

Oregon Student Nurses Association

Meeting of the Board of Directors

[Saturday, May 4, 2013]

Tualatin, Oregon

1. Call to order: (10:15 am) 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

Those Present:

John Simpkin, President

Sarah Adkins, Vice President

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

Meghan Wuichet, Breakthrough to Nursing Director

Via Google Chat:

Abbigale Foster, Membership

Stephanie Griffin, OSNA Consultant

Absent:

Susan King, ONA Consultant

Jonathan Bruce, Treasurer

Jody Petersen, Community Health Director

Quorum: John Simpkin, President, declared a quorum present.

3. Minutes: (11:09) Minutes approved.

4. ONA Report:

1. Due to absence for the past several weeks none is to be given.

5. OSNA Consultant Report:

1. ANA National Nurses Week!
2. Public Nurse Health Summit on Mon 5/6/2013

6. Report of officers and committee chairs

(10:20) Report of the President:

- a. Keep discussion to a minimum, table things for new business

- b. State presidents are feeling burnout from the convention
- c. School and clinicals due take precedence, but please let John know if you will be absent from a meeting.
- d. Please keep communication
- e. Committee meetings—today during new business, please schedule committee meetings.
- f. Business cards have been ordered.
- g. Awards banquet—Kelcie does not have anything to report.
- h. Meetings during the summer—John would like to still meet during the summer, please let us know ASAP if there are any conflicts.
- i. Leslie Edwards was in a ropes course as a bonding event. \$22/person, which may be able to be funded by OSNA.

(10:26) Report of the Vice President:

- a. Letter, which Sarah worked on, took feedback into account, made changes, brought a hard copy to get approved by the BOD prior to sending it out today.
- b. PCCNSNA.weebly.com has been created to list volunteer opportunities, open to PCC so far, working to open this up to BOD, and eventually the SNAs of other schools.
- c. Monthly check-ins went well. No late is too late, call Sarah if and when you need.
- d. Working on getting convention photos to Mary.

(10:30) Report of the Secretary:

- a. Deadlines for turning in agenda notes.

(10:23) Report of the Treasurer:

- a. Account is almost transferred!
 - i. Just waiting to sign.
- b. Begin using Mint (Free online budgeting tool) for OSNA accounts
 - i. Highly secured system
 - ii. Already have OSNA account from previous treasurers
 - iii. “Read-only” service – no transactions can be made through this service.
 - iv. Able to easily view trends, net worth, etc.
 - v. All board members would be able to view account activities and be alerted by any fraudulent/large transactions.
- c. Continue searching for a tax preparer for 501(3)c status.
 - i. Contacted H/R Block and two local CPA’s with no response
 - ii. Sarah Adkins will assist in finding a preparer
 - iii. Does anyone else know anyone?

(10:32) Report of the Media Director:

- a. Down to three possible websites (all pay sites) two yearly, one monthly. Recommends that we pay by the year. We’re told the more we pay the more options and support we will have.

- b. Will be meeting with Kacey to build a skeleton for the website.
- c. Starting to think of what we will have on the June newsletter, if you have ideas please let me know.

(11:04) Report of the Legislative Education Director:

- a. Made contact with National Legislative Education Director.
- b. Having a meeting with Liza and Jody at the end of the month, focusing on the OSNA resolution topic.
- c. Thinking of writing an article on Legislation Education awareness, need help with editing, proofreading, etc.
- d. Working on legislation/education folder since none was handed off.
- e. Emailing school contacts for resources on writing a resolution.

(10:34) Report of the Membership Director:

- a. Membership directory form has been signed and faxed.
- b. Unable to get membership numbers, will get the new numbers for May on the 9th.
- c. Working on contacting school for membership.
- d. Working on making contacts and emailing instructors.

(10:37) Report of the Convention Director:

- a. PCC is available for all four dates previously discussed for the annual convention.
- b. Mid-year convention will be a leadership focus. Trying to think of a theme, please help with ideas!
- c. Please think of one theme, email Emily!
- d. Mid-year convention—who do I contact at Lane CC. Meghan suggested to contact Jonathan Bruce.
- e. Still have a bill from PCC for \$210.00 that we need to pay for custodial charges. Outstanding from 3/25/13.

(10:42) Report of the Professional Director:

- a. Looking into doing a national nursing run through Uberthons. Perhaps looking at organizing for Nurse's Week in 2014. Can continue to assist future BOD with organizing.
- b. Because of the time frame of hosting in May, current BOD would need to do the bulk of the organizing, next BOD would need to actually host event, VERY smooth transition would be needed.
- c. Setting up a newsletter/database system. Give Brendan the info and then he can set it up and format it. Will likely be free until network of people builds to over 1,000.
- d. Constant Contact—a database of newsletter recipients. HTML format used, unsubscribes people automatically when requested by recipients. Allows subscribers to opt-in/opt-out at will. Allows highlighting of sponsorship by using brand logos, etc.

(10:25) Report of the Community Outreach Director:

- a. Jodie and John discussed talking to NSNA regarding their position on co-sleeping.

(10:53) Report of the Breakthrough to Nursing Director:

- a. Working on the awards dinner with Kelcie. Will need help if we decide to proceed.
- b. Need help with distribution materials for pre-nursing students in high school, community colleges and universities who have pre-nursing programs.
- c. Starting with high schools (moving forward to universities from there) to rouse interest from diverse populations.
- d. Eventually would like to have presentations, starting in the PDX area, moving outward from there, after information has been distributed.

(10:57) Report of the Nominations and Elections Director:

- a. Talked to current NED from NSNA about first steps to take.
- b. Reaching out through FB regarding opportunity to get onto OSNA BOD in the future.
- c. Spreading the word of OSNA BOD and NSNA. Use of fliers will require approval.
- d. Updating application forms for OSNA.
- e. Who is eligible to become an OSNA consultant? Need help with finding someone! Stephanie can be re-elected if need be. Consultant needs to have been on the BOD in the last two years.

11:10-2:00 Lunch and Work Break

Resume at 2:07 pm

7. Unfinished Business: (2:09)

- a. Tear-away portions on informative posters—Kinkos? Where else do we get these?

8. New Business: (2:14)

1. Voting on Sarah's letter.
 - a. Motion made, seconded and voted on Sarah's letter being signed and sent to the Director of the DOT in Charlotte, NC.
 - b. Motion passed.
2. Voting on a date for annual convention
 - a. Choices for the annual convention: 2/8, 2/15, 2/22, or 3/1 in 2014.
 - b. Discussion of midterms in February vs. Annual NSNA Convention.
 - c. President prefers a February date; Convention Director prefers it earlier rather than later.
 - d. Motion made, seconded and voted on that the OSNA Annual Convention is held on Saturday, February 22, 2014.
 - e. Motion passed.

3. Vote on proceeding with awards dinner
 - a. Hosting an awards dinner on a Sunday night vs. a Thursday night.
 - b. Do not yet have a commitment from Kaiser Heritage Center for 6/2/13 availability.
 - c. Motion made, seconded and voted on to have the awards dinner on Sunday, June 2, 2013, unless unavailable, then moved to Thursday, May 30th, 2013.
 - d. Cost of tickets of being \$20 vs. \$25.
 - i. Does money need to be received strictly through Paypal or are cash and check payment options available?
 - ii. RSVP including option for donations in lieu of attendance.
 - iii. Motion made, seconded and voted on to have awards dinner tickets priced at \$20 per ticket.
 - e. Budget for awards dinner:
 - i. \$350.00 rental fee for venue (Kaiser Heritage Center)
 - ii. Proposed budget of \$750.00, pre-ticket sales, for a spending threshold to include printing, venue rental, and decorations. Catering budget is determined on sale of tickets and thus RSVP for attendance.
 1. Five days prior to event a paid contract is required for catering, with a deposit of 25%.
 2. Cancellation will mean a loss in the deposit.
 - iii. Motion made, seconded and voted on to approve a budget of \$750.00 for the cost of venue rental, printing, and decorations.
 1. Motion passed.
 - f. Budget for Catering:
 - i. Motion made, seconded and voted on to approve a budget of no more than \$15.00 per person on catering to include lunch, drinks, and desserts.
 1. Motion passed.
4. What will be done with proceeds from awards dinner
 - a. Tabled for unfinished business in June meeting.
5. Approval of pin logo
 - a. Meghan will investigate cost of pins. Further discussion will be held online and vote will be held via survey monkey.
6. Date and time for committee meetings need to be scheduled by the time current meeting is adjourned.
 - a. Historian Committee:
 - i. Thursday May 9, 2013 at 9:00pm via Google hangout.
 - b. Breakthrough to Nursing Committee:
 - i. Thursday May 16, 2013 at 9:00pm via Google hangout.
 - c. Legislative Education Committee:
 - i. Saturday May 18, 2013 at 9:00pm via Google hangout.
 - d. Nominations Elections Committee:
 - i. Saturday May 18, 2013 at 8:30pm via Google hangout.
 - e. Website and Newsletter Committee:
 - i. Monday May 13th, 2013 at 4:00pm via Google hangout.
 - f. Convention Committee:

- i. Wednesday May 22, 2013 at 10:00am via Google hangout.
- g. Membership Committee:
 - i. Thursday May 23, 2013 at 8:00pm via Google hangout.
- h. Jody and Jonathan will contact their committees to set up a time to meet.

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

Saturday, **June 1, 2014**, 10:00am at the ONA Office, Third Floor. Please dress nicely as we will be taking headshots for the OSNA website.

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by John Simpkin, at **3:32**pm.



Secretary Signature

President Signature