

Oregon Student Nurses Association

Meeting of the Board of Directors

[Saturday, September 7, 2013]

Tualatin, Oregon

1. Call to order: (10:07am) 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

Jonathan Bruce, Treasurer

Mary Geisler, Secretary

Emily Kaufman, Convention Director

Christina Charmichael, 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

Stephanie Griffin, OSNA Consultant

Susan King, ONA Consultant

Via Google chat:

Abbigale Foster, Membership

Absent:

Jody Petersen, Community Health Director

Stephanie Griffin, OSNA Consultant

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

3. Minutes: Vote on approving minutes, vote passes, minutes approved at 10:12.

4. ONA Report: (10:13)

- a. ONA CE program—10/1/13-10/2/13. Attendance is free for BOD. 10/1 focuses on Labor issues. 10/2 general CE day themes: value of nursing and change in the healthcare system. Keynote speaker: Jennifer Mencic. Location: Valley River Center in Eugene, OR. Jesse Kennedy staff member at River Bend in Eugene, OR. ONA website will migrate in December, a whole new website will be in place. Two issues: ONA's intention to introduce an upgrade to hospital staffing legislation; meeting with RNs around the state, upgrading the language. We are finding that many hospitals around the

country are ignoring the laws around staffing. Two: ONA anticipates 2014 ballot “Right to Work” legislation. Purpose is to undermine the power of people in unions. The ballot measure will say that if you don’t want to pay for services you will get them for free and we cannot force you to pay. Under the National Labor Relations Act once we represent an RN we have to offer bargaining rights to all RNs whether they want to pay for it or not. ONA recommends RNs not sign the petition for the ballot measure.

b. Would ONA like to sponsor a booth at convention? Susan: “Oh yeah.”

(10:20) BOD member introductions for our new member, Christina.

5. OSNA Consultant Report:

1.

6. Report of officers and committee chairs

(10:28) Report of the President:

a. What is NSNA up to:

i. Midyear planning conference. 20% of our budget 60 days before the date 11/7-11/10. President and Treasurers flight, hotel, cost of attendance is paid for. Everyone else is welcome to attend, please purchase your own flights, you will be reimbursed. More details can be found on the NSNA website.

1. BOD members can ask their individual school’s SNAs to help fund their attendance.

2. We would like as many BOD members to attend as possible.

b. Providence BridgePedal—quick thanks to everyone who was able to assist. It was a great event! They have invited us to come back next year.

c. Getting the word out about the Midyear Convention, and carpooling.

i. If everyone can take it upon themselves to talk to their own schools about carpooling that would be helpful. Something that was done last year: one of the teachers went with their students and made the drive a time for group studying.

ii. BOD members need to arrive at 0700. Doors need to open at 0800, Council of School President’s Meeting to start at 0830.

iii. Vendors may need to be contacted to give them a head’s up about game day, etc.

d. Reminder that the Oregon Center for Nursing releases a podcast every month. Everything is pro-nursing, but they try to remain nonpartisan.

(10:45) Report of the Vice President:

a. Bloom Project—a non-profit organization that takes flowers that have been used and recreates bouquets and deliver them to hospice and palliative care patients. An article will be in the next newsletter. Bloom Project is thinking OSNA might be an avenue to get into hospitals around the area.

b. School contacts will be looked at during work time.

c. Agendas look great!

- d. Clearing out Google Drives, lets get that done during work time!
- e. Shake Out—earthquake drill coming up on 10/17. Wrote to public safety at PCC, the entire school has signed up for the event, offered Sarah to be a part of the planning committee.
- f. Project Connect—adopted by Volunteer Connect in Central Oregon. They provide services to the homeless and low-income. They offer a day or two at the expo center as clinical time for those who don't have insurance in Deschutes Co. Even will take place on 9/28/13, two shifts are available.

(10:55) Report of the Secretary:

a.

(11:00) Report of the Treasurer:

- a. Been working on the 501c (3). Was on hold with the IRS for 45 minutes, was able to speak with a gentleman who provided clarity on what we need. Evidently we need to submit the numbers of our operating budget and gross income rather than bank statements.
- b. Would like to start looking into the process of having future Treasurer's bonded. This may free us up to use more modern methods of payment and will protect OSNA.
- c. Hulabee's would be a good product to go through. Could we contact Elsevier as a potential sponsor?
- d. Called QSL (printing company) who said the turnaround depends on what is needed. Might take two days for our brochure, did not give a cost of printing costs. Will be looking into a possible donation. If they choose to donate we will give them a sponsorship level that would correlate with the value.
- e. Please submit your budgets! We need this to move on our 501c(3). Please get this done as soon as you can.
- f. Updating the OSNA store, several items that we would like to make available for purchase.
- g. Can we get a re-vote on office supplies?

(11:08) Report of the Media Director:

- a. Need a convention blurb for the newsletter.
 - i. When do we want this released? Can we get a due date?
 - ii. Please submit items that need to go into the newsletter.
 - iii. Do we want to announce the change in Media Director in this?
- b. Started working with Casey to develop the website.
- c. Please send a bio: who we are, goals, contact information, links to committees.
- d. Email ideas and needs for our individual websites.
- e. New website due date: 10/20/13.

(11:18) Report of the Legislative Education Director:

- a. Talked to Jen Turner, community director for New Seasons, they will not be able to donate at this time. They have chosen to donate the bulk of their donations to hunger relief related issues, especially with the upcoming holidays. In case we need food for a cause for next calendar year please keep them in mind.
 - i. Sent a thank you letter.

- b. Nursing staffing agencies are looking at legislative issues with ONA.
- c. If a question is raised online anyone from the BOD can respond.
- d. Organization Before Profit supported by McKenzie Willamette down in Springfield, OR.
- e. Healthcare students invited to Enhancing Health with Client-based Nutrition, 9/20/13 in NE Portland--\$65 to register.
- f. Would like to write tips on how to write a resolution to put onto our website and FB page.
- g. Date with Sarah to see an IMAX movie to work towards our resolution regarding volume during a show.
- h. I need help with finding articles surrounding the hearing loss associated with exposure to a certain decibel level. Each BOD member please submit one article that you are able to find by 9/14/13.
 - i. Resolution to have theaters post the decibel level at which the movie may reach, and at what level hearing damage occurs, provide earplugs, turn the movie down, or a combination of all the above.
- i. Next Health Policy Cabinet meeting on 9/13/13, this next Friday, at ONA office from 0900-1200.

(11:47) Report of the Membership Director:

- a. Great job to every one; our membership numbers have been increasing every month, for the last five months.
- b. Working on a speaker for the convention.
- c. Would we be interested in working with Nurses Lounge?
 - i. What does this do for us?
- d. Working on getting our convention filmed, cheapest package is \$1800.
 - i. Don't want to encourage people to stay home at "watch" the convention!
- e. Helping out with convention stuff, contacting schools.
 - i. Anyone able to attend Chemeketta Family Night on 9/10/13 at 1700?
 - 1. Meghan will be attending, anyone else available? Sarah will be available to attend.
 - 2. Will send Meghan information on benefits that are available to new students.
- f. We said members who register for the convention by 10/1 would receive a discounted price, but most schools don't start until 9/30. Quick turnaround, should we change the date?
 - i. Will change the date to 10/4 for early registration deadline. We will change the date on the website and Event Bright.

(11:56) Report of the Convention Director:

- a. Really appreciate the fact that everyone is so available during August, most everyone responded within a day, yay! Without this we would not have been able to move forward on collecting sponsorship interest.
- b. Space at LCC has been secured. Thank you to Meghan!
- c. Will need to change the contract, LCC will be changing around \$700 for the space.

- d. Spoke with OHSU about being a platinum sponsor and why this is the year they should take on this role.
 - e. Brendan secured Hurst review and Laurie's review, each will pay us \$5 per student that attends.
 - i. Hurst is raffling off a free review.
 - f. Presentation on Care through the Lifespan.
 - g. Shirts have been approved for ordering. Check out the design that was created last year, but never used. Great logo! On Event Bright!
 - h. Event Bright, great resource for us, posting a blurb about our convention. Makes it possible to purchase a ticket and merchandise all at once, if purchased prior to convention merchandise will be offered at a discount rate.
 - i. John Bruce suggested an LCC prof on diabetes education. Very involved in new student orientation.
 - j. There will be a specific BTN session for new students, and a session for pre-Nursing students.
 - k. Need more vendors! Need more speakers! Advertising!
 - l. Need to start setting meeting times for the Annual convention. These meetings are MANDATORY! If you want to be on this committee we all must commit to meeting times.
 - m. Working for prototype for the cover of the midyear convention brochure. John and his wife will work on the bulk of the brochure content.
 - n. Chipotle update? No deadline has been set for numbers, could do up to 100, but needs a specific number to avoid lots of leftover food.
 - i. Anticipating a lot of people showing up the day of, and work that number in.
 - ii. If you have specific dietary needs please pre-register to ensure needs are met.
 - iii. Food for Lane Co should be contacted in case of leftover food from convention.
 - o. To all SNAs, the monies do not come in until October sometime. So long as people hit "pay by check" there is flexibility available.
 - p. BOD members introduced early in the convention so attendees can approach us throughout the convention to ask what about what we do!
 - q. Annual Theme: please send more ideas so they can be sent out in a Survey Monkey.
 - r. Ideas for caterers. Anyone who is willing to donate or reduce prices. OSNA is willing to pay up to \$5/person, will use them as a sponsor.
- (12:20) Report of the Professional Development Director:
- a. Met with Uberthons, have a polished agreement for us. Working over the next week to get our agreement finalized. They are covering all upfront costs. We will however need to reimburse them for the upfront costs. The proposal is every runner will receive a participation medal. Some wording changes that I would like to make.
 - i. Tried to talk to NSNA about supporting this, they are unable to. Would like to call them and ask about advertising costs. NSNA cannot support any one state's projects.

- b. Hurst update: bags, we have plenty!
 - c. Phone calls to potential vendors, sponsors, and donations.
- (12:30) Report of the Community Outreach Director:
- a. Please see agenda.
- (12:31) Report of the Breakthrough to Nursing Director:
- a. Contacted Peace Health Sacred Heart in Eugene, they are interested in being a sponsor for the Midyear and the Annual conventions!
 - b. Working on calling other people in the Eugene Chamber of Commerce website, have connected with Community Organizations who have RNs available to speak.
 - c. Nursing Is video—have talked to North Eugene HS, very excited about having us come to talk to students in October. Will be distributing fliers to parents and students.
 - d. Need help with nursing clips. Nursing Is.....what?
- (12:40) Report of the Nominations and Elections Director:
- a. Contacted Starbucks, received the same response as Jennifer did, they are unable to commit to conventions.
 - b. Attempted to contact NW Scrubs, advised us to send an email to the corporate office.
 - c. Went to UP, e-mailed president, awaiting reply. Attempting to go to a meeting.
 - d. Posted fliers at Linfield, spoke with the multicultural director, will go to an event to speak with the students. Should go to the 305 classes to speak with students.
 - e. Distribute fliers to your schools! Get the word out!
 - f. Need help organizing Google Drive.

1:10-2:00 Lunch and Work Break

Resume at 2:09 pm

7. Old Business:

- a. Group Picture—two new pictures taken, another will be taken at the midyear convention when the entire BOD is in attendance.
- b. Posters—John will get in touch with school presidents. John knows a printer that can create them on the cheap.
- c. Meghan command strips check cancelled—the check to reimburse Meghan for command strips will be cancelled as she has been unable to purchase said items.
- d. Blank notecards for Thank Yous, etc.—check prices for blank notecards that can be used as thank you notes for sponsorships, donations, etc.

8. New Business:

- 1. Voting on office supplies reimbursement for Treasurer
 - a. Needs supplies so that he can organize his binder, etc.
 - b. Jonathan proposes up to \$35 for office supplies, such as file folder, divider tabs, paper, ink, etc.

- c. Motion seconded by Brendan.
 - d. Vote conducted.
 - e. Motion passed.
2. Voting on keeping a set of checks in the office
- a. Something we talked about a few months ago. As of now only the Treasurer holds the checks. Rather than having a second person hold onto checks, they can be kept in a lockbox in the office.
 - b. Jonathan proposes that the OSNA BOD leave five (5) checks in the office in a locked lockbox that we will vote on separately.
 - c. Motion seconded by the Secretary.
 - d. Open for discussion:
 - i. The President would hold the key to the lockbox.
 - ii. Would we count checks every meeting?
 - 1. No need, checks are tracked online.
 - iii. Will having out of order checks be problematic?
 - 1. Again, no, because of online banking and tracking availability.
 - iv. There always needs to be two signers.
 - 1. Does the bank check each check for two different signatures?
 - a. Yes.
 - v. Do we need a lockbox since we are in a locked building with a locked room?
 - 1. The only people who come up to the third floor are staff members.
 - 2. Shifty things happen, a lock would deter theft and restrict access.
 - 3. Hallway is always locked, even during normal business hours.
 - vi. The physical representation of a lockbox to be handed over to the next board is a good idea, but do we need to spend a lot of money on another security measure when there are so many in place already?
 - e. An amendment to the aforementioned proposal to state that we use the current lockbox instead of purchasing a new lockbox is proposed by Meghan, seconded by Sarah.
 - i. No discussion
 - f. Vote for new proposal including the amendment conducted, passes.
3. ONA turns 110! Lets help them celebrate!
4. Wording for Prof. Development task (Uberthons Scrub Run)—Brendan will be working on this for a while. We would like to make this a part of what OSNA does every year. Table this until next month.
5. Proposal to cut a check to pay for the use of space at LCC as well as all other associated needs for the convention in an amount of up to \$700. Motion seconded. Discussion: we will know the exact amount on 9/10 (Tuesday). Vote conducted, motion passes.
6. Annual renewal with State of Oregon as a domestic non-profit carries a \$50 fee. Necessary changes have been made with updated President and Secretary names.
 - a. A motion to pay the state of Oregon to keep our non-profit listed.
 - b. Seconded

- c. Discussion? No!
- d. Vote conducted, motion passes.

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

Saturday, **October 5, 2013**, 10:00am at the ONA Office, Third Floor.

10. Announcements:

- a. Abbigale will be out of town next weekend on a family camping trip, will be unavailable by email or any other form of contact.
- b. Meghan announced Monmouth is going forward with their NCLEX review, they will be buying a vendor booth at midyear, offering us around \$250 for a five day NCLEX review, in June of next year, lunch provided. Open to everyone who may not already have his or her licenses. Even if you are not in need of this service, please pass this on to students in your programs!

Adjournment: There being no further business, the meeting was adjourned by John Simpkin, at **3:20pm**.



Secretary Signature

President Signature