and acknowledged as the SCENA Nurse of the Year. Shannon Godwin was acknowledged as the recipient of the SCENA Nurse Leader of the Year. Amanda Sipes was acknowledged as the Honorable Mention SCENA Nurse of the Year.  Nov 2014 minutes pending approval |  |  |
| Presidents report | Pat would like to adopt Laura’s motto of SCENA STRONG for 2014. Pat’s platform will be to go back to basics to help the many new members understand and make the best of their membership. Pat referenced the many resources available on national’s website to help facilitate his too. Vicky and Pam made leadership binders and distributed them to new officers. this will hopefully help all new SCENA leadership succeed in their role. Pat’s goal is to take SCENA’s membership over 700 during her presidency as well as strengthen the current member’s knowledge and engagement. |  |  |
| Presidents Elect | Nothing to report except a humbled thank you for the election |  |  |
| Secretary | Nothing to report. A special thank you to the SCENA members for the election. |  |  |
| Treasurers report | See SCENA treasurer report. **For specific mention:** Julie would like to make sure everyone has their correct email with national. Pat has made contact group list and is sending out to the EB. | make further decisions on additional golf funds |  |
| OLD Business | Golf tournament (this is included in treasurer's report) |  |  |
| NEW Business | This year to increase collaboration, communication , and consistency all chapter leaders (president, pres-elect, and secretary) will receive any SCENA business via emails. Vicky also reviewed proper email etiquette and referenced national’s policy. This included the state leaders BCCing all members to keep their personal information private. It was agreed that the president of each chapter should ensure that their members have the accurate information on the national spreadsheet. Vicky and Gina states that as chapter president you can log into your member spreadsheet and ensure all info is accurate for your members. Another way is to make a list of the members who you get an “email kickback” from. Obtain their current and preferred information and email component relations with your updated list info. You can also ask the member to do it himself or herself.  The Peds conference on Feb 6 in Greenville was discussed. SCENA has a booth there. Cheryl has a scheduling conflict and is no longer able to man the booth. Bonnie stated she would be there and help in any way she can. SCENA will sell t-shirts there to help increase incoming funds for SCENA.  Laura will be championing the revamping of our scholarship and state delegate form. She will have a proof for vote at next state meeting on Feb 13. Ideas and brainstorming were held about the point system. It has already been established that it is required if phoning in to the meeting in order to receive credit for attendance you must be on the call length for the entire meeting. It was discussed that in person attendance would count as more points than phoning in. It was discussed to separate the scholarship and delegate form as SCENA has grown to such a large body of members. Points for fundraising efforts, attendance to national conference, voting in elections, or other professional advancement or engagement activities. Recruitment activities for other members was discussed to be included as points. Vicky mentioned having a liaison at each hospital in your chapter’s geographic spread. Gina initiated this last year for Coastal and it is working really well. This liaison would be the contact point for meetings, flyers, and hand out member apps. This person would have be able to get “points” for this role on scholarships and delegates application.  Scholarship was discussed to include certifications, continuing education activities, classes, and conferences.  EB is going to meet for SOPs to finalize the required. Gina has reformatted all the existing policies into a consistent format that mimics national and has a more professional appeal. With multiple people involved it is has been increasingly difficult to coordinate schedules to meet to edit and make finalizations. A smaller group will work on them and then mail out to the state council for edits and suggestions. Then after they are polished they will be mailed to members.  Laura is heading up State Achievement award and will consult Gina if she needs help.  Each chapter and the state has an end of year report (2014) that is required by National. However national has not sent out the link or email regarding this yet. Without this it can not be completed. Laura has graciously contacted national regarding this matter.  Julie discussed tweaking our scholarship to include an in state/in organization scholarship. We always do a scholarship on a national level and we will continue to do this. However we have been so successful over the past few years thanks to the hard work and dedication to our members that we have the opportunity to offer an in organization scholarship. Many suggestions were made by various members as to what to include for scholarship reimbursement. Bonnie suggested we sponsor more people to attend national conference. Vickie suggested formal education as well as national certifications. Gina mentioned that there should a formal committee, policy, and form formally agreed and voted on that includes a list of approved scholarship opportunities.  It was agreed that additional SCENA “spending” money goes back directly to the members in state. Vicky reiterated her passion about SCENA sponsoring and encouraging educational opportunities.  Bonnie motioned to have these funds available for state education opportunities and national conference attendance. Vicky seconded that motion. It was agreed that this will be finalized at a later date as what will be included as acceptable scholarship opportunities.  National Leadership conference was discussed. Pat encourage engagement and involvement with all officers at a state and chapter level. It was agreed that funds will be available to Each chapter President. In the event that they are unable to attend these funds would be able to be used for this purpose only for the pres-elect or sec to attend to increase engagement and representation from each chapter. It is encourage that each chapter also support their officers to attend. Government affairs chair will be sponsored by SCENA as well as the EB minus the past president.  SCENA Facebook and the SCENA group Facebook page was discussed and the differences described to members. The SCENA group page will become a private group page as an additional media platform for SCENA business. Also please encourage your friends and coworkers to like our FB page.  Pat again thanked everyone for their attendance and dedication to our profession. Pat opened floor up for questions.  **SCENA STRONG!!!!!!!!** |  |  |
| Attendees | Pat Griffith, Melissa felder, Ellie Encapera, Laura Gallager, Julie Jones, Vicky Grainger, April Wach, Susan Douglas, Bonnie Garner, Kristy Judd, Merideth Spell, Mel Stoutenburg, Nyishah Samaniego, Lina Delacruz, Linda Payne, Pam Shealy, Gina Carbino (tele), Cheryl Randall (tele)  **TOTAL: 18** |  |  |

Meeting adjourned: 1446 Next meeting: February 13, 2015 @ 1200 via teleconference (712-432-1212; code 940876315#)