

Houston Texas Association of Occupational Health Nurses Meeting



Minutes

Date: Tuesday, January 10, 2023
Time: 6:00 PM
Place: Virtual Meeting

Agenda: 6:00 PM – 7:00 PM Business Meeting

1. *Roll Call*
2. *Installation of Officers/Introduction of Board Members*
3. *Adoption of Minutes from last meeting*
4. *Reports*
5. *Old Business*
6. *New Business*
7. *Review of proposed chapter bylaw revision re: Officers serving in more than 1 role:*
 - *The proposed revision is attached. Please take a moment to review the proposed edits prior to the meeting so that we may have the opportunity to address any member concerns.*
 - *The Voting option for this by law change will be before the February meeting and the results discussed at the February meeting*
8. *Meeting in person: suggestions for venues along w/ hybrid option*
9. *Discussion*
10. *Adjournment motion:*
 - *1st and 2nd*

Call to order at 6:03 PM

Karen Parker

Roll call

Dawn Mopkins

Introduction of new Board Members or new Board positions and sworn in. Body agreed.

Introduction of current Board Members.

Debra Shoemaker to send Dawn Mopkins the meeting minutes from last Board meeting - done.

1. Antigoni introduced self and talked about the vendors that she has been speaking with. She was able to get a couple Pharm reps to host a live meeting, but no CEU's will be given. The Pharm reps usually have the meetings at a restaurant like a steak house. Antigoni also asked where everyone lives to get a central location for a restaurant. Karen spoke to Karen Ray from Select Physical about sponsoring a meeting and to get CEU's.

Amy Thornberry had given Antigoni the name of the person to obtain CEU's.

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Helen asked about getting occ health subjects and to make sure they are up to date topics not old topics that have been presented before.

Antigoni said the Pharm reps she has spoken to have the subjects of asthma and diabetes and a Pulmonologist will be presenting during the asthma presentation.

Karen asked all members to let the Board know if they have/know of vendors who give CEU's.

2. Evelyn reported as of January 3, 2023

Checking - \$10,963.43

Savings - \$16,978.91 (CD)

Jane asked about the amount if you join the national and Houston chapter.

Karen said if you join the national, state and Houston chapters the national will give the money to each individual chapter. If a member only joins the Houston chapter, then the Houston chapter will keep track of the member fees themselves.

Karen talked about how much the dues are for the Houston chapter being the least of all the chapters.

Helen thinks there is more to talk about on this subject. She thinks the structure needs to be talked about.

Karen said if you only go with the HTOHN then you need a tax ID number and a lot goes into it and we are not set up for that.

Helen said Evelyn has a tax ID number already.

Evelyn said AAOHN in 2019 changed it all up. All chapters are all sisters to each other i.e., Houston is a sister to Austin.

Karen said to leave this for discussion at a later time.

3. Christina went over the drafted edited By-Laws and informed the members of continuing to clean up the By-Laws this season. She also asked the members to bring any questions they may have about the By-Laws. She also informed the members that we will talk about the By-Laws again at the February meeting so they can be thinking of any questions after reviewing the By-Laws as they stand now.

Karen spoke about how hard it is getting members to run for office as to why the changes were made to vacancy in office.

Christina said to email her if anyone has any questions UTnurse07@gmail.com.

4. Karen asked about venues for future in-person meetings, and we will continue to have the Zoom meeting during the in-person meetings so everyone can join. Karen also said we need to make sure we have audio/video in place to have the Zoom meetings.

Katherine appreciated having the Zoom meeting and that they will be offered during the in-person meetings as she lives far away and can't make it to the in-person meetings.

5. Karen opened the floor for general discussion:

Katherine appreciates the Board and says the reports and the agenda are great.

Karen stated that we want to be transparent.

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Christina said the February meeting will be on Valentine's day do we want to change the date of the meeting. Members wanted to keep the same day.

Antigoni will not be able to attend and does not have a speaker set up for February.

Christina said we can have a Webinar.

Karen said maybe we can start in March with in-person meetings.

Jane had a follow-up question. Says the state pays for Zoom and we can use theirs.

Karen said the issue we are having right now with Zoom is Dawn has to wait for the verification code which goes through Evelyn's email, and you only have 10 minutes to retrieve the code and send back to Dawn. The problem is when Evelyn is not at her computer, and she misses the 10-minute window or does not give the code to Dawn quick enough for Dawn to enter it.

Evelyn said we need a new Zoom account and email.

Jane also said any presentation we need to keep for a certain number of years. They are recorded by Zoom and stored at the state.

Karen asked the question how are we going to archive our info and meetings?

Helen said each has their own archive length, (taxes and CEU's).

Karen said list what we have and find out what the retention is. Have Helen help with list and retention.

Helen said tax is 5-7 years and CEU's are 5 years.

Evelyn said when we get archives from Dina we could find out where it's maintained and how long for retention.

Helen said her husband has a Zoom account and if Evelyn wants to ask him any questions about Zoom accounts, she can ask him as he is a good resource.

Karen also asked where Zoom is saved.

Helen said she was Treasurer once and you can charge for viewing archived Webinars.

Evelyn said her HANP have great speakers. At their meetings they have food and CE's for \$35.00

Karen said Zoom can record the meetings and the admin can get the recordings. This will be set up in the contract and beginning of the meeting.

Christina said we can bring a guest to a meeting to maybe get new members.

Brooke said the state had her number wrong and they were slow to respond back to her.

Karen said another company maintains the national business and the vendor is slow in response.

Helen said to send a letter to the President of AAOHN about the slow response issue.

Adjourn – Judy motioned, Antigoni second

Meeting adjourned at 7:06 pm

Attendees:

1. Pam Mason
2. Rita Webb

14. Judy Perkins
15. Donna Hornbeck

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3. Debra Shoemaker
4. Dawn Mopkins
5. Evelyn Jackson
6. Jane Duty
7. Karen Parker
8. Katherine Moore
9. Antigoni Guevara
10. Christina Hegman
11. Helen Maher
12. Doris DeVries
13. Ruth Nginyi

16. Brooke Russell

President.....	Karen Parker, BSN RN
President Elect.....	Christina Hegman, MPH, BSN, RN, COHN-S
Secretary.....	Debra Shoemaker, RN, COHN
Treasurer.....	Evelyn Jackson, MSN, APRN, FNP-C
Director of Education.....	Antigoni Guevara, MSN, APRN, FNP-BC
Director II (Communications).....	Dawn Mopkins, MPH, MSN, RN, COHN-S
Elections Advisor.....	Christina Hegman, MPH, BSN, RN, COHN-S

Debbie Shoemaker, RN, COHN-S
Secretary, HTAOHN