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.

<table>
<thead>
<tr>
<th>First Name / Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Set a formal goal and exceeded it</th>
<th>Set a formal goal and met it</th>
<th>Set a formal goal and did NOT achieve it</th>
<th>Did NOT set a formal goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member recruitment</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Member retention</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Meeting/Event attendance</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Budget</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>ENA Foundation fundraising</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Group</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>#</td>
</tr>
<tr>
<td>General Membership</td>
<td>#</td>
</tr>
</tbody>
</table>

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.

- ○ Yes, an in-person educational symposium
- ○ Yes, a virtual educational symposium
- ○ Yes, a hybrid educational symposium (both in-person and virtual)
- ○ 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.

- Nearly All
- Most of it
- About Half
- Less than Half
- Not significantly reliant

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

- Yes GO TO Q7
- 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.

- State hosted ENPC/TNCC courses and expenses
- CEN Review courses
- State offered education outside of ENPC/TNCC courses and CEN Review Course
- Advertisement or promotion of state education events
- Non educational events to support our state
- Instructor courses
- General Assembly delegates
- Other (please specify)
9. Do you use assessments from ENPC/TNCC to further ENPC and TNCC courses in your state?

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, every year</td>
<td>GO TO Q10</td>
</tr>
<tr>
<td>Yes, sometimes</td>
<td>GO TO Q10</td>
</tr>
<tr>
<td>No</td>
<td>SKIP TO Q11</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Directors</td>
</tr>
<tr>
<td>Course Instructors</td>
</tr>
<tr>
<td>Space</td>
</tr>
<tr>
<td>Food and beverage</td>
</tr>
<tr>
<td>Equipment/supplies</td>
</tr>
<tr>
<td>Advertising the course</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
<tr>
<td>None/no costs incurred</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural areas without access to a course director</td>
</tr>
<tr>
<td>Hospitals without a course director</td>
</tr>
<tr>
<td>Lack of course directors</td>
</tr>
<tr>
<td>Lack of instructor courses</td>
</tr>
<tr>
<td>Lack of faculty</td>
</tr>
<tr>
<td>Courses are not required</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
<tr>
<td>None of the above/there are no barriers</td>
</tr>
</tbody>
</table>
12. On average, how far in advance do your course directors schedule their courses? *Select only one.*

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 2-3 months prior to course date</td>
</tr>
<tr>
<td>☐ 4-5 months prior to course date</td>
</tr>
<tr>
<td>☐ 6-7 months prior to course date</td>
</tr>
<tr>
<td>☐ 8-9 months prior to course date</td>
</tr>
<tr>
<td>☐ 10-11 months prior to course date</td>
</tr>
<tr>
<td>☐ 12 months or more months prior to course date</td>
</tr>
</tbody>
</table>

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

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

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…

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>An orientation/onboarding program for NEW members</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A mentoring program for members</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A program in place to engage participation from emerging professionals (new to emergency nursing and/or younger members)</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>An orientation/transition program for INCOMING officers</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A mentoring program for EXISTING officers</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>A succession plan for identifying/developing new leaders</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

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.

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

- Contact with nurse managers
- Direct mail
- Educational events
- Email
- Telephone solicitation
- Member-to-member recruitment campaigns
- Discounts on membership (group memberships)
- Monetary incentives/giveaways at events
- Social media (Facebook, Instagram, Twitter/X etc.)
- State council (or separately incorporated chapter) website
- Hospital visits
- Nursing schools/colleges
- Exhibit at local tradeshows/conferences/student events
- Other (please specify)
21. Looking back on the year, what was your organization’s biggest area of challenge? Select all that apply.

- Leadership pipeline and filling officer or volunteer roles
- Member recruitment
- Member retention
- Member participation/engagement
- Communication with members
- Budgeting and finance
- Officer and document transition
- Website development and maintenance
- Educational offerings for members
- Board/Officer Management (conflict resolution, critical conversations)
- 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?

- [ ] Very Active
- [ ] Somewhat Active
- [ ] Not Active

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

☐

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

☐

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

☐

Thank you for your valuable input.