



MICHIGAN EMERGENCY NURSES ASSOCIATION Strategic Plan 2015-2019

Our Mission:

To promote the advancement, development, and safe practice in the specialty of Emergency Nursing throughout the State of Michigan

Note: All member benefits require current Michigan ENA membership unless otherwise noted

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1. Professional Development of Michigan ENA Members

	Objectives/Strategies	ENA Contact	Budget
1.1	<i>Provide educational offerings to meet the clinical and leadership needs of the membership</i>		
1.1A	Michigan ENA will host a CEN review course or TNCC or ENPC instructor course in 2015 ENA Conference along with Continuing Education Hours. At Soaring Eagle with the Spring Conference 2015 , 2016, 2017	Marilyn Enriquez Geri Muller	
1.2	<i>Provide financial commitment to a Webmaster, on hold 2015</i>	Webmaster On hold 2015	
1.2A	Enhance a Manager's forum <ul style="list-style-type: none"> a. Develop a hyperlink to National Done 2015 b. Invite people to the Manager's forum (WHEN?) 	Website hyperlink	
1.2B	Enhance our Triage Notes Newsletter with "Best Practices" Articles <ul style="list-style-type: none"> a. Solicit Members for articles of Best Practice 	Chapter Leaders	
1.3	<i>Promote attendance at General Assembly, Scientific Assembly and ENA Leadership conference to enhance knowledge and awareness of current trends and issues in Emergency Nursing.</i>	Chapter Leaders	
1.3A	<i>Develop a Scholarship from MENA for a member to go to the National ENA Conference yearly</i>	If budget allows	\$

	<i>A. Evaluate yearly in November if MENA is able to incorporate a scholarship, depending on Finances to help one MENA member to go to the National ENA Conference</i>		
1.3A	<i>Fund State Board Member to attend Las Vegas 2015 and respectively 2016 and 2017 , Feb 19th and 20th 2015 as opportunity presents</i>	Board	budget
1.3B	Fund delegates to attend (# determined by National ENA) General Assembly in Florida, October 2015. (2016 and 2017 respectively)Attendance is required throughout the entire assembly and the Delegate must be present at all voting sessions. Delegates are selected based on activity in Michigan ENA. Please refer to the Delegate Point Sheet. The completed Point Sheet must be received by the Delegate Chair by April 1 2015 (If Driving Mileage reimbursement at current rate-not to exceed cost of plane fare)	Foundation Scholarship	\$
1.3C	Develop advocacy education at our conference for a political voice (table for conference) a. Yearly, pick our capitol day and get a group together, possibly partner with MCEP to discuss workplace violence b. Take this to the executive committee	Executive Committee Government Affairs	\$
1.4	<i>Provide reimbursement of monies used for educational offerings relevant to emergency nursing. TNCC and ENPC instructors with course revisions-</i>	TNCC and ENPCC Chair	
1.5	<i>Proved general education funding for Michigan ENA members pursuing higher education in Nursing (ADN to BSN, BSN to MSN, etc)</i>	Scholarship Fund	
1.6	<i>Provide provisions and opportunity for Strategic Planning for 2017-2019</i>	2019	

2. Professional Advocacy: Enhancing relations and awareness

	Objectives/Strategies	ENA Contact	Budget
2.1	<i>Increase collaboration with other professional organizations</i>		
2.1A	Partner with MCEP, STN for collaborative practice	National – Members	
2.1B	Get involved in the community Student Nurse Association, have our president reach out to the president of the Student Nurses Association	Past-President Membership Sherri and or Stephanie	

2.Promote of Professional image

	<i>Objectives/Strategies</i>	ENA Contact	Budget
2.2	<p>MICHIGAN ENA 2015-2019 standard work for utilizing your budget Purpose Managing a budget is the same as creating a financial strategy. In the coming year you are encouraged to be innovative with your budget to promote your committee. Guideline are provided the flexible nature of budgets, and projects in general, it's very hard to pin down costs to an exact figure at the early stages of the project. And it's not a good idea either, unless you are absolutely 100% sure that your estimation is spot on and will not change. So if you can use ranges for your estimates, do. Principles of budget monitoring and reporting</p> <ul style="list-style-type: none"> • You 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. Budget requests must be submitted to the board before meeting dates. • You are required to stay within your budget and any anticipated overage approved by the CO ENA board prior to occurring a deficit budget Annual Budget approval shall be completed yearly during the November meeting • Expenses will be reimbursed with a valid receipt and paper work turned into the treasure. • Good financial stewardship is expected with Michigan 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 	Board Member Mentor as assigned	

	being cared for; managing expenses, responsible investing, and accountability. All MICHIGAN ENA Committee Chairs will be assigned a Board Member as a point person and mentor.		
2.3	<i>Emergency Nurses Provider Course (ENPC)- Promote Access of ENPC within the State of Michigan</i>	Continue to place Classes on MENA website	
2.3A	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.	Advocate Classes to those in need	
2.4	<i>Trauma Nursing Core Course (TNCC)- Promote Access of TNCC within the State of Michigan</i>	Continue to place class on MENA website	
2.4A	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.	Advocate Classes to those in Need	
2.5	<i>Government Affairs- Enhance members' knowledge and participation in government affairs</i>		
2.5A	Provide monies for GA Chairperson and Board Sponsor to attend the 2015(2016 AND 2017) Day on the Hill. Airfare, hotel and daily stipend based on national standards will be provided.	Board- 2 to go 2015- Government Affairs	
2.5B	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.		
2.6C	Communicate issues of reform for each timeframe that the house of delegates is in session.		
2.7D	Monitor activities regarding reform at state level. Action: Activities are monitored via the Legislative Action Committee then reported to the membership via the website, email blasts and twitter feeds.		
2.8	<i>Institute for Quality, Safety and Injury Prevention (IQSIP)- Promote injury prevention activities by Michigan</i>	Dianne Wren New chair	

	<i>ENA members Resolutions from National will help Develop plan for coming year.</i>		
2.8A	Partner with helmet people to educate and promote helmet use promote gun locks- go to malls to promote helmet use –partner with gunlock distributors to give away gun locks	Chapter level	
2.9	Membership- <i>Promote recruitment and retention for membership in Michigan ENA</i>	Stephanie & Sheri	
2.9A	Continued recruitment of new members: Goal for 2015: plus 1000 members	1027-down 250 members	
2.9B	Attempt to improve retention of members about to expire. Along with committee, develop a mechanism to contact ENA members about to expire in order to remind them of Michigan ENA Benefits.		
2.9C	Reinvigorate Emergency Department Liason program	Stephanie & Sheri	
2-3.0	Enhance Public Awareness and Communication- <i>Promote public awareness of the role of Emergency Nursing in Prevention of illness and injury</i>	Chair:	
2-3.0A	Utilize media access, face book, twitter and other online communication outlets to promote emergency nursing and to educate the public regarding injury prevention.	Naomi, Deb & Mark	

3.Promotion of Growth our Professional image and Communication

	<i>Objectives/Strategies</i>	ENA Contact	Budget
3.	<i>Check with our accountant (Bob) to see if it is possible to sell merchandise and clothing</i>	Kim Treasurer	
3.0A	Provide two (2) \$5000.00 grants to subsidize emergency nursing, related research projects. Must be IRB approved. Submit Grant Application to Nursing Practice Chair TBD. 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.		

Promote the Emergency Nurses Association Foundation (ENAF)

	<i>Objectives/Strategies</i>	ENA Contact	Budget
3.1	<i>Promote fundraising and involvement of Michigan ENA members in ENAF</i>	Chris Baker	
3.1A	Michigan ENA will donate money to ENAF.		700
3.1B	Participate in the ENAF silent auction at the Scientific Assembly: In the amount of to be purchased and	Dianne Wren	

	submitted for auction.		
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Enhance and Promote Communication through the Michigan ENA Website

	<i>Objectives/Strategies</i>	ENA Contact	Budget
3.2	<i>To enhance and promote ENA by maintaining the MI ENA website with current information</i>		
3.2A	The webmaster will solicit information from Officers, Committee Chairs and general membership and maintain the website with current information.	Tabled for 2015	
3.2B	Meeting minutes will be maintained on the website. Committee reports will be included in the meeting minutes	Mark Webmaster	
3.2C	Maintenance of website including program updates	Mark Webmaster	
3.2D	Enhance the flow of information from National ENA to our triage notes	4/per year	

3. Provide Economic Well Being for Michigan ENA

	<i>Objectives/Strategies</i>	ENA Contact	Budget
4.1	<i>Maintain articles of Incorporation/Charitable Organization Fees</i>		
4.1A	The filing and responsibilities of maintenance of the Annual report and the Charitable Organization form with Michigan Secretary of State to be completed by Kim Johnson, Council Treasurer	Table 2015	
4.2	<i>Maintain Liability and Board of Director Insurance to protect state council</i>	National / KIm	
4.2A	Michigan 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 Michigan ENA with terms of 1 million / 5 million, no (0) deductible.	Kim Treasurer	
4.3	<i>Create and maintain a mechanism for fluid movement of funds with limited risk</i>	2015-2019	
4.3A	Michigan 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 as needed.		
4.4	<i>Provide for the administrative costs associated with running Michigan ENA</i>	2015-2019	

4.4A	Plan and budget for administrative costs including: <ul style="list-style-type: none"> • Membership meetings (snacks/beverages)- \$75/meeting • Tax preparation • Computer updates/software (Quicken) • Meeting communication software (constant contact) • Postage and Delivery • Printing and reproduction • Back-up service for Quicken • Event registration service/software 		\$2000
4.5	Engage in Philanthropy <ul style="list-style-type: none"> • Contact National for guidance on how to do • Determine who we can solicit • Advertise on MENA website to donate a dollar amount (\$10.00) to “Love an ER Nurse” 	Directors MENA Board	

4. Continued Re-evaluation of the Strategic Plan

	<i>Objectives/Strategies</i>	ENA Contact	Budget
5.1	<i>State council board members will meet, discuss and evaluate the Current Strategic plan, making adjustments where necessary.</i>	Board Members	
5.1A	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	