

Oregon Student Nurses Association

Meeting of the Board of Directors

[Saturday, April 13, 2013]

Tualatin, Oregon

1. Call to order: (10:08am) The regular meeting of the Board of Directors of the Oregon Student Nurses Association was called to order by John Simpkin, President.

2. Roll Call (10:11)

Those Present:

John Simpkin, President

Sarah Adkins, Vice President

Jonathan Bruce, Treasurer

Mary Geisler, Secretary

Emily Kaufman, Convention Director

Felicia Pledger, Media Director

Brendan Appleberry, Professional Development Director

Liza Matsumoto, Nominating and Elections Committee (NEC)

Jennifer Rosales, Legislative Education Director

Jody Petersen, Community Health Director

Meghan Wuichet, Breakthrough to Nursing Director

Stephanie Griffin, OSNA Consultant

Susan King, ONA Consultant

Via Google Chat:

Abbigale Foster, Membership

Absent:

3. Minutes: (10:13) Motion to approve minutes, motion seconded, minute approved.

4. ONA Report: (1:35)

1. Susan King—

a. Healthy Kids Healthy Portland on 4/24/13 from 5:30-8:00 phone bank volunteer opportunity.

b. Insurance through nurse's service organization—endorsed by ONA, protect yourself!

c. CE day around the Value of Nursing, will be posted on the website and held in Eugene in October.

d. Can be a member of OSNA and ONA simultaneously.

5. OSNA Consultant Report: (10:15)

1. Stephanie—
 - a) Congrats on what was accomplished at the convention.
 - b) Congrats to Jesse
 - c) Good luck to the new board.

6. Report of officers and committee chairs

(10:17) Report of the President:

- a. Welcome to the new board
- b. NSNA—
 - i. Resolutions passed:
 1. Faculty—rep from Minnesota who grade would be dropped an entire letter grade for missing a week of school to attend the conference.
 - ii. Let people know about committees, how they can get involved.
- c. Upcoming events:
 - i. PCC grad, Lynn Sparks, holding a fun run, need students to provide first aid, June 23, 2013.
 - ii. Monday, May 6, 2013—Oregon Public Health Association Nursing Summit.
- d. NSNA mid-year conference: 11/7-11/10 in Louisville, Kentucky. If you want to go, start organizing your schedule.
- e. Agendas for the secretary—please just provide the highlights of what you plan to talk about.
- f. OSNA public FB page—we all have admin privileges—please post as yourself, not OSNA.
 - i. Old board members will no longer have admin privileges
 - ii. We are all reps of OSNA—please remember to be objective, respectful, and kind.

(10:24) Report of the Vice President:

- a. Monthly phone check-ins for every board member starting this month. This will generally occur two weeks prior to the meeting.
- b. Express gratitude for those who made it possible to attend the NSNA national conference—please consider writing thank you cards.
- c. During the stay in NC there were close calls with vehicles. A letter is being written to the chairman of the city council providing input on the traffic signal/crosswalk coordination.

(10:30) Report of the Secretary:

- a. What I'm working on:
 - i. Learning the new BOD and their positions
 - ii. Learning what my position entails and how to effectively do it
 - iii. I've taken on the role of Historian
- b. What I need help with:
 - i. Still learning who everyone is, please include position title in emails

- ii. Expanding membership to include MSN, DNP students (if possible)
- iii. Learning Google+, Google Docs, apparently all things Google
- iv. Your patience as this old dog learns new tricky technology

(10:32) Report of the Treasurer:

- a. Federal 501C-3 status. We have this on the state level, we need to have it with the feds. This will help us with holding/gaining sponsorship and maintaining our non-profit status. \$800 filing fee cost, 32-page document, and several years of backdated tax documents are needed in order to gain this.
- b. PCC janitorial staff for services--\$210.00, which was pre-approved.
- c. Received a bill for the name badges (\$125.00), covered by the \$50 deposits given by the new board members. This money will also cover the binders and business cards.
- d. Fundraising committee—I have a few ideas: coming up with family-friendly events, that require minimal exertion—tennis tournaments, bowling, golf tournaments, are a few ideas to start.

(10:38) Report of the Legislative Education Director:

- a. Emailed Jen Baker, introduced myself as incoming LED.
- b. Talked to Felicia about the next newsletter, one goal is to raise awareness of making resolutions.
- c. One of the breakout sessions regarded the resolution process—working on forming the Legislative Education committee.
- d. Working on making a new binder for Legislative Director.
- e. Reviewing OSNA bi-laws, considering possible amendments that we might want to add.
- f. Working on recruiting members for the Legislative committee.

(10:43) Report of the Media Director:

- a. Our current webhost will no longer be supporting our website. Looking at other options.
- b. Looking at other school SNA websites to look to add links to our websites.
- c. Need suggestions for newsletter ideas. What articles do you want to see in the newsletter? Contact me.

(10:46) Report of the Membership Director:

- a. Apologies for missing the last meeting. Still trying to learn names.
- b. Getting to know the drive better, not great quite yet.
- c. Emailed schools, letting them know I am the new Membership Director.
- d. Need help with recruiting and setting up committees.
- e. Need help accessing files.

(10:50) Report of the Convention Director:

- a. Selecting a date for the convention—dilemma! Contact at PCC is no longer there. Emails have been sent with an outline of what we would like to do, but no response has been received.
- b. Themes for convention—everyone please email one theme idea, these will be compiled and a survey monkey will be sent out for anonymous voting.
- c. Location—would like to have it at PCC Sylvania again because it’s “central” and there’s ample parking.
- d. Need help forming a committee—no one has expressed interest—would like more student involvement. Will be connecting other SNAs and weekly posting on FB.
- e. John has offered to speak to the incoming classes during their orientations to rouse interest of becoming involved.
- f. From Kelcie—Lave has promised the space to the mid-year convention for free, and is highly supportive of holding a mid-year. If this is going to happen it will take effort, support, and involvement from all board members.

(11:09) Report of the Professional Director:

- a. List of speakers for convention, working on it!
- b. Contacts must be NSNA members. We are missing a huge pool of people— from outgoing board, please provide contact info of people that should be hearing from us
- c. Been working with Abbigale, will join membership committee.
- d. Google sponsors people that have a 501C-3, will offer free advertising.
- e. Fundraisers—create a competition for nurses: start an IV, deliver a baby, change a dressing—the nursing Olympics!
- f. Uberthon was very impressed with us, would like to be involved in hosting a national run (several runs throughout the country same day, same time). Could be done during Nurse’s Week. Can work with other state chapters for support.

(11:16) Report of the Community Outreach Director:

- a. Passionate about co-sleeping project. Newborn suffocation in bed is on the rise. Contact the media to conjure attention throughout the state.
- b. Develop an educational pamphlet to hand out to new parents.
- c. Would like support from board for the project—anyone want to go on the news??

(11:28) Report of the Breakthrough to Nursing Director:

- a. Have contacted organizations through Google+ in an effort to increase outreach to pre-nursing students.
- b. Meeting with someone from UP in order to figure out what they have in place for their pre-nursing students.
- c. Goals for the next month:
 - i. Create an advertisement for distribution
 - ii. Contacting high schools, would like input for whom to contact within the schools.

- iii. Need people, especially those who can fly south (!), who can assist in distributing information.

(11:33) Report of the Nominations and Elections Director:

- a. Current projects—getting qualified candidates to run for the board and OSNA and assisting with committees. Need support from the BOD.
- b. Has posted info on my cohort’s FB page, will deliver fliers throughout campus.
- c. Consultant position—Nicole has expressed interest, but cannot commit quite yet, will know more in the summer. Any other outgoing BOD members have interest?
- d. Working with Felicia to update applications to post to OSNA website.
- e. Contacted Emily about breakthrough sessions for the mid-year convention.
- f. I am passionate about reaching out to students who are not from Oregon, living away from home.

(11:38)

- Reimbursement request from Megan: Total of \$26.00 for OSNA fun run. Motion passed.
- Reimbursement request from Jesse: Total of \$26.99 for charge of having a calendar on the website. Motion passed.

11:41-1:30 Lunch and Work Break

Resume at 1:30 pm

(1:31) Group Photo for the New Board

7. Unfinished Business: (1:46)

1. Voting on an awards dinner for the outgoing board.
 - a. Previous board has discussed having an awards dinner to acknowledge the outgoing board, the incoming board, school presidents and volunteers throughout the state.
 - b. Idea is to host a dinner, plated or buffet, that could be sponsored by nurses.
 - c. Awards given away to faculty, presidents, and a “changing of the guard” between the old and new boards.
 - d. What do we have for discretionary funds to dedicate to a dinner?
2. Poster
 - a. Schools can submit photos to be used in the poster.
 - b. Five photos needed.
 - c. Largest photo to be the current board, four smaller photos to be different schools.

- d. First poster was decided upon, Casey will be contacted with our choice and will create the poster.

8. New Business: (2: 00)

1. Jesse's announcement
 - a. First OSNA member on NSNA board was in 2010. The nation is now paying attention to the OSNA so please be aware of what you say, how you say it, and forum in which it is said
 - i. Charting in the hospital
 - ii. Stay objective at all times
 - iii. Facebook—be careful! And professional!
 - iv. Be discouraged from taking a position of something as an OSNA rep when OSNA has not officially taken a position on an issue.
 - v. We are representatives of our constituents, please be respectful of that.
 - vi. Board meetings set the tone for business. Hands should be raised; side conversations to a minimum; wait to speak until called upon; maintain professionalism.
 - vii. Forge more relationships with businesses and organizations.
 - viii. We are now on the national scene (!), use it to our advantage!
2. Ouch moments—a point of order. During Roberts Rules of Order a point of order may be called. If something is offensive, upsetting, or needs to be addressed, do not stay silent, call an “ouch moment.” Business will stop, the issue will be addressed, and business will continue on.
3. Sarah's letter
 - a. Voting on Sarah using her title as OSNA VP in her letter will be sent out via survey monkey.
4. 501C-3
 - a. Allocating \$800.00 for making OSNA a 501C-3 on a federal level.
 - b. Vote will be held next meeting.
 - c. Jonathon will look up accountants/tax experts to help us investigate and prepare the tax documentation.
5. Vote on mid-year convention
 - a. Motion has been presented that we **not** have a mid-year convention. Motion was seconded.
 - b. Cons for holding a mid-year convention:
 - i. Time and energy, unless there is ample support for the Convention Director.
 - ii. If we hold a sub-par mid-year it's a poor representation of what our conventions can and should be.
 - c. Quality over quantity would need to be emphasized.
 - d. Vote was held, motion did not pass.
6. Join committees
 - a. Community Outreach committee:
 - i. Jody is heading

- ii. John, Brendan, Abbigale, Jennifer and Sarah have volunteered to join, would love more support
- b. Nominations and Elections committee:
 - i. Liza is heading
 - ii. Liza's cohort members have expressed interest in joining
 - iii. Jennifer has joined
 - iv. If interested in running for a BOD position next year one may not be on the committee.
- c. Legislative Education committee:
 - i. Jennifer is heading
 - ii. John, Liza, and Jody have joined
 - iii. Other students have expressed interest
- d. Membership committee:
 - i. Abbigale is heading
 - ii. John, Meghan, Jonathan, Brendan and Liza have joined.
- e. Finance committee:
 - i. Jonathan is heading
 - ii. Meghan, Mary, and John have joined
- f. Breakthrough to Nursing committee:
 - i. Meghan is heading
 - ii. John, Mary, Jonathan, Sarah, Abbigale and Brendan have joined
- g. Website and Newsletter committee:
 - i. Felicia is heading
 - ii. Meghan, Brendan, John have joined
- h. Historian committee:
 - i. Mary is heading
 - ii. John, Jonathan, Jennifer, Sarah and Meghan have joined
- 7. Google issues: See Jonathan if you have questions regarding anything Google!
- 8. OSNA logo blank cards for thank you cards, letters, etc.
 - a. Vistaprint, PCC, QSL, and Costco are options
- 9. Post a video to the website
- 10. Motion made to give outgoing board members OSNA graduation cords, motion seconded, voted on and approved.

9. Date, Time, and Place for next meeting:

Saturday, **May 4, 2013**, 10:00am at the ONA Office, Third Floor.

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by John Simpkin, at **3:33** pm.

Secretary Signature

President Signature