

# Houston Texas Association of Occupational Health Nurses Meeting



## Minutes

Date: Tuesday, January 3, 2023  
Time: 6:00 PM  
Place: Virtual Meeting

Call to order at 6:04 PM  
Roll Call  
Review of Agenda

Ruth Nginyi  
Ruth Nginyi  
Karen Parker

### Agenda:

1. ***Roll Call***
2. ***Introduction & Status of Board Members***
3. ***Director Reports/Updates***
4. ***By-Law Revision - filling vacant positions for elections***
5. ***Zoom Account - Setup new account and new email***
6. ***Post By-Laws Policies & Procedures on the TSAOHN website***
7. ***Status of the archive info from Dana Werner***

Ruth is stepping down and Karen is stepping up as new president

Amy Thornberry is stepping down and Antigoni Guevara is stepping up as new Director of Education

Evelyn

Checking account:

- Checking - \$10,963.43
- Savings - \$16,978.91 (CD)

First discussion: By-Law Revisions – Reword Article V, Section 2, subpart C As now written: No member shall be a candidate for more than one position. Reworded to: An HTAOHN member cannot run for more than one Board position simultaneously.

Second discussion: By-Law Revisions Article IV, Section 6, subpart B: If no HTAOHN Chapter member volunteers for a vacant Board position, the Board shall implement a

## Houston Texas Association of Occupational Health Nurses Meeting

contingency plan to allow for a current Board member, other than the President, Treasurer or Secretary to hold dual Board roles.

1. The President-elect and the director positions can be combined as needed by current presiding Board members:
2. An HTAOHN member cannot run for two Board positions simultaneously.
3. If after an election has taken place and a vacancy exists, an HTAOHN member who has never served on the board cannot run or serve for two (2) board positions simultaneously.
4. A Board Member who has previously served on the Board may hold a dual role as defined in 1, 2 and 3 above and Article V, Section 2 subpart C.

Third discussion: By-Law Article 4 Section 5, subpart A: Still has "Immediate Past President", which was removed in 2019, but not on the actual By-Law paperwork.

Fourth discussion: By-Law Article 4, Section 4, subpart 5 B. There shall be "four (4)" Directors, which was removed in 2019, but not on the actual By-Law paperwork. It was changed to show three (3) Directors.

Fifth discussion: Article VII Section 2, subpart A was reworded from "the general membership" to read "any member" of the Board of Directors.

Amy motioned Antigoni Guevara as the new Education Director and Evelyn 2<sup>nd</sup>.

Karen proposed the Board get together to look over/revise By-Laws.

Christina said one position is still open which is President Elect. Dawn nominated Christina as President Elect and Christina accepted. Six (6) Board Members voted unanimously.

Christina mentioned having a committee about awards and recognition.

Evelyn asked to reconsider membership dues. Currently at \$15.00 to \$20.00 she also stated that Judy Perkins paid the full amount of \$15.00 even though she only had to pay \$1.00.

Christina mentioned to increase membership we could have guests or discount memberships. **Antigoni** said to have free food from vendors. Said she would reach out to some vendors.

Evelyn mentioned the Deer Park place that she had mentioned for our Christmas dinner for a future meeting place. **Karen** mentioned La Madeline's. This topic will be discussed at a later date.

Karen will follow-up Ruth tomorrow about Dana Warner talking to Ruth about archived data.

## **Houston Texas Association of Occupational Health Nurses Meeting**

Evelyn will ask Dana Warner's husband about auditing the records. **Karen** asked how much it is and should we get a second bid?

Dawn will send out an email invite to the members for the monthly meeting with the By-laws being the topic of discussion. That way the members have time to review before the monthly meeting.

Christina motioned to adjourn and Dawn 2<sup>nd</sup>. Meeting adjourned at 7:37 pm.

### **Attendees:**

Christina Hegman  
Debra Shoemaker  
Amy Thornberry  
Karen Parker  
Evelyn Jackson  
Dawn Mopkins  
Ruth Nginyi  
Antigoni Guevara

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

Debra Shoemaker, RN, COHN  
Secretary, HTAOHN