



Budget Planning Notes 2022

Colorado State Council

Education for Members

Index	Objectives/Strategies	ENA Contact
1.1A	Colorado ENA will provide 2 meeting participants (in person or on zoom) with a gift from the ENA website, ENA Foundation donation, or ENA supported vendors not to exceed \$100 using the drawing system. If purchase over \$100 member will cover the additional cost. One per member per calendar year.	Kory Scheideman
1.1B	Colorado ENA will host a BCEN review course in 2022 along with Continuing Education Hours. Location and date to be determined. CPEN or TCRN	Education Chair/Andrea
1.1C	Colorado ENA will sponsor travel to the 2022 Leadership. No travel required this year (Virtual) *Compensation over \$600.00 is taxable income. *All receipts required to be submitted to Treasurer prior to reimbursement using reimbursement form	Amy/Eric/Kory
1.1D	Reimburse up to 5 members per month for ENA online courses such as mental health course, CATN, GENE, and other courses as approved by board. Members not selected in a given month will remain in pool through fiscal year. Receipt and CEUs submission required. 1 course per year per member.	Kory
1.2A	Colorado ENA will provide a state conference in 2022; goal of hosting 250 participants	Conference Planning/Cindy and Andrea
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 slots reserved for first time delegates to support new member participation. Please refer to the Delegate Point Sheet. Applicants must be active ENA members at the time of selection, through the general assembly. The completed Point Sheet and a letter of intent must be received by the Delegate Chair	Kory

	<p>(Secretary) Andrea Moore, by June 1, 2022. Delegates will be notified by June 15, 2022.</p> <p>Delegates who register for the conference following general assembly may submit for reimbursement for conference registration fee.</p> <p>*Compensation over \$600.00 is taxable income.</p> <p>Fund one dinner meeting with Colorado Delegates at General Assembly</p>	Amy
1.3B	<p>Provide sixteen (16) scholarship registrations to the National Emergency Nursing Association Conference. Recipients will receive a stipend of \$1200 to be applied to registration and expenses. Recipients to be chosen by drawing. 2022 ENA conference in Denver, increased from 8 to 16 people. Preference to booth volunteer.</p> <p>Applications must be received by ENA council secretary (Secretary@coloradoena.org) by midnight June 1, 2022. Recipients will be notified by June 15, 2021. Delegates and alternates are not eligible. *Compensation over \$600.00 is taxable income. Direct reimbursement is recommended.</p> <p>*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 (Treasurer@coloradoena.org)</p>	<p>Andrea</p> <p>Kory</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 31st, June 30th, Sept 30th, Dec 31st).</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. Applicants must be active members at the time of the conference.</p>	Kory
1.5A	<p>Scholarships:</p> <ul style="list-style-type: none"> \$4,000. Scholarships for nurses pursuing a BSN or ADN degree 	<p>Andrea Moore</p> <p>Cindy Joseph</p>

	<ul style="list-style-type: none"> • \$10,000 scholarships for nurses pursuing a MSN degree • \$6,000 scholarships for nurses pursuing a doctorate degree <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 two years.</p> <p>Deadline: June 1, 2022 to Secretary@Coloradoena.org</p>	
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Professional Advocacy: Enhancing relations with other organizations

Index	Objectives/Strategies	ENA Contact
2.1A	Interdisciplinary collaboration	Amy Boren

Promote growth of Colorado ENA Committees

Index	Objectives/Strategies	ENA Contact
3.1	<p>CO ENA 2020 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"> • Chairs are responsible for the economic, efficient and effective use of budgets • 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. • Regular monitoring of both income and expenditure should take place and the results of such monitoring should be appropriately documented • Chairs are required to stay within budget and any anticipated overage approved by the CO ENA board prior to occurring a deficit budget • Expenses will be reimbursed with a valid receipt 	Board Member Mentor as assigned

	<ul style="list-style-type: none"> • 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. <p>All Colorado ENA Committee Chairs will be assigned a Board Member as a point person and mentor.</p>	
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> <p>Max \$1500 for instructor roundup and remaining \$1500 to be used for committee use and instructor monitoring.</p>	Chair: Eric Christensen,
3.3A	Provide monies for selected members to attend the 2022 Day on the Hill. Number of members selected determined by National ENA.	Eric / Gov Affairs Chair Deb Skeen
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.	Gov Affairs Chair- Deb Skeen
3.3C	Communicate issues of reform for each timeframe that the house of delegates is in session.	Gov Affairs Chair
3.3D	Monitor activities regarding reform at state level and communicate information to membership.	Gov Affairs Chair
3.4A	Provide grants to fund injury prevention activities by members for injury prevention activities.	IQSIP Chair:

	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.	Christina Kuehster/ Randi Koch
3.4B	Recognize all New Lantern award winners	Eric Christensen
3.5A	Continued recruitment of new members: Goal for 2022: 1300 members	Membership/ Amy Boren
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.	Mike Archuleta
3.5C	Re-establish Emergency Department Liaison program to include FSED, Microhospitals	Membership committee
3.6A	Utilize social media access such as 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.	Social Media: all board members with SM accounts
3.7A	Propose and develop education offerings for the benefit of Colorado ENA members; <ul style="list-style-type: none"> • Education presentation at member meetings • Education Scholarships • Specialty Education offerings • Thank you gift for speakers who volunteer • 	Education Chair Cindy Joseph

Promote Interest in Research Activities

Index	Objectives/Strategies	ENA Contact
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 st , 2022 Applications submitted after June 1 st may be considered	Eric Christensen

	by the board. Within 6 months of IRB approval.	
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Promote the Emergency Nurses Association Foundation (ENAF)

Index	Objectives/Strategies	ENAF Contact
5.1A	Colorado ENA will donate \$5000 to ENAF for named scholarship, <i>Colorado ENA Scholarship</i> . Fundraising Committee with raise at least an additional 10% (\$500) to donate Due 5/1/2022	Amy Kory Fundraising Chair

Enhance and Promote Communication through the Colorado ENA Website

Index	Objectives/Strategies	ENAF Contact
6.1A	The webmaster will solicit information from Officers, Committee Chairs and general membership and maintain the website with current information.	Amy
6.1B	Meeting minutes will be maintained on the website. Committee reports will be included in the meeting minutes	Amy/ Andrea
6.1C	Maintenance of website including program updates	Amy

Provide Economic Well Being for Colorado ENA

Index	Objectives/Strategies	ENAF Contact
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	Kory
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
7.3A	Evaluate and take action regarding investing for financial longevity	Kory
7.4A	Plan and budget for administrative costs including: All Colorado ENA accounts, recurring expenses will be managed by CO ENA. Examples below: <ul style="list-style-type: none"> • Tax preparation – Need CPA (\$400/yr.) • Computer updates/software (Quickbooks \$120) • Microsoft Office Suite (\$900) 	Kory

	<ul style="list-style-type: none"> • Event registration service/software • Communication software (\$250/yr.) • Survey Monkey • Sendgrid (email service) \$180 • Postage and Delivery • Printing and reproduction \$ 500/yr • Business Cards \$40 • Name tags \$40 • Mail postcard invites twice a year? \$2400 • Pins (past president) \$300 	
7.4b	<p>Board Member Expenses</p> <ul style="list-style-type: none"> • Travel for membership meeting (mileage/hotel) \$1000.00 • Food for board meetings (restaurant or purchased meals) \$1500.00 	Kory
7.4c	Membership Meeting (snacks/beverages) - up to \$200/meeting	As Assigned/ Kory
7.4d	Membership Engagement/Resilience (dinner, hike, ...)	

Continued Re-evaluation of the Strategic Plan Board Succession

Index	Objectives/Strategies	ENA Contact
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"> • Standard Work for board members • Standard work for succession handoff • Standard work for committee chairs <p>Host an even in 2022—getting involved zoom meeting</p>	

Index	Objectives/Strategies	ENA Contact
9.2a	State Pin Creation cost	Amy
9.2b	State Host for National Conference Supplies, shirts, etc for manning booth	Amy

Approved 1/11/2022