**Oregon Student Nurses Association**

Meeting of the Board of Directors

[January 10, 2015)

Tualatin, Oregon

1. Call to order: (10:07 am) The regular meeting of the Board of Directors of the Oregon Student Nurses Association was called to order by Janna Boren, President.

2. Roll Call

Those Present:

Janna Boren, President

Jacklyn Speigelburg, Vice President

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth Professional Director

Natasha Hofstetter, Legislative Education Director

Kayla Corwin, Breakthrough to Nursing Director

Jacques Stevenson St Jelus, Convention Director

Sarah Carter, Convention Director

Paula Ongmanchi, Nominations and Elections Director

Laura Maxwell, OHSU Monmouth Campus

Jessica Watson, OHSU Monmouth Campus

Lance Cook, Portland OHSU Campus

Justine Blaud, Media Director

Wendy Mundell, Community Outreach Director

Crystal Soker, Membership Director

Susan King, ONA Consultant

Via Google Hangout:

Absent:

Quorum: Janna Boren, President, declared a quorum present.

3. Minutes

1. No amendments to the minutes.
2. Minutes put to a vote, passes.

4. ONA report:

1. Congratulations to the new RNs and new mother!
2. If you were an OSNA member you get a huge discount as an ONA member
3. New conditions regarding ONA and OSNA
   1. Not having direct
   2. Case by case written agreement regarding what they do with out information
   3. Not restricting any of the benefits
4. Big event with St. Charles
   1. The nurse did everything that was per protocol
   2. The nurse written an article regarding the event
      1. There will be a lawsuit
      2. There will be no report to board of nursing because she was not in the wrong
      3. Whether employers say they cover you, you may not be completely covered
         1. The employers liability does not cover license liability
         2. NSO insurance is highly suggested (or another personal license insurance for better coverage)
            1. Only $65 year as a student and $95 year otherwise
            2. Susan will send this information to Justine and Crystal to spread the word to others
   3. Lobby day!
      1. Need to register so we have a head count and give NSNA member number
      2. Have more flyers to take to others
   4. ONA form to get direct contact with OSNA
5. Giving ONA editor access
   1. OSNA suggested that this would be OK
   2. Susan gives email: [Campbell@oregon.org](mailto:Campbell@oregon.org)
6. Discuss recall of consultants
   1. OSNA considering recalling them
   2. Susan has not talked to Emily as of yet
7. ONA will be sponsoring OSNA Annual convention
   1. Will have a table and sponsorship
   2. Susan plans to be there all day
   3. Has a speaker for Ebola and connected her to Janna
   4. Will send information to Jacklyn as well about Ebola sponsor

5. OSNA Consultant report:

6. Report of Officers and Committee Chairs:

(10:11) Report of President:

1. Janna moved to create a separate page for the ONA on the OSNA website and to give the ONA editing abilities on that page only.
   1. Crystal seconded
   2. Discussion
   3. Motion passes
2. Oregon action coalition we partnered with
   1. AARP flying me to Washington DC
      1. Management of volunteer experience
   2. Sent out Madmimi to be an ONA student affiliate
3. Continue to send out email blasts for the annual convention
4. Sent out the “to do” list to organize us for the convention
5. Got Jesse Kennedy and Margaret Nye
6. Been in contact with OHSU and willing to sponsor
   1. Not sure how much at this time

(10:23) Report of Vice President:

1. Completed Annual convention flyer
2. Added convention documents to drive
3. Created spreadsheets on drive for speakers and volunteers
4. Vendors/Speakers
   1. Oregon Center for Nursing/ Jana Bitton response pending
   2. Lane CC/Tricia Tully response to V/S pending, approved flyers
   3. Rogue CC/Melissa Weast response pending
   4. Cover Oregon response pending
   5. OHSU-Ashland approved flyers
   6. Speakers emailed:
      1. Justin Kribbs Finance at OHSU confirmed
      2. Attended part of finance committee meeting 12/11/14
5. Consider looking into Copy man instead of Kinkos for printing
   1. Jacklyn moves to print 100 color copies of the flyer for the annual convention for the lowest price (will look into three and post)
      1. Joci seconded
      2. Discussion
         1. We need to include envelopes and stamps if we do not already have them
         2. Crystal will be getting address for other schools
      3. Motion passes

(10:34) Report of Secretary:

1. Melonie Powell (our keynote speaker) will be attending the January meeting to tie loose ends regarding what will be done during the convention.
   1. Make sure to give Melonie rough draft of the day of the event as well as the vendor sheet and flyer for the title of the event
2. Contacted Mount Hood Community College regarding the annual convention

(10:35) Report of Treasurer:

1. Balances:
   1. Checking:
      1. December beginning balance: $23,025.28
      2. December ending balance: $23,222.34
   2. Savings:
      1. December beginning balance: $3,863.00
      2. December ending balance: $3,863.30
2. Annual Convention
   1. Met with finance committee and finalized prices for annual convention attendance, and vendor/sponsor rates
   2. Worked with Media director to create annual convention informational links for vendors, sponsors, and attendees, also created eventbrite purchase pages for attendance and sponsorship/vendors
   3. Submitted information for Liability insurance with Slater Insurance, still have not heard back post holiday – will follow up
   4. Created vendor/sponsor solicitation letter
      1. Solicited vendors and sponsors – no responses currently ☹
3. Finalized 501 C6, plan to sign check today and submit application
4. Updated online store with media director
5. Thank you ONA for your generous donation towards our midyear fundraising! Funds were deposited this month.
6. Paid bills and performed other normal Treasurer duties
7. Sold 14 tickets towards convention
8. Sold 664.69 for gross sales next sales 630.50
9. Eventbrite
   1. We qualify for advance payouts
   2. Get payments once a month, Justine just needs to sign us up
   3. Page has been visited 25 times
   4. 627 views
   5. 6 people opted not to get our emails
   6. Last email Janna sent out, 291 viewed.

(11:06) Report of Media Director:

What I did:

1. Contact all the vendors and sponsors
2. Create Webpage, event page, and assisted with eventbrite for students and vendors with Alicia
3. Updated store and set up payment
4. Contacted Weebly to figure out how to make donations page
5. Worked on finding free source for logo creation for the event that we can use for published flyers, advertising, and pamphlets. Unable to find free source.
6. Created logo on logogenie.net
7. Held two media meetings (one with Alicia and one with Joci). Media notes to follow in email.
8. Communicated with student regarding newsletter submission.

What I need to do:

1. Need to work with Alicia to figure out who has already paid for sponsorship and publish in newsletter and website
2. Need to create newsletter promoting convention, as well as disaster preparedness
3. Need to update website with disaster preparedness and link to pre-class
4. Figure out donations page (Eventbrite VS page)
5. Need help with logo (should we purchase or does anyone have time/software to create a homemade one?)
6. Need to figure out how to coordinate the sponsorships with webpage, and how to get everything out in time for advertising
7. Follow up with people I have contacted for speakers and sponsorships
8. Janna suggested that we include the keynote speaker and Red Cross to the newsletter
   1. Make it known that there is an on-line registration that needs to be completed prior to attending the breakout session.
9. Red Cross training will be solidified via Jacques ASAP
10. Need to get bios in from speakers

(11:38) Report of Membership Director:

1. 786 members
2. Soft confirmation for Heya and Planned parenthood to be there
3. I will be available to help with everyone until the first week of February
4. McGraths fishhouse donated to us

(11:34) Report of Legislative Education Director:

1. What I have been working on:
   1. Contacting assigned speakers and vendors for the upcoming convention.
      1. Two speakers. One of them is willing to speak on two subjects. Ian Stevens on “Use of Natural Remedies in the US” and Nick Miehl on “Leadership in Nursing” and “Forensic Nursing”. Contacted “Life Uniform” and NW Scrubs” but haven’t received any reply from them.
   2. Working on resolution.
   3. Reached out to Liz Long with some questions about specifics of citations and the cost of implementation that has to be submitted with the resolution. Done with the abstract. Done with most resolution. Waiting on the reply from Liz about the in text citations.
2. What I need help with:
   1. Need to have a committee meeting and discuss what needs to be improved/ changed in order to be submitted. Last day for submission is February 11.
      1. Janna suggested that it should be shared in the drive or the group page to the FB page for everyone to review and edit
3. What my goals are for this month:
   1. Keep working on contacting the vendors and help with whatever else needs to be done to have a successful convention.
   2. Finish up the resolution and submit it to the NSNA.
4. Janna suggested to advertise NW Scrubs the benefits you can offer as a nursing student
   1. Try to contact again via phone call and get manager’s number instead

(11:38) Report of Professional Development Director:

1. Last month:
   1. Contacted vendors & sponsors
   2. Epilepsy foundation is now a vendor
   3. Kaiser is hard to get a hold of but Paula says it may be that we need to reserve 1 year ahead of time
   4. Will contact St. Charles in Bend
   5. Tried to contact Sweet Tomatoes with no response
2. What I’m working on:
3. Professional Development Page:
   1. New dates for 2015
   2. Disaster prep at convention
      1. Add to professional development page
      2. Work with Justine for the website and newsletter
   3. Available conventions
4. Logo themes for convention
5. Event Brite: donations link & option to type in amount
6. Work on Newsletter:
   1. Disaster Preparedness information
   2. Advertise convention
   3. List of sponsors/vendors we have
   4. Article proofing and source verification
7. Helping to proof the website with Justine
8. Call management at Sweet Tomatoes regarding fundraiser funds
   1. $7! Woot woot!

(11:42) Report of Breakthrough to Nursing Director:

1. What I have done:
   1. I have e-mailed Zoe Anaslas, Serv-OR, MDA, Salem Hospital, MSNA NCLEX Review, Linn-Benton Community College, Lane Community College.
   2. I have heard back from Serv-OR saying the gentleman I need to talk to be out of town until 1/5, and am waiting to here back.
   3. Matt from the MSNA NCLEX Review is going to propose either having a both or being a sponsor at the next MSNA meeting on 1/13.
   4. I haven’t heard back from any of the others so I sent follow up emails on 1/6.
2. What I am doing:
   1. Continuing to track down vendors/sponsors/speakers
   2. Working with the WOU pre-nursing president to encourage pre-nursing students from the central valley to attend convention.
   3. Working with Bailey Wooden from Clackamas Community College to encourage her campus to attend convention and increase NSNA enrollment.
3. What I need help with:
   1. Nothing at the moment, just continuing to work on getting

a hold of the necessary people for convention.

(11:45) Report of Nominations and Elections Director:

1. What I have worked on
2. Created the ballot draft for the elections.
3. Contacted sponsors for the convention. Out of 12+, 3 committed
4. Updated the elections page on the OSNA website
5. Collaborated with media director to advertise elections using social media
6. Found a speaker to talk about leadership
   1. RN working for Neighborhood health Center
7. Corresponded with interested applicants for OSNA positions through email
8. Updated position description in historian committee document
   1. I encourage everyone to do this
      1. The more specific we are the better
9. What I need help with
10. Find interested students to run for office or join committees for next year. Please advertise the positions you currently have to people in your school and encourage them to run for office.
11. Elsevier will not be a vendor but will be sending us a gift basket

3. Will be adding in a delegate section or document with bullet points

(11:56) Report of Convention Directors:

1. What we have been working on:
2. Reached out to potential sponsors/vendors.
   1. Reached out to The Oregonian, am in communication with Susan Gage who put me in contact with Hallie Janssen and Lynne Terry. Still speaking with them regarding interest.
   2. Wrote to Oregon Public Broadcasting, Eve Epstein, no response. Will try to find another contact to reach out to.
   3. Could not find a contact via email for Concorde, left my phone number for someone to contact me and am still waiting for information. Can try to reach out again. Wrote to a contact at Pioneer Pacific College and am waiting on a reply (Jennifer Jett).
      1. Kayla will be contacting them, she can network with someone from the inside
   4. Walla Walla University, Concordia University, Olympic College of Nursing, Peninsula Comm. College, Chemeketa Comm. College, Shriners Hospital. They are still pending. Shriners did tell me they would be looking if it were something they can do.
   5. Rebecca, a potential speaker (from Shriners) is interested. But she has questions that need to be answered before any commitment.
      1. Will be seeing her in person to discuss further regarding the time and the topic to focus on
   6. Been in contact with other SNA chapters who want to purchase tickets.
3. Reviewed the menu for the convention. Think wraps/sandwiches would be best option. Buy mostly regular and some gluten free options.
   1. If we bought 50 “Panther” boxed lunches it would be $397.50 (sandwich, chips, apple, potato salad, 2 cookies). 20 “Gluten Free” boxed lunches would cost $195. For 70 lunches it would cost $592.50. Just a ballpark to think about. We need to decide if we like the idea of the boxed lunch and how many we would want.
4. Reached out to Marsid M&M Group and Copyman (local) for printing quotes.
5. What we need to do:
   1. Finalize vendors and sponsors and collect more.
   2. Choose printing center or budge we are comfortable with.
   3. Finalize food choices for day of the event. Number of lunches, how many of each and what type.
   4. Help with volunteers. Who is taking care of volunteers?
   5. Choose a date where we can visit PCC to know what our classrooms will look like.

(12:04) Report of Community Outreach Director:

1. What I have done
   1. Sent out emails to Joni Hurst and her response
      1. Hurst would like to be a bronze sponsor; she has submitted sponsor application and said to be expecting a check soon.
      2. Will provide bags for the event; would like to provide pizza for the COSP meeting.
      3. Would like to offer a 50-60min NCLEX review.
      4. Would be willing to participate in an "Ask a Nurse-Nurse Mentor Panel" if we were interested in having one.
      5. Also, recommended a Hurst and Kaplan back-to-back 30 min presentation with Q and A, which has allowed students preparing for NCLEX an opportunity to see the two companies side by side. She said so far, feedback of this has been well received.
   2. Kaplan: still waiting for reply
   3. RN Laurie: Still waiting for reply
   4. Tamra Samson@Umpqua CC: still waiting for reply
   5. Doris Jepson@Columbia Gorge CC: Still waiting for reply
   6. Lucille Krull@ Walla Walla U:
      1. She replied and said that Walla Walla is owned and operated by the Seventh-day Adventist church. Their religious day is Saturday and do not promote or offer academic activities that day. Suggested we move the convention day to Sunday.
   7. Contacted PDX Diaper Bank and notified them of diaper drive. They will supply box for diaper collection. I got their logo to make flyer.
      1. Janna will also add to next Madmimi email
      2. Ask if Kaplan and hurst want to donate to the raffle
      3. Crystal will be adding a personal raffle as well
      4. Wendy and Crystal will take care of gift baskets
         1. Email crystal what you have for the gift baskets
      5. Janna’s mother will be in charge of thank you letters and food for the speakers and vendors
2. What I am working on:
   1. Will make flyer and would like to start promoting the diaper drive.
3. Need to work out a date with Neighborhood House still.

12:15-1:00 Lunch and Work Break

Resume at 12:51pm

7. Old Business:

8. New Business:

1. Consultant recall
   1. Jacklyn moves to send a formal warning to recall consultants, Mary Geisler and Emily Kauffman
   2. Kayla seconds
   3. Discussion
   4. Motion passes with more than 2/3 vote
   5. Jacklyn will get together with Janna about sending out the letters
2. Price for the booth
   1. If people ask, are we OK with giving discounts to vendors?
   2. No general discounts for previous vendors, just case by case vendors
3. Crystal and pre-registration
   1. Just for Linfield students can we extend the deadline?
   2. There could be an issue with food count if we extend the deadline
   3. Jacques will find out the deadline for food
   4. Alicia and Justine can make a new eventbrite for Linfield students if need be
      1. Alicia created a group registration form
   5. February 7th is original deadline
      1. Extend one week late for Linfield
      2. Crystal moves to extend the deadline for Linfield for the pre-registration price to February 14th
         1. Alicia seconds
         2. Discussion
         3. Motion passes
      3. NEW BUSINESS talk about pushing general registration to a later date
4. Vote on group discount
   1. Alicia made a page for that option, but since we have not advertised that before people have already purchased tickets, it may not be fair
      1. Alicia made form for group registration form
         1. Will need to pay in one check from entire group
         2. Stops paypal fees as well instead of many
         3. Will not be giving group discount
5. Justine will go over the logo NEW BUSINESS
   1. Will table until next meeting
6. Where we want everyone regarding breakout sessions
   1. Who is speaking
   2. When they will be speaking
      1. Additional form has been made with the layout and Katie will upload it into the share drive
7. Food items
   1. If we bought 50 “Panther” boxed lunches it would be $397.50 (sandwich, chips, apple, potato salad, 2 cookies). 20 “Gluten Free” boxed lunches would cost $195. For 70 lunches it would cost $592.50. Just a ballpark to think about. We need to decide if we like the idea of the boxed lunch and how many we would want.
   2. Crystal will be the main food contact about special food requests
   3. We need a deadline for food
   4. Need to figure out how much to buy
   5. Will offer regular, vegetarian, and gluten free options
   6. Will do the panther boxes and gluten free options
      1. Sarah will call on Monday
   7. Drinks are not included
   8. More discussion will be continued during convention committee meeting
8. Volunteers
   1. Make sure to put into spreadsheet and specify time
   2. Volunteers times are tentative
9. Insurance
   1. Single day event is $300- $400 or yearly is $700
   2. The previous board was looking yearly, but it makes more sense to do just the day event for our board at this time
      1. Alicia moves to approve purchasing single day event insurance approximately $300
      2. Jacklyn seconded
      3. Discussion
      4. Motion passes

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

Saturday, February 7, 2015, 10:00am at the ONA Office, Third Floor.

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by Jacklyn Speigelburg, at 2:37pm.

