OHCETA Executive Council

Fall 2016 Meeting Minutes

ODCTE, Stillwater, Oklahoma

November 2, 2016

Call to order by Debra Button at 10:14 am

Roll Call:

* Present at meeting:
	+ Debra Button, President
	+ LaDonna Selvedge, Pres-Elect
	+ Brenda Chapman, Vice President
	+ Josie Scott, Past President
	+ Angela Siegrist, Treasurer
	+ Nancy Harris, Secretary
	+ Lisa Dyer, Mutual Benefit
	+ Sue Kerr, Awards/Scholarship
	+ Lara Morris, Advisor
	+ Amanda Churchman, PN Coordinator M@L
	+ Amy Warner, HST M@L
	+ Cassie Sharp, Cluster M@L
	+ Heather Black, Pharmacy M@L
	+ Rebecca Graham, PTA/OTA M@L
* Attended via conference call:
	+ Maggie Chisum, MA/Health Info M@L
	+ Renee Sherrill, PN Instructor M@L
* Minutes of the April Executive Council were reviewed and approved after the meeting per email
	+ Motion made to accept the minutes with a second; the motion carried.

Treasurer’s Report: by Angela Siegrist

* Bank balance $515.00 after August Conference bills paid
	+ The check for the Sheraton for August Conference did not clear, so a stop payment was made and a new check issued.
* Budget for the year will be discussed per items on the agenda

Awards/Recognition Committee: by Sue Kerr

* Awards
	+ We do need a committee for voting/judging. It is the same procedure as last year.
		- Information for being on the committee:
			* The time commitment is 3-4 hours
			* There is a Rubric to simplify scoring
			* There were 10 applications for awards last year; 22 the year before
			* As a judge you would be given access to a portal and create an account.
			* We need 4 judges
		- During the meeting we have assembled our judges:
			* LaDonna Selvidge
			* Heather Black
			* Amanda Churchman
			* Josie Scott
* Scholarships
	+ This is for instructors (not to be confused with student scholarships)
		- We do need a 4 person committee
			* They need to be available in the summer via email
			* There will be an online portal access to judge the applicant’s resume and financial need.
			* There were 12 applicants last year
			* The deadline for judging applications is July 1
		- Points for discussion are
			* Budget - $2,000.00 for this year. Is this an amount that is good now and future?
			* We need a cap on numbers of winners or monetary awards
		- MOTIONS:
			* Angie Siegrist moved to make the budget for HCE scholarships $2,000.00 every year
				+ Brenda Chapman seconded the motion; motion carried.
			* Angie Siegrist moved that the OHCETA school committee has the authorization to distribute the scholarship funds: Professional Development, Continuing Education, tuition under school guidelines.
				+ Maggie Chisum seconded the motion; motion carried
		- During the meeting we have assembled 3 of our 4 judges:
			* Debra Button
			* Josie Scott
			* Renee Sherrill
			* The last spot will be open by email.

PAC/Legislation information: given by Debra Button for Wren Stratton

* PAC basket
	+ It made more money that we spent on it. That is a good thing
* Legislative information
	+ There are 40 positions in the Oklahoma State Legislature that will be filled. Encourage everyone to contact these new legislators (and the old ones) to showcase the importance of Tech Centers.
	+ If you have any questions, please contact Sky McNeil (Oklahoma ACTE Executive Director) at (405) 525- 8906

General Business: by Debra Button

* Reviewed and approve minutes from August Conference.
	+ Angie Siegrist moved to accept the minutes
	+ Josie Scott seconded; motion carried
* Member at Large reports (M@L)
	+ Amanda Churchman, PN Coordinator
		- NEW GUIDELINES FROM OBN
			* Programs are fully approved to use 30% of clinical hours in lab simulation. Great news!!
	+ Amy Warner, HST
		- For AUA programs, the OBN is watching the seat hours and curriculum. There are 10 AUA programs in Tech Centers.
	+ Cassie Sharp, Cluster
		- Reports 120 PAID internships for high school students last summer, and this time spent can be used as High School credit. Cassie works at Capitol Hill High School in OKC.
	+ Heather Black, Pharmacy
		- All is well
	+ Maggie Chisum, MA/Health Info
		- Electronic medical records are in discussion; there just isn’t enough time to incorporate this into the curriculum
	+ Rebecca Graham, PTA/OTA
		- All is well
	+ Renee Sherill, PN Instructor
		- April 1 there will be a new NCLEX plan
* Summer Conference Report by Lara Morris
	+ Survey from 2016 conference shows a more favorable response that previous years
	+ The ATI: Line Item Session
		- Not well attended
		- OHCETA paid $2,000.00 for this class
* Member Appreciation
	+ Next August is our 50th anniversary conference
	+ We have 366 member
	+ Our budget is $3,000.00 for gifts
	+ $8.00 cap on items
	+ Gifts will be: small notebooks, and a cold gel pack that looks like a unit of blood
* Nurse Tim
	+ Discuss renewal
	+ Cost is $1,599.00
	+ There were 17 pages of log-ins!
	+ NurseTim.com
	+ MOTION
		- Amanda Churchman moved to continue to subscribe to Nurse Tim
		- Heather Black seconded the motion; motion carried
* Simulation Conference sponsorship
	+ OK Health Care Workforce Center annual simulation conference
	+ OHCETA pays a $1,500.00 sponsorship
	+ An Executive Council member my attend
	+ MOTION
		- Sue Kerr moved to renew sponsorship of Simulation Conference – Breakfast Partnership
		- LaDonna Selvidge seconded the motion; motion carried
* HCE “Day at the Capitol”
	+ We cannot use the rotunda for gathering and displays as a large group.
	+ It is possible to use the Oklahoma History Center or the Sequoyah Building as a meeting place.
		- There is tunnel access
	+ We could set aside a day and call it “Capitol Day”
	+ The OHCETA President and VP will:
		- Pick a date
		- Choose an offsite meeting spot
		- Make a plan for the day

Closing

* Next OHCETA meeting will be in April at HOSA Spring Leadership Conference on Tuesday
	+ President will arrange a room and time
* Adjournment: 11:43 am

Respectfully submitted by Nancy Harris, Secretary