**Oregon Student Nurses Association**

Meeting of the Board of Directors

[April 5, 2014]

Tualatin, Oregon

1. Call to order: (10:00 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:

Incoming Members:

Janna Boren, President

Meghan Wuichet, Vice President (outgoing Breakthrough to Nursing)

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth Professional Director

Natasha Hofstetter, Legislative Education Director

Kayla Vedaa, Breakthrough to Nursing Director

Wendy Wong, Annual Convention Director

Sarah Carter, Midyear Convention Director

Justine Blaud, Media Director

Crystal Soker, Membership Director

Wendy Mundell, Community Outreach Director (outgoing Community Outreach Director)

Outgoing Members:

John Simpkin, President

Sarah Adkins, Vice President

Mary Geisler, Secretary

Emily Kauffman, Convention Director

Christina Carmicheal, Media Director

Christina Carmichael, Media Director

Jennifer Rosales, Legislative Education Director

Via Google Hangout:

Abbigale Foster, Membership Director (outgoing)

Absent:

Paula Ongmanchi, NEC (incoming)

Johnathan Bruce, Treasurer (outgoing)

Brendan Appleberry, Professional Development Director (outgoing)

Liza Matsumoto, Nominating and Elections Committee (NEC) (outgoing)

Susan King, ONA Consultant

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. Susan is missing the meeting.
   1. Thank you to the outgoing board
   2. Looking forward to getting to know the new board members
   3. ONA elections
      1. Rob Nosse—seat in the house of Representatives
      2. Canvas on 4/26
   4. House of Delegates
      1. CE day—May 21, 2014
      2. Look forward to having delegates from OSNA for the first time
      3. Free to OSNA members, good networking opportunity

5. OSNA Consultant report:

1. No current consultant

6. Report of Officers and Committee Chairs:

(10:13) Report of President:

1. Annual constituency
   1. Must be turned in to prove meetings are held and attendance occurs
   2. New members are officially on the roster
2. National Convention
   1. Janna, Alicia arriving on Monday evening
   2. One responsibility: reserve a caucus room to hold a discussion and meet delegates
      1. Caucus room #2: 4/10/14, 1000-1200
      2. Need discussion points, questions for delegates
   3. Will be present for scholarship festivities on Wednesday, will be participating in a video taping, Meghan will be stepping up to fill in
   4. Portland Travel Bureau to send out information
      1. Contacted Sissy
      2. She is sending out promo information for a table in the main hall
      3. Two minute video, Travel Portland
      4. NSNA Mid-year 11/6-11/9 in PORTLAND!
   5. Delegate Status for ONA
      1. Delegate application needs to be filled out today
      2. Log in to ONA’s website, register as a student affiliate, register for the convention
      3. Deadline to register is 4/28
      4. 0830-1700, registration begins at 0730, please arrive by 0800 at the latest to register, eat breakfast

(10:23) Report of Vice President:

1. Outgoing board, must register the first day of the event
2. Badges and business cards have been ordered for new members
3. Have badge for getting into the office: Alicia, Janna, Meghan all have access to the office during off hours
4. Recognition of achievement luncheon
   1. How are we going to proceed
   2. Budget
5. Goals:
   1. Attend committee meetings
   2. Work with BTN on presentation
   3. Clean the office, rid ourselves of old materials

(10:26) Report of Secretary:

1. Get a better handle of my roles as Secretary
2. Be a good support role for anyone who needs extra help and assistance

(10:26) Report of Treasurer:

1. Google Drive: please update your info
   1. Will be addressed and worked on in worktime, new business
2. 501c3
   1. Will file
3. Will file taxes
4. Working to get onto accounts
   1. Paid bills
   2. Tracking where our $$ is going
5. Will meet with Jeff Hart, accountant for ONA to file taxes
6. Updating reimbursement requests in new business
   1. Update the overall process
7. Mileage reimbursement
   1. Federal law requires reimbursement for travel
      1. Each BOD member entitled to mileage reimbursement
      2. Law is spelled out in Google Drive
      3. Pre-approval needs to be made by Alicia
8. Credit card, who gets one?
9. Commercial liability insurance was purchased for OSNA conventions
   1. Who purchased this? What did it cover?
10. Need help with reformulating financial policies
11. OSNA store?
    1. Justine, can you help with this?
12. I need a finance committee
13. Who gets business cards?
    1. Does everyone want/need these?
14. In new business will ask for a small budget for office supplies
15. Room has been covered through the OSNA credit card
16. Purchase for tickets will need to be made at the convention
    1. Hold onto your receipts and badges
17. Transportation to/from the airport is NOT covered by OSNA, please be aware of this additional cost
18. April Balances:
    1. Starting: $22,874.72
    2. Ending: $16,722.61

(10:40) Report of Media Director:

1. Updated the Bios/pictures that I have received, need Legislation
2. Rearrange the website to update events
3. Trying to get up to date with Google Drive content
   1. If you add something, please let me know where to find it
4. Thinking about upcoming newsletter, would like to keep it to two pages
   1. This is not being opened by students, would like to keep it smaller for now
5. Would like to talk about starting a blog for people that are looking to add longer articles
   1. Student spotlight for people who are interested in submitting items
6. Content of the next newsletter
   1. Feedback needed
   2. Meet the New Board
   3. Article about attending the NSNA midyear, coming to Portland!

(10:47) Report of Membership Director:

1. 831 members as of 3/26/14
2. Wendy and I met over break to go over ways to collaborate and expand each others roles
   1. How do we get new members? How do we keep old members? How do we get everyone to participate in events?
   2. Tool to send out to every participating school to show how OSNA works
3. Have an application from my school for a committee membership
4. Received emails from two new schools interested in affiliation with OSNA: Columbia Gorge CC,

(10:45) Report of Legislative Education Director:

1. Attend ONA meeting in Salem on Healthcare Reform, hoping to generate ideas for resolution
2. Don’t have a really good picture, help!

(10:57) Report of Professional Development Director:

1. Getting in contact with local, national runs
   1. Local run on May 10?
      1. When do we think would be a good date for a run?
      2. Would need 150-250 participants minimum
   2. National run
      1. Need to speak with a lawyer about contract, 20 year commitment seems too long
      2. Would need 1,000 participants
      3. Logistics, is this one state, all states?
      4. Would like help
   3. Want to contribute articles
2. Work with Kayla on contacts for local schools
   1. Lists of previously used contacts
   2. Local chapter, pre-nursing clubs, etc.

(11:10) Report of Breakthrough to Nursing Director:

1. Have a committee chair—Audrey Drake
   1. Voted in at convention
2. First project will be a video for pre-nursing students
   1. Projected date for completion will be between May and June
3. Actively recruiting committee members
4. Set the timeline for presentation
   1. Need help recruiting PDX area as well as outside the I-5 corridor
   2. Are there OSNA products for purchase that can be taken to presentations

(11:13) Report of Nominations and Elections Director:

1. Paula unable to attend this meeting
2. Please see her agenda items

(10:52) Report of Convention Director:

1. Vote to 2/15, 2/22, or 3/1 for OSNA annual convention
   1. Themes?
   2. Selecting a location
2. NSNA midyear 11/6-11/9
   1. Need to select a date, prosed 10/11, 10/18, or 10/25
   2. Need to select a theme
   3. Location

(11:03) Report of Community Outreach Director:

1. Need to figure out who to contact in order to give out information to local chapters to generate membership
2. Help with ideas for community outreach projects
   1. Talk to John about Bridge Pedal
   2. Janna-clothing drive based on weight

7. Old Business:

1. Schedule a meeting to get together to get the ball rolling on the committees, get people to come OSNA official meetings and consolidate as many meeting as possible.
2. Contacting people is a challenge in the beginning: fill out old contact form: find school contact information, for breakthrough to nursing will have updated contact: Meghan will send out.
3. If you are outgoing board member and want $50 reimbursement, talk to Treasurer.
4. Vote for new consultant
   1. Motion to vote Mary Geisler as incoming consultant
   2. Motion to amend
   3. Motion seconded
   4. Action carried
5. Vote for new consultant
   1. Motion to vote Emily Kauffman as incoming consultant
   2. Motion to amend
   3. Motion seconded
   4. Motion passed

11:20-1:00 Lunch and Work Break

Resume at 1:03pm

8. New Business:

1. CPR gentleman coming to speak at the May meeting
   1. Pick a time for May meeting: 1400-1415
      * 1. Wants our support to help pass his bill to support CPR certification for elementary teachers
2. Maintain current mileage policy

A. Motion to amend current mileage policy

1. Treasurer budget for office supplies
   1. Make a motion for budget for office supplies: up to $60 to spend on supplies before needing further approval through end of term
   2. Motion to amend
   3. Motion seconded
   4. Discussion
      1. Does this include mailing fees from ONSA store?
         1. No, this would be a separate fund
         2. This allotment would include
2. Blog for the website
   1. Open discussion
      1. Media’s concern: time to monitor comments and open blog topics that do not pertain to the board
      2. Reason it was taken down: no activity previously
      3. Make an interactive post and advertise on the newsletter to promote the blog
      4. Suggestion: connect (share) blog to Facebook page
      5. Rather have people be able to publish and minimize work for media for monitoring posts, can make comments on FB page
      6. Table for next meeting
3. Content for next newsletter
   1. Taking bios and pictures with meet the new board, followed by NSNA convention followed by Midyear
   2. Suggestion: one take-away from NSNA convention (limit to 150 words)
   3. Add email blast to check emails and update contact information with OSNA
   4. Get between 150-319 views daily for website
   5. We can get hyperlinks for new additions?
      1. Examples: new convention information, new blog posts, etc.
4. Location for OSNA annual
   1. Committee to discuss at their first meeting
5. Date for fun run
   1. Scheduled for May 8th or 10th, but concerned if it is too early to start.
      1. Suggestion: to take our time and move to a later date (August) on a Saturday, not on Labor Day
         1. Advertising opportunity before midyear convention
         2. Advertise the run during Nurse’s Week
   2. Table for next meeting
6. Get reimbursement form updated
   1. Do not have specific spot for purpose of funds
   2. Want to reimburse via paypal, no associated fees
   3. Proposed changes: amount, location and purpose
   4. Allow for email signatures
   5. Move to approve document’s changes: highlighted on sheet entire board has seen, allow for electronic signatures and paypal or check as option for reimbursement.
   6. Motion seconded
   7. No discussion
   8. Motion to vote on proposed motion
   9. Vote
   10. Motion passes
7. NSNA convention travel policy:
   1. Page 2,3,4: payment type
   2. Since old board bought everything under old policy, should abide by old policy.
   3. As new board, change travel document to redo reimbursement policy
   4. Table travel reimbursement once we are no longer mixed with new and old board.
8. Designing new contact list to share with other boards to keep continuity from every single school
   1. Will plan to get done by the next meeting
9. Communication policy
   1. Everyone has 48 hours email, and 24 hours for phone calls. Includes FB.
      1. If no time, please respond within that time to let them know you will get back to them. No excuse.
10. To-Do lists
    1. Will be put on FB as well as email
    2. OSNA with NSNA or any other professional organization, CC President to keep in the loop
    3. Privately register themselves for convention, no more group registration except for hotels. Too much work for one person.
    4. Create calendar (start small and work our way up): create small list of what we did during the month and then put into binders.
       1. To help with smoother transition for future board.
11. When moving documents in drive, be aware to check that all appropriate people are still able to access those documents in the drive.
12. Stimulate committees
    1. Try to condense the monthly meeting by adding in other committee meetings
       1. Concern after long day of meetings; break out for committee meetings afterwards may be too much.
    2. Invite other committee members to next monthly meeting, encourage them to see what we do
    3. Google Hangout is suggested
    4. List made to sign up for committees
       1. Bring back list for chosen committee for next monthly meeting
    5. Everyone is on convention committee
13. Luncheon for old board
    1. Lost money on last luncheon
    2. Ideas to reduce cost while still honoring old board
       1. Plaques with OSNA emblem, $200-$224 total
       2. Mugs are considered
    3. Paying for luncheon
       1. Potluck?
          1. Newcoming board brings in for outgoing board?
          2. Have potluck after June meeting at 4 pm. (proposed date)?
          3. Put out survey monkey for potluck here, restaurant, or just a nice gift mailed out.
          4. Consider that since old board is going to NSNA convention, we will celebrate during convention and mail out gift later.
       2. Motion to amend to have celebratory dinner for old board during convention and consider budget for gifts.
       3. Motion seconded
       4. Discussion
          1. Dinner in place of a luncheon
          2. Choose a place that can be afforded
          3. Work on a budget for gifts (approved on later date)
       5. Motion put to a vote
       6. Motion passes

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

Saturday, May 3, 2014, 10:00am at the ONA Office, Third Floor.

10. Announcements:

1. Everyone make sure to go home with committee list and pictures taken for bios.
2. Old board, make sure to get signatures with Treasurer.
3. If you still want reimbursement for convention, talk to Alicia.

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 2:41pm.

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Secretary Signature President Signature