



2023 ANNUAL REPORT– STATE COUNCIL QUESTIONNAIRE

In accordance with *ENA Procedures*, state councils/separately incorporated chapters are required to submit an Annual Report for the period of January 1 – December 31, 2023, in order to maintain their charter.

Note: Three-tier state councils will be responsible for answering questions pertaining to their chapters. Chapters (who are not separately incorporated) will not be required to complete the report.

If the form is not completed by **Wednesday, January 31, 2024**, your state council/separately incorporated chapter may be at risk of suspension and assessment monies may be withheld.

For ease of completion, we recommend you print this PDF document, gather the relevant information, and note your responses on the paper questionnaire before starting to input your data online.

Note: Please submit the following additional compliance requirements through the Compliance Submission form by January 31 as required per ENA Policy and Procedures (**state councils/separately incorporated chapters only**):

- **2024 Budget and Budget Narrative (final/board approved)**
- **Current Policies**
- **Current Bylaws**

Reminder: 2025 budget and budget narrative is due Dec. 31, 2024 (per ENA Policy and Procedures)

Please enter your name and contact information below.

First Name / Last Name	
Daytime Phone Number	
Email Address	

Please answer this Annual Report on behalf of your state council (or separately incorporated chapter).

Please enter your state council (or separately incorporated chapter) below for which you are completing the 2023 Annual Report.

1. In 2023, please indicate whether your state council (or separately incorporated chapter) set and met formal goals for the following...? *Please select one response per row.*

	Set a formal goal and <u>exceeded</u> it	Set a formal goal and <u>met</u> it	Set a formal goal and <u>did NOT</u> achieve it	<u>Did NOT</u> set a formal goal
Member recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting/Event attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENA Foundation fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. In 2023, how many total meetings were held (in-person, virtually, or hybrid) for your ...

Board of Directors	#
General Membership	#

3. Did your state council, chapters, or SIGs hold an annual educational symposium for its members in 2023 (at least one educational event is required per ENA Procedures)? *Select all that apply.*

<input type="radio"/>	Yes, an in-person educational symposium
<input type="radio"/>	Yes, a virtual educational symposium
<input type="radio"/>	Yes, a hybrid educational symposium (both in-person and virtual)
<input type="radio"/>	No – we did not host an educational symposium in 2023 [EXCLUSIVE RESPONSE]

4. Please list your 2024 Educational events or conference(s), including dates and how you plan to host the meeting (in person, virtual, hybrid, etc.) If your conference is undecided, please let us know by indicating below. Include chapter and SIG conferences, as applicable.

Note: the conference submitted must be ENA State Council/Chapter sponsored (or partnered) educational events. Board or membership meetings, third party courses (CEN, CEN Review etc.) and outside conferences should not be included.

[Q5-Q13 FOR STATE COUNCILS ONLY. SEPARATELY INCORPORATED CHAPTERS OF TEXAS PLEASE SKIP TO Q14 ON PAGE 7]

The next series of questions will focus on the ENA assessments that your state receives for membership and ENPC/TNCC.

5. How much of your budget relies on ENA assessments (both membership and ENPC/TNCC course assessments)? *Select only one.*

<input type="radio"/>	Nearly All
<input type="radio"/>	Most of it
<input type="radio"/>	About Half
<input type="radio"/>	Less than Half
<input type="radio"/>	Not significantly reliant

6. Do you dedicate membership assessment funds to member recruitment, retention, or engagement activities? *Select only one.*

<input type="radio"/>	Yes	GO TO Q7
<input type="radio"/>	No	SKIP TO Q8

7. If not otherwise provided in this report, please share examples of your most recent member recruitment, engagement, and/or retention activities.

8. How does your state allocate funds from your ENPC/TNCC assessments? *Select all that apply.*

<input type="checkbox"/>	State hosted ENPC/TNCC courses and expenses
<input type="checkbox"/>	CEN Review courses
<input type="checkbox"/>	State offered education <u>outside</u> of ENPC/TNCC courses and CEN Review Course
<input type="checkbox"/>	Advertisement or promotion of state education events
<input type="checkbox"/>	Non educational events to support our state
<input type="checkbox"/>	Instructor courses
<input type="checkbox"/>	General Assembly delegates
<input type="checkbox"/>	Other (please specify)

9. Do you use assessments from ENPC/TNCC to further ENPC and TNCC courses in your state?

<input type="radio"/>	Yes, every year	GO TO Q10
<input type="radio"/>	Yes, sometimes	GO TO Q10
<input type="radio"/>	No	SKIP TO Q11

10. What costs do you incur for supporting ENPC/TNCC courses? *Select all that apply.*

<input type="radio"/>	Course Directors
<input type="radio"/>	Course Instructors
<input type="radio"/>	Space
<input type="radio"/>	Food and beverage
<input type="radio"/>	Equipment/supplies
<input type="radio"/>	Advertising the course
<input type="radio"/>	Travel
<input type="radio"/>	Other (please specify)
<input type="radio"/>	None/no costs incurred [EXCLUSIVE RESPONSE]

**11. What, if any, barriers exist to growing your state's number of verified ENPC/TNCC nurses?
*Select up to three reasons below.***

<input type="radio"/>	Rural areas without access to a course director
<input type="radio"/>	Hospitals without a course director
<input type="radio"/>	Lack of course directors
<input type="radio"/>	Lack of instructor courses
<input type="radio"/>	Lack of faculty
<input type="radio"/>	Courses are not required
<input type="radio"/>	Other (please specify)
<input type="radio"/>	None of the above/there are no barriers [EXCLUSIVE RESPONSE]

12. On average, how far in advance do your course directors schedule their courses? *Select only one.*

<input type="radio"/>	2-3 months prior to course date
<input type="radio"/>	4-5 months prior to course date
<input type="radio"/>	6-7 months prior to course date
<input type="radio"/>	8-9 months prior to course date
<input type="radio"/>	10-11 months prior to course date
<input type="radio"/>	12 months or more months prior to course date

13. Is there anything more you would like to share about ENPC/TNCC assessments and how they are used in your state?

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Now we'd like to know about some specific activities within your state council (or separately incorporated chapter).

14. How active is your state council (or separately incorporated chapter) in each of the following...? Please select one response per row.

	Extremely active	Somewhat active	Not too active	Not at all active
Advocacy / Legislative issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifying / Soliciting Sponsors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nursing practice issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fundraising	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New member recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Nurse recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Existing member retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Injury prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coaching/mentoring emerging professionals (i.e., those with 5 or less years of experience)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diversity, Equity and Inclusion (DEI) initiatives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The next set of questions are about member engagement and communication.

15. Thinking of your members, does your state council (or separately incorporated chapter) have...

	Yes	No
An orientation/onboarding program for NEW members	<input type="radio"/>	<input type="radio"/>
A mentoring program for members	<input type="radio"/>	<input type="radio"/>
A program in place to engage participation from <u>emerging professionals</u> (new to emergency nursing and/or younger members)	<input type="radio"/>	<input type="radio"/>

16. What, if any, comments or suggestions do you have regarding orientation and/or mentoring programs for your members?

17. Thinking of your Officers, does your state council (or separately incorporated chapter) have...

	Yes	No
An orientation/transition program for INCOMING officers	<input type="radio"/>	<input type="radio"/>
A mentoring program for EXISTING officers	<input type="radio"/>	<input type="radio"/>
A succession plan for identifying/developing new leaders	<input type="radio"/>	<input type="radio"/>

18. What, if any, comments or suggestions do you have regarding orientation programs, mentoring programs and succession plans for Officers?

19. How does your state council (or separately incorporated chapter) engage and retain current members? *Select all that apply.*

<input type="radio"/>	General membership meetings
<input type="radio"/>	Educational events
<input type="radio"/>	Networking events
<input type="radio"/>	Monetary incentives/giveaways at events
<input type="radio"/>	Social media (Facebook, Instagram, Twitter/X etc.)
<input type="radio"/>	Encouraging members to use ENA member benefits (i.e., Free CNE's, ENA CONNECT)
<input type="radio"/>	Volunteer opportunities
<input type="radio"/>	Reaching out to all new members with welcome message
<input type="radio"/>	State fundraising challenges
<input type="radio"/>	Mentoring programs/events
<input type="radio"/>	Conducting a member needs assessment/member research
<input type="radio"/>	Other (please specify)

20. Which of the following techniques does your state council (or separately incorporated chapter) use to target/recruit NEW members to ENA? *Select all that apply.*

<input type="radio"/>	Contact with nurse managers
<input type="radio"/>	Direct mail
<input type="radio"/>	Educational events
<input type="radio"/>	Email
<input type="radio"/>	Telephone solicitation
<input type="radio"/>	Member-to-member recruitment campaigns
<input type="radio"/>	Discounts on membership (group memberships)
<input type="radio"/>	Monetary incentives/giveaways at events
<input type="radio"/>	Social media (Facebook, Instagram, Twitter/X etc.)
<input type="radio"/>	State council (or separately incorporated chapter) website
<input type="radio"/>	Hospital visits
<input type="radio"/>	Nursing schools/colleges
<input type="radio"/>	Exhibit at local tradeshow/conferences/student events
<input type="radio"/>	Other (please specify)

**21. Looking back on the year, what was your organization’s biggest area of challenge?
*Select all that apply.***

<input type="radio"/>	Leadership pipeline and filling officer or volunteer roles
<input type="radio"/>	Member recruitment
<input type="radio"/>	Member retention
<input type="radio"/>	Member participation/engagement
<input type="radio"/>	Communication with members
<input type="radio"/>	Budgeting and finance
<input type="radio"/>	Officer and document transition
<input type="radio"/>	Website development and maintenance
<input type="radio"/>	Educational offerings for members
<input type="radio"/>	Board/Officer Management (conflict resolution, critical conversations)
<input type="radio"/>	Other (please specify)

22. Please describe your challenge(s) and where you feel ENA could help provide support to address this area in the future.

**IF YOU ARE A TWO-TIER STATE COUNCIL, THIS IS THE END OF YOUR ANNUAL REPORT
THREE-TIER STATE COUNCILS, PLEASE ANSWER THE QUESTIONS ON PAGE 11**

QUESTIONS FOR THREE-TIER STATE COUNCILS ONLY

The next set of questions are about your local chapters.

23. In general, how active are your chapters?

<input type="radio"/>	Very Active
<input type="radio"/>	Somewhat Active
<input type="radio"/>	Not Active

24. If you have chapters that are somewhat active or not active list the chapter name here and describe your concerns.

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25. In your opinion what, if any, areas of your local chapters programs and administration need to change and/or improve?

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26. In your opinion, what, if any, areas of your local chapter programs and administration are going well and/or should be recognized?

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Thank you for your valuable input.