



# Budget Planning

	<i>Objectives/Strategies</i>	ENA Contact
1.1	<i>Provide educational offerings to meet the clinical and leadership needs of the membership</i>	
1.1A	Colorado ENA will provide 2 meeting participants' (in person or on zoom) with one item not to exceed \$100 from the ENA website using the drawing system. If purchase over \$100 member will cover the additional cost. One per member per calendar.	Amy Boren
1.1B	Colorado ENA will host a TCRN review course in 2019 along with Continuing Education Hours. Location and date to be determined.	Cindy Joseph/ Amy Boren
1.1C	Colorado ENA will sponsor travel to the 2019 Leadership orientation in Chicago. Five (6) total participants. At the conclusion of the Leadership orientation, Board Members, Board Elect and Government Affairs will be reimbursed for travel, lodging (for 3 nights), food and per diem expenses. Compensation over \$600.00 is taxable income. Colorado ENA will also sponsor travel SCLO for Membership Chair.  All receipts required to be submitted to Treasurer prior to reimbursement	Jeanne Schuppe
1.1D	Reimburse up to 5 members per month for ENA mental health course. Members not selected in a given month will remain in pool through fiscal year.	
1.2	<i>Promote Education of Emergency Nurses</i>	
1.2A	Colorado ENA will provide a one day state conference in 2019	Andrea and committee/Jeanne
1.3	<i>Promote attendance at General Assembly, 2019 ENA Annual Conference to enhance knowledge and awareness of current trends and issues in Emergency Nursing.</i>	
1.3A	Fund delegates and alternates to attend (# determined by National ENA) General Assembly. Attendance is required throughout the entire assembly and the Delegate/Alternate must be present at all voting sessions. Delegates are selected based on activity in Colorado ENA, with 3 slots reserved for first time delegates to support new member participation. Please refer to the	Caitlin Nave

	<p>Delegate Point Sheet. Applicants must be active ENA members at the time of selection, through the general assembly.</p> <p>The completed Point Sheet and a letter of intent must be received by the Delegate Chair (Secretary) Caitlin Nave, by June 1, 2019. Delegates will be notified by June 15, 2019.</p> <p>Delegates may submit for up to \$1200 direct reimbursement for expenses r/t general assembly. Delegates who register for the conference following general assembly may submit for reimbursement for conference registration fee. Compensation over \$600.00 is taxable income.</p> <p>Fund one dinner meeting with Colorado Delegates at General Assembly</p>	<p>Amy Boren</p> <p>Jeanne Schuppe</p>
1.3B	<p>Provide four (4) scholarship registrations to the Emergency Nursing Conference. Recipients will receive a stipend of \$1200 to be applied to early registration and travel. Recipient(s) to be chosen by drawing from submitted written requests to attend.</p> <p>The written request to attend must be received by ENA council secretary (<a href="mailto:Secretary@coloradoena.org">Secretary@coloradoena.org</a>) by midnight June 1, 2019. Recipients will be notified by June 15, 2019. Delegates and alternates are not eligible. Compensation over \$600.00 is taxable income. Applicants must be active members at the time of selection through the conference.</p> <p>Recipients must complete a Request for Reimbursement Form and submit receipts to ENA council treasurer (<a href="mailto:Treasurer@coloradoena.org">Treasurer@coloradoena.org</a>)</p>	<p>Caitlin Nave</p> <p>Amy Boren</p>
1.4	<p><i>Provide reimbursement of monies used for educational offerings relevant to emergency nursing.</i></p>	
1.4A	<p>Award registration fee(s) reimbursement up to \$100.00 for an adult/pediatric course (5 per quarter Conferences with in calendar quarter March 31<sup>st</sup>, June 30<sup>th</sup>, Sept 30<sup>th</sup>, Dec 31<sup>st</sup>).</p> <p>Applicants must complete the Paid Registration Fee Form and submit the form, the conference / course brochure and CE certificate to ENA state treasurer. If approved, registration fees (up to \$100.00 per member) will be reimbursed to the member following attendance of conference or course.</p> <p>The Paid Registration Fee Form is available from the “Forms” link on the main web page. Please review application process on the form. Total funds will be available with a quarterly maximum.</p>	<p>Amy Boren</p>

	Applicants must be active members at the time of the conference.	
1.5	<i>Proved general education funding for Colorado ENA members pursuing higher education in Nursing (ADN to BSN, BSN to MSN, etc)</i>	
1.5A	<p>Scholarships:</p> <ul style="list-style-type: none"> <li>• (3) \$1,000. Scholarships for nurses pursuing a BSN degree</li> <li>• (2) \$2,500.00 scholarship for nurses pursuing a MSN degree</li> <li>• (1) \$3,000 scholarship for nurses pursuing a doctorate degree</li> </ul> <p>Applicants must complete the Request Application and all required documents. All items must be submitted to Education Chair by the deadline listed below. Scholarships will be awarded annually, payable directly to the attending educational institution. The recipients will be selected by criteria, as set by the selection committee. Requirements can be found on the “Forms” link on the main web page. Limit one higher education funds award, per member every three years.</p> <p>Deadline: June 1, 2019 to Secretary@Coloradoena.org</p>	Caitlin Nave

**1. Professional Advocacy: Enhancing relations with other organizations**

	<i>Objectives/Strategies</i>	ENA Contact
2.1	<i>Increase collaboration with other professional organizations</i>	
2.1A	Interdisciplinary collaboration	TBD

**2. Promote growth of Colorado ENA Committees**

	<i>Objectives/Strategies</i>	ENA Contact
3.1	<p>CO ENA 2019 standard work for utilizing committee budget. Chairs will develop a budget for committee use in the same fiscal year. Chairs are encouraged to be innovative with budget to promote committee goals.</p> <p>Principles of budget monitoring and reporting</p> <ul style="list-style-type: none"> <li>• Chairs are responsible for the economic, efficient and effective use of budgets</li> </ul>	Board Member Mentor as assigned

	<ul style="list-style-type: none"> <li>• The monitoring of expenditure against budget should be undertaken every quarter via simple itemized finance report to the Treasurer and, where appropriate, at a more detailed level by the individual budget holders.</li> <li>• Regular monitoring of both income and expenditure should take place and the results of such monitoring should be appropriately documented</li> <li>• Chairs are required to stay within budget and any anticipated overage approved by the CO ENA board prior to occurring a deficit budget</li> <li>• Expenses will be reimbursed with a valid receipt</li> <li>• Good financial stewardship is expected with CO ENA funds – The funds are generated by ENA membership. Please remember financial stewardship is the assumption of responsibility of the financial well- being of another or a group. The expectation being that this responsibility will be carried out with great care, keeping in mind the good of the individual or group being served. Financial stewards have been entrusted with the financial resources of another. There is an expectation of care to be followed when acting as a steward. A financial steward would be expected to make those decisions which would best benefit the individual or group whose financial assets are being cared for; managing expenses, responsible investing, and accountability.</li> </ul> <p><b>All Colorado ENA Committee Chairs will be assigned a Board Member as a point person and mentor.</b></p>	
3.2	<b><i>Trauma Nursing Core Course (TNCC/ENPC)- Promote Growth of TNCC within the State of Colorado</i></b>	
3.2A	<p>Continuation of TNCC-Provider courses throughout the state. The chairperson will provide a written quarterly report to State Council President, two weeks prior to the regularly scheduled quarterly meetings Report will be included in the appropriate meeting minutes and published on the website.</p> <p>Continuation of ENPC-Provider courses throughout the state. The chairperson will provide a written quarterly report to State Council President, two weeks prior to the regularly scheduled quarterly meetings. Report will be included in the appropriate meeting minutes and published on the website.</p>	Chair: Eric Christensen /Amy Boren
3.3	<b><i>Government Affairs- Enhance members’ knowledge and participation in government affairs</i></b>	
3.3A	Provide monies for GA Chairperson and Board Sponsor to attend the 2018 Day on the Hill. Airfare, hotel	Chair: Chelsea Collins/Jeanne

	and daily stipend based on national standards will be provided.	
3.3B	The chairperson will provide a written quarterly report to State Council President, two weeks prior to the regularly scheduled quarterly meetings. Report will be included in the appropriate meeting minutes and published on the website.	
3.3C	Communicate issues of reform for each timeframe that the house of delegates is in session.	
3.3D	Monitor activities regarding reform at state level. Action: Activities are monitored via the CNA Legislative Action Committee then reported to the membership via the website, email blasts and twitter feeds.	
3.4	<b><i>Institute for Quality, Safety and Injury Prevention (IQSIP)- Promote injury prevention activities by Colorado ENA members</i></b>	
3.4A	Provide grants to fund injury prevention activities by members for injury prevention activities.  Submit a completed Injury Prevention Request for Funds Form to IQSIP Chairperson. Activities must be reported to IQSIP institute chairperson in order to be reimbursed. Eligible activities may include (although are not limited to ) include gun safety, alcohol awareness, bicycle helmet, child passenger safety, texting and driving, domestic violence and other general injury prevention programs as approved by Colorado ENA board. The form for reporting activity can be accessed from the “Forms” link on the main webpage.	IQSIP Chair: Karla Kelly  Sharon Schultz
3.4B	Recognize all New Lantern award winners with department gift up to \$200 and meeting refreshment up to \$50	Jennifer Van Cura
3.5	<b><i>Membership- Promote recruitment and retention for membership in Colorado ENA</i></b>	
3.5A	Continued recruitment of new members: Goal for 2019: 1050 members	Kellee Smith/Caitlin
3.5B	Attempt to improve retention of members about to expire. Along with committee, develop a mechanism to contact ENA members about to expire and invite them to renew. Remind them of Colorado ENA Benefits.	Kellee
3.5C	Re-establish Emergency Department Liaison program to include FSED, Microhospitals	Kellee

3.6	<b>Member Communication/Media Chair-</b> <i>Promote public and membership awareness of Colorado ENA</i>	
3.6A	Utilize media access, Facebook, Twitter, Linked IN and other online communication outlets to promote emergency nursing. All accounts will be created and owned by Colorado ENA, and administered by Media chair and committee.	Website: Amy Social Media: Jennifer Van Cura
3.7	<b>Education /Certification Chair -</b> <i>Promote education offerings for Colorado ENA members</i>	
3.7A	Propose and develop education offerings for the benefit of Colorado ENA members; <ul style="list-style-type: none"> <li>• Education presentation at member meetings</li> <li>• Education Scholarships</li> <li>• Specialty Education offerings</li> <li>• Thank you gift for speakers who volunteer</li> </ul>	Cindy Joseph/Amy Boren

### 3. Promote Interest in Research Activities

	<i>Objectives/Strategies</i>	ENA Contact
4.1	<i>Increase nursing involvement in research</i>	
4.1A	Provide (1) \$5000.00 grant to subsidize emergency nursing related research projects. Must be IRB approved. Submit Grant Application to Education Chair. Research Grant Application can be found on the "Forms" link on the main page. Refer to SOP for eligibility requirements. Limited to one application per member annually. Deadline June 1 <sup>st</sup> , 2019. Applications submitted after June 1 <sup>st</sup> may be considered by the board. Within 6 months of IRB approval.	Caitlin Nave

### 4. Promote the Emergency Nurses Association Foundation (ENAF)

	<i>Objectives/Strategies</i>	ENA Contact
5.1	<i>Promote fundraising and involvement of Colorado ENA members in ENAF</i>	
5.1A	Colorado ENA will donate money to ENAF for named scholarship, <i>Colorado ENA Scholarship</i> . Due 5/1/2019	Jeanne Schuppe Amy Boren

## 5. Enhance and Promote Communication through the Colorado ENA Website

	<i>Objectives/Strategies</i>	ENA Contact
6.1	<i>To enhance and promote ENA by maintaining the CO ENA website with current information</i>	
6.1A	The webmaster will solicit information from Officers, Committee Chairs and general membership and maintain the website with current information.	Amy Boren
6.1B	Meeting minutes will be maintained on the website. Committee reports will be included in the meeting minutes	Amy/Caitlin
6.1C	Maintenance of website including program updates	Amy

## 6. Provide Economic Well Being for Colorado ENA

	<i>Objectives/Strategies</i>	ENA Contact
7.1	<i>Maintain articles of Incorporation/Charitable Organization Fees</i>	
7.1A	The filing and responsibilities of maintenance of the Annual report and the Charitable Organization form with Colorado Secretary of State to be completed by Council Treasurer	Amy Boren
7.2	<i>Maintain Liability and Board of Director Insurance to protect state council</i>	
7.2A	Colorado ENA to maintain liability insurance for the Executive Board Members. In the event that National ENA does not cover this expense, it will be absorbed by the COLORADO ENA with terms of 1 million / 5 million, no (0) deductible.	Covered by National
7.3	<i>Create a mechanism for fluid movement of funds with limited risk</i>	
7.3A	Colorado ENA to maintain a separate interest bearing savings account: Goal is to have an interest earning account where we can move funds back and forth. \$100.00 will be transferred from checking to savings account monthly. <b>Pending bylaw changes</b>	Amy Boren
7.4	<i>Provide for the administrative costs associated with running Colorado ENA</i>	
7.4A	Plan and budget for administrative costs including: All Colorado ENA accounts, recurring expenses will be managed by CO ENA. <ul style="list-style-type: none"> <li>• Membership meetings (snacks/beverages)- up to \$200/meeting</li> <li>• Tax preparation – Need CPA (\$400/yr.)</li> </ul>	Amy Boren

	<ul style="list-style-type: none"> <li>• Computer updates/software (Quickbooks \$120)</li> <li>• Microsoft Office Suite (\$100)</li> <li>• Event registration service/software</li> <li>• Meeting communication software (constant contact?) (\$200/yr.)*</li> <li>• Web communication for meetings (Zoom account) 15\$/month</li> <li>• Survey Monkey</li> <li>• Postage and Delivery</li> <li>• Printing and reproduction \$ 500/yr</li> <li>• Business Cards 40\$</li> <li>• Name tags \$30</li> <li>• Bi-annual audit and Financial Planning at the minimum every other year or with Office Change - (Need to create policy for this )</li> </ul>	
7.4b	<p>Board Member Expenses</p> <ul style="list-style-type: none"> <li>• Travel for membership meeting (mileage/hotel) \$1000.00</li> <li>• Food for board meetings (restaurant or purchased meals) \$1500.00</li> </ul>	
7.4c	Membership Meeting (snacks/beverages) - up to \$200/meeting	

### 7. Continued Re-evaluation of the Strategic Plan Board Succession

	Objectives/Strategies	ENA Contact
8.1	<i>State council board members will meet, discuss and evaluate the Current Strategic plan, making adjustments where necessary.</i>	
8.1A	State council board members will evaluate reports from various committee chairs and those needs presented by general membership. Adjustments will be made accordingly, considering finances, resources and personnel available at that time.	Board Members
8.2	Board will review and approve the SP prior to January 31 of each new fiscal year.	
8.3	Board will review and update the SOP at a minimum of every two years.	
8.4	<p>Mentorship/Role Transition</p> <ul style="list-style-type: none"> <li>• Standard Work for board members</li> <li>• Standard work for succession handoff</li> </ul>	



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|  | <ul style="list-style-type: none"><li>• Standard work for committee chairs</li></ul> |  |
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