

## 2011 Annual Report – Screen by screen questions

### Screen 1 - Question 1

Are you filing this Annual Report on behalf of a state council or a chapter?

- State council
- Chapter [Chapters will be skipped to screen 3 / question 4]

### Screen 2 - Question 2

Please select your state council from the drop down box.  
(Click the down "v" arrow)

### Screen 2 - Question 3

Is your state council a two-tier or three-tier structure?

- Two-tier
  - Three-tier
- [All state councils will skip to screen 4 / question 5]

### Screen 3 - Question 4

Please select your chapter from the drop down box.  
(Click the down "v" arrow; Sorted by state)

### Screen 4 - Question 5

Please enter your name and contact information.

- First / Last name
- Daytime phone
- Email address

### Screen 5 - Question 6

Does your organization have ...?

	Yes	No
A strategic plan / formal goals	<input type="radio"/> 1	<input type="radio"/> 2
Bylaws	<input type="radio"/> 1	<input type="radio"/> 2
Operating policies / procedures	<input type="radio"/> 1	<input type="radio"/> 2
A formal budget	<input type="radio"/> 1	<input type="radio"/> 2

### Screen 5 - Question 7

If you have a strategic plan or formal goals, do you revise / update them every year?

- Yes
- No

Screen 6

NOTE: The question below should ONLY be completed by STATE COUNCILS and INCORPORATED CHAPTERS (TX).

Screen 6 - Question 8

Does your organization have ...?

	Yes	No
a Conflict of Interest Policy	<input type="radio"/> 1	<input type="radio"/> 2
a Whistleblower Protection Policy	<input type="radio"/> 1	<input type="radio"/> 2
an Antitrust Policy	<input type="radio"/> 1	<input type="radio"/> 2
a Record retention / Destruction Policy	<input type="radio"/> 1	<input type="radio"/> 2
an Investment Policy	<input type="radio"/> 1	<input type="radio"/> 2
a Reserves Policy	<input type="radio"/> 1	<input type="radio"/> 2
a Chapter Creation / Dissolution Policy (three-tier states only)	<input type="radio"/> 1	<input type="radio"/> 2
a Chapter Probation Policy (three-tier states only)	<input type="radio"/> 1	<input type="radio"/> 2
a Federal Tax ID Number Use Policy	<input type="radio"/> 1	<input type="radio"/> 2

Screen 7

NOTE: The question below should ONLY be completed by STATE COUNCILS and INCORPORATED CHAPTERS (TX).

Screen 7 - Question 9

Are the following financial documents prepared internally (by your organization), externally (by a CPA or accounting firm), or are they not prepared by anyone?

	prepared by your org.	prepared by CPA / accy. firm	(NOT prepared)
Income Statement	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Balance Sheet	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
Tax Form 990, 990EZ, or 990N	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3

Screen 8 - Question 10

If your organization utilizes the services of a CPA or accounting firm ...  
Which services do they provide? (CHECK ALL THAT APPLY)

- Audit
- Review
- Compilation
- Payroll tax filing

Screen 9 - Question 11

What are your current (December 2011) balances for each of these accounts?  
(NOTE: Enter as whole numbers; No \$ sign or commas; Leave blank if you don't have that type of account)

- Checking account
- Savings account
- Money market account
- Investment account

Screen 10 - Question 12

For each type of account that your organization has ... Please indicate whether or not the account has three authorized signatories.

	3 signatories? - Yes	3 signatories? - No	(Don't know or Not applicable)
Checking account	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> (Don't know or Not applicable)
Savings account	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> (Don't know or Not applicable)
Money market account	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> (Don't know or Not applicable)
"Investment" account (e.g., longer term - stocks, bonds)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> (Don't know or Not applicable)

Screen 10 - Question 13

STATE COUNCILS ONLY (three-tier states):  
Is your state treasurer a signatory for each of the chapters?

- Yes
- No

Screen 11 - Question 14

In total, how many formal business meetings were held in 2011? (NOTE: May be in-person or via phone)

1	2	3	4	5	6	7	8	9	10 or more	(zero / none)
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 10	<input type="radio"/> 11

Screen 12 - Question 15

How active is your organization in each of the following ...?

	Very active	Somewhat active	Not too active	Not at all active
Legislative issues	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Nursing practice issues	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Member communication	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Member recruitment	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Member education	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Injury prevention	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Research	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Screen 13 - Question 16

Does your organization have a mentoring program for ...?

	Yes	No
Members (existing)	<input type="radio"/> 1	<input type="radio"/> 2
Officers	<input type="radio"/> 1	<input type="radio"/> 2

Screen 13 - Question 17

Does your organization have an orientation program for new members?

- Yes
- No
- (Please comment below)

Screen 14 - Question 18

Does your organization hold officer elections prior to October 31st? (In accord with ENA procedures)

- Yes
  - No
  - (If "NO," will you be making a change to do so?)
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Screen 15 - Question 19

Does your organization have an orientation / transition program for incoming officers?

- Yes
  - No
  - (Please comment below)
- 

Screen 15 - Question 20

Does your organization hold an annual educational symposium for members?

- Yes
  - No
  - (Please comment below)
- 

Screen 16 - Question 21

Which, if any, of the following does your organization use to communicate with members? (CHECK ALL THAT APPLY)

- Facebook
  - LinkedIn
  - Twitter
  - ENA's listserv communities
  - ENA's eWeb
  - (Other than above, please specify)
- 

Screen 17 - Question 22 - Choice - One Answer (Bullets)

[Mandatory]

Did you file this Annual Report on behalf of a ...?

- State council
- Chapter [Chapters will be skipped to screen 20]

Screen 18

The next few questions are about your ENA Board Liaison.

Screen 18 - Question 23

How often did you have contact with your ENA Board Liaison?

- Weekly
- Monthly
- Quarterly
- Less once a quarter
- Rarely or never

Screen 18 - Question 24

In total, how many formal business meetings did your ENA Board Liaison participate? (NOTE: Participation in-person or by phone)

- | 1                       | 2                       | 3                       | 4                       | 5                       | 6                       | 7                       | 8                       | 9                       | 10 or more               | (zero / none)            |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> 6 | <input type="radio"/> 7 | <input type="radio"/> 8 | <input type="radio"/> 9 | <input type="radio"/> 10 | <input type="radio"/> 11 |

Screen 19 - Question 25

Overall, how satisfied were you with the level of support you received from your Board Liaison?

- Very satisfied
- Somewhat satisfied
- Not too satisfied
- Not at all satisfied

Screen 19 - Question 26

If you'd like to comment about your Board Liaison or make suggestions on liaison support, please do so below.

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Screen 20

The last few questions address the support your organization receives from National Office. Please be candid when rating and providing comment. (If there has been very limited interaction, please check "No Opinion.")

Screen 21 - Question 27

Overall, how satisfied are you with the level of support you receive from ... ?

	Very satisfied	Satisfied	Unsatisfied	Very unsatisfied	(No Opinion)
Component Relations staff – Kari Zick and Yuen Atkins	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)
Member Services staff – Judie Cruse and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)
Course Operations staff – Maureen Howard and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)
Government Relations staff – Kathi Ream and others in her firm	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)
Finance staff – Ed Rylko and others in his dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)
All (other) remaining ENA staff	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> (No Opinion)

Screen 22 - Question 28

When you need help or assistance from \_\_\_\_\_, how would you rate the service your organization receives?

	Excellent	Good	Average	Fair	Poor	(No Opinion)
Component Relations staff – Kari Zick and Yuen Atkins	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)
Member Services staff – Judie Cruse and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)
Course Operations staff – Maureen Howard and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)
Government Relations staff – Kathi Ream and others in her firm	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)
Finance staff – Ed Rylko and others in his dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)
All (other) remaining ENA staff	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (No Opinion)

Screen 23 - Question 29

How often does your organization interact with ... ?

	Once per week or more often	Two or three times per month	Once a month	Once every few months	Annually or Less than once a year	(Don't Know)
Component Relations staff – Kari Zick and Yuen Atkins	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (Don't Know)
Member Services staff – Judie Cruse and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (Don't Know)
Course Operations staff – Maureen Howard and others in dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (Don't Know)
Government Relations staff – Kathi Ream and others in her firm	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (Don't Know)
Finance staff – Ed Rylko and others in his dept.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> (Don't Know)

All (other) remaining ENA staff

1

2

3

4

5

(Don't Know)

Screen 24 - Question 30

On the whole, is the National Office meeting your organization's expectations?

Yes

No

Screen 24 - Question 31

Please use the space below to comment on any aspect of National Office support. (If citing a particular department, please provide the name of that department.)

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Screen 25 - Question 32

Please use this space for any other comments or suggestions.

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Screen 25

NOTE: The following documents are required to be submitted to ENA Component Relations by the date shown. [Applicable ONLY to STATE COUNCILS and INCORPORATED CHAPTERS (TX).]

Copy of IRS Form 990 (due May 31)

State Council Budget (due January 31)

List of Corporate Sponsors and Conference Exhibitors (due January 31)

Change of address change form - to be filed with IRS upon treasurer and / or president changing office (due December 31)

Thank you! If you would like a copy of your responses for your organization records, please contact [componentrelations@ena.org](mailto:componentrelations@ena.org). (PLEASE CLICK THE SUBMIT ARROW WHEN YOU ARE FINISHED!)