



The Oregon Student Nurses' Association

Meeting of the Board of Directors

September 19, 2015

Tualatin, Oregon

(10:13 am) Call to order: The regular meeting of the Board of Directors of the Oregon Student Nurses Association was called to order by Lance Cook, Interim President.

(10:13) Roll Call

Those Present:

Lance Cook, Interim President
Rebecca Silva, Secretary
Jessica Watson, Professional Development Director
Victoria Watson Steel, Membership Director
Laura Maxwell, Breakthrough to Nursing Director
Caitlin Tatum, Media Director
Brittany Wilson, Community Outreach Director
Bruce Turney, Nominations and Elections Director
Susan King, ONA Consultant
Jesse Kennedy, OSNA Consultant

Via Google Hangout:

Janna Boren, OSNA Consultant

Absent:

Jacques Stevenson St. Gelus, Annual Convention Director
Megan Johnson, Midyear Convention Director

(10:14) Quorum: Lance Cook, Interim President, declared a quorum present.

(10:14) Minutes

- i. No amendments to the minutes.

- ii. Minutes put to a vote, passes.

Report of Consultants:

(10:15) Report of ONA Consultant:

- (i) NLI had first seminar last weekend. Anticipates the event will be annual. Intent to develop knowledge, skills and abilities in leadership to benefit the organization. the NLI is a major part of ONA 's strategic plan.
- (ii) BU Leadership Training. Very well attended. Focused on SB 469, the new Hospital Staffing bill
- (iii) BOD mtg on Sep. 25th. Invites the OSNA Board and would love a brief report from the President.
- (iv) Promoted ONA Staff Kevin Mealy into role of Communications Manager.
- (v) Community Outreach Event: Bike Helmet fitting.
- (vi) Upcoming park event. First event at Laurelhurst park last month. Announced in the Friday eNews.
- (vii) ONA is scanning all their documents. They can save our documents for us to offer some redundancy.

(10:20) Report of OSNA Consultant: Jesse Kennedy

- (i) Attended ANA Assembly in July. Re-elected to Recent Grad at Large position.
 - (i) Extensive discussion around student involvement and engagement with student nurses and recent grads.
 - (ii) Working to bring more student members to the next ANA Assembly. Need the energy the sense of community infuses you with.
- (ii) Several States bylaw proposals that will create a recent grad position on their Boards. Cal. Col and Penn... hopefully Oregon. Looking for inroads for the State and National orgs to have more direct involvement with the Student Boards.
- (iii) Attending Colorado Nurses' Association to be their Keynote speaker. They are collaborating more with the SNA.
- (iv) Already in place are president communities that the SNA presidents can connect with.
 - (i) Penn and Georgia are excellent at putting out Nurse Leaders.
 - (ii) The ability to foster leadership skill is out there. We can appropriate the methods and initiate our own

(10:28) Report of OSNA Consultant: Janna Boren

- (i) Working on proposals for new board position for Recent Grad.

- (ii) Continues to make recommendations for event planning. Is happy to help with the timeline and troubleshooting.
- (iii) Location, food, eventbrite, creating web page on weebly, speakers and vendors (gifts and cards to vendors).
- (iv) Uploaded to facebook about how to run a COOP Meeting

Refresher on Robert's Rules:

- (i) Secretary keeps track of who wants to speak in the order of notification in order to insure that everyone has a chance to speak. And then those who did not raise their hand to speak can be asked to contribute to the discussion.
- (ii) Secretary reads off the names for role.
- (iii) Consent agendas and motions for each.
- (iv) Anything that comes from a committee does not need a second but the Committee Chair must make the motion.
- (v) Should raise hands and wait to be recognized to speak.
- (vi) ONA's hot sheet is a great resource.
- (vii) Board member states name and makes motion. Discussion. Go in order of hands raised. Secretary keep track of the order hands were raised. Avoid repetitive opinions. Motions are legally binding; must be in the minutes.

Report of Officers and Committee Chairs:

(10:30) Report of Interim President:

- (i) Attended all OSNA Committee Meetings
- (ii) Photographed Double-Tree to help with floor plan for Leadership Summit
- (iii) Drafted plans for collaborative effort on Leadership Summit.
- (iv) To assist in writing the newsletter article on healthcare equity I met with HCAO representative David Young on 8-7-15, attended an HCAO meeting on 9-8-15, and will attend Mercy Killers 9-17-15.
- (v) Assisted Community Outreach at Bridge Pedal on 8-9-15.
- (vi) Worked with Bailey and Rebecca to have my name added to OSNA accounts.
- (vii) Worked with Bailey and Olivia's to settle their outstanding balance.
- (viii) Met with Bailey and Olivia to receive hand off reports.
- (ix) Met with Leslie Ray to discuss Leadership Summit cancellation and Annual Convention. She would love to speak at Annual Convention.
- (x) Phone Conference with Jacques on 9-5-15 to collaborate on the creation of a to-do list for Annual Convention.
- (xi) Drafted plans for collaborative effort on the Annual Convention.
- (xii) Contacted some SNA Presidents (Katy Norvel and Kate Lenahan) and school representatives (Blue Mountain CC and Treasure Valley CC) about the Community of Oregon President's Meeting.

- (xiii) Drafted Rule of Engagement based on conflict management theories for us to consider for adoption.
- (xiv) Studying Robert's Rules of Order to help us conduct OSNA business as close to our bylaws as we can.

(10:40) Report of Vice President:

- (i)

(10:50) Report of Secretary:

- (i) Attended OSNA committee meetings.
- (ii) Assisted with compiling data from financial records
- (iii) Conducted research on the rental of A/V equipment for the Leadership Summit
- (iv) Represented OSNA at various meetings and events.
 - (i) ONA Cabinet on Health Policy meeting
 - (i) Renew Oregon
 - (ii) Bus Project
 - (ii) #LeadOnLeave Roundtable Discussion with Congresswoman Bonamici and US Secretary of Labor Perez.
 - (iii) Conference planning meeting with ONA Staff, King and Brown.
 - (i) Secured the ONA's donation of the needed A/V equipment (please see shared report).
- (v) Meeting with Dana Bjarnason to discuss Leadership Summit and Annual.
 - (i) She will be a speaker at Annual and will transfer the \$2K sponsorship from LS to Annual.
- (vi) Crafted proposal for Facebook advertising campaign. Will Present during New Business.
- (vii) Attended ONA Bargaining Unit Leadership Training.
- (viii) Met with N&E Director, Bruce Turney, for computer skills training.
- (ix) Made initial contact with all four assigned schools for the COOP Meeting.
- (x) Secured the participation of ONA's Jordan Ferris at the COOP Meeting.
- (xi) Purchased Books on Nonprofit accounting Principles and Methods. Have started reading those.

(10:53) Report of Treasurer:

- (i) Balances:
 - (i) Checking:
 - (i) August beginning balance: \$25,247.64
 - (ii) August ending balance: \$24,713.93
 - (ii) Savings:
 - (i) August beginning balance: \$5,000.00
 - (ii) August ending balance: \$5000.00
- (ii) Sent Olivia committee meeting minutes template to upload to google docs

- (iii) Consolidated 2013-2015 finance records and sent to finance committee to review prior to finance meeting
- (iv) Made Empathy video post on OSNA public FB page, also posted free online courses provided by futurelearning.com for healthcare providers and those interested in healthcare.
- (v) Paid Credit card, ONA, and other income bills.
 - (i) Thank you Rebecca for following up on ONA-call in issue, so glad we got this resolved!
- (vi) Made \$24 deposit
- (vii) Paid FNSNA \$70 for conference donation
- (viii) Provided Olivia credit card information to make deposit at double tree for Leadership Summit
- (ix) Held finance committee meeting 8/27
- (x) Attended LS meeting 8/28
- (xi) New Accounts
 - (i) Will remove Olivia Newbold, President, who resigned, off current OSNA accounts and add Lance Cook, Interim President, to current OSNA accounts.
- (xii) Contacted Olivia to make arrangements with her to collect outstanding balance she owes OSNA for NSNA convention.

(10:55) Report of Professional Development Director:

- (i) Attended OSNA Committee meetings (Leadership Summit, COOP Meeting, Media)
- (ii) Gave feedback to Breakthrough to Nursing Director on Floor Plan for LS
- (iii) Gave feedback to Breakthrough to Nursing Director on Mentorship Toolkit
- (iv) Contacted assigned Nursing Programs for personal COOP Meeting invitation
 - (i) OHSU Monmouth - Left message for SNA President
 - (ii) Klamath CC - Left message for Lori, program administrator
 - (iii) Rogue CC - Contacted Linda, department chair, and got contact info for good point person since no SNA on campus - updated Contact Information sheet on Drive with this information
- (v) Worked with Breakthrough to Nursing Director to review OSNA website in its entirety
 - (i) Looked for broken links, outdated information, etc.
 - (ii) Created a Website Review Report which can be found on Drive
 - (iii) Held a video conference with BTN and Media to review report and update Media Director on changes needed

(00:00) Report of Legislative Education Director:

- (i)

(10:57) Report of Breakthrough to Nursing Director:

- (i) Attended Leadership Summit meetings
 - (i) Reviewed all documents pertaining to LS and gave feedback
 - (ii) Created a floor plan for the Summit
 - (iii) Contacted OHSU campuses to inquire about leadership credit hours
- (ii) Attended Finance Committee meeting
- (iii) Attended Leadership Summit/COOP committee meeting
- (iv) Held phone meeting with Vice President to create a plan to initiate a mentorship program with NWone
- (v) Finalized the Mentorship Toolkit
- (vi) Held a BTN Committee Meeting on August 27th
 - (i) Agenda and Minutes can be found in the BTN Committee folder
- (vii) Contacted Media Director to inquire about inserting PowerPoints on the website.
- (viii) Contacted assigned Nursing Programs for personal COOP Meeting invitation
 - (i) OHSU Kalamath-Tamara Rose: Left voicemail message
 - (ii) University of Portland-Hannah Thorson: Sent Facebook message
 - (iii) OHSU Ashland-Shannan Widbloom: Sent Facebook message
- (ix) Worked with Professional Development Director to create a Website Review Report
 - (i) Document can be found in the Media folder
 - (ii) Held a Google Hangouts meeting with Professional Development and Media regarding this document.

(11:01) Report of Convention Director:

Midyear convention director

FYI: I got permission by our president to be absent for September's board meeting. I will be in Korea during the meeting with limited internet access. I will keep up of what is going on regarding the Leadership Summit planning by checking my emails and Facebook page.

- (i) Attended the leadership summit committee meetings for August 10th, 17th and 28th.
- (ii) Contacted Dana Bjarnason requesting OHSU to sponsor for our summit.
- (iii) The committee is working on a budget and advertisement for the upcoming summit.
- (iv) We have all of our guest speakers for the summit. Need to formulate an introduction biography for each of our speakers.
- (v) Currently working on contacting OHSU and other BSN nursing programs to ask about credit hours for those who attend the summit. Currently following up from the school.
- (vi) Contacted Dana Bjarnason to see if OHSU is willing to sponsor for our summit. Heard back and OHSU is sponsoring \$2,000.

- (vii) Contacted Dana Bjarnason and Jana Bitton requesting a paragraph about themselves when introducing them at the summit. Also received Dana's picture. Received Dana's bio but waiting for Jana's bio and picture.
- (viii) Attended the Leadership summit meeting 8/30 via google hangout. It was decided to scale back on a smaller audience (SNA presidents) but keep the date for the summit. We also decided to reconfigure our plan such as considering a different caterer and room to accommodate our audience.
- (ix) Delegated the task to our secretary to keep in contact with Dana Bjarnason and to our professional development to keep in contact with Jana Bitton while I am in Korea. I had requested them to include me in their emails whenever they communicate with our two speakers while I am gone.

(11:03) Report of Media Director:

- (i) Created and published four advertisements for open board positions via Mad Mimi, and posted multiple times on Facebook
- (ii) Chaired Media committee meeting
- (iii) Created September newsletter, with assistance and input from Media committee
- (iv) Made edits and changes to web page
 - (i) Updated pages of open positions with application information
 - (ii) Made changes to website naming conventions - See website review report in google drive
- (v) Created Eventbrite pages for Leadership Summit and President's meeting - Tracking event participation (11 participants for President's meeting)
- (vi) Attended midyear and annual convention meetings
- (vii) Researched and assembled options for name badges for conventions
- (viii) From Janna Boren: Justine Blaud would love to meet with the Media Director to answer any questions she may have.

(11:07) Report of Membership Director:

- (i) There are currently 758 members as of 8/31/15
 - (i) Member numbers are increasing a bit
- (ii) Attended several Google hangout meetings
- (iii) Requested NSNA's welcome kit. Is interested in working creating something for OSNA members.
- (iv) Has been assigned to clinicals on Saturdays from 7am-7pm from October - November.
- (v) Recovering from eye surgery.

(11:13) Report of Community Outreach Director:

- (i) Led volunteer opportunity at Bridge Pedal.
- (ii) Attended Leadership Summit committee meeting on August 10th
- (iii) Met with Denny from Cascade AIDS Walk Project to talk about organizing first aid for the Portland AIDS Walk. September 12th.
 - (i) I will be volunteering at the event from 6:30 to 11:30 am. Therefore I will be late to our BOD meeting.

- (iv) Contacted the volunteer organizers for the Portland Marathon about volunteering at the First Aid station for the Portland Marathon on Sunday, Oct. 4th.
 - (i) Still waiting for confirmation that we are able to do this.
 - (ii) The volunteer deadline for signing up is Sept. 12th.
- (v) Attended Leadership Summit committee meeting on August 17th
- (vi) Contacted Jenny Taylor from ONA
 - (i) Volunteer opportunity to help fit 280 bicycle helmets at the September Transportation Safety Fair and Bicycle Rodeo. Happening Saturday, Sept. 26th from 11 am to 2:30 pm.
- (vii) Attended Media committee meeting via Google Hangout
 - (i) I wrote an article for September newsletter about my experience volunteering at Bridge Pedal.
- (viii) Jake Creviston is happy to move his presentation to Annual barring any scheduling conflicts.
- (ix) Contacted COOP contacts.
- (x) Requested pictures for the AIDS Walk event.

(11:17) Report of Nominations and Elections Director:

- (i) Review Positions up for elections
 - (i) President: Lance Cook, Brittany Wilson.
 - (ii) L&E Director:
- (ii) Plan for elections for the next BOD October Meeting
 - (i) Best to conduct in person voting officiated by a third party to conduct a secret ballot (teller).
 - (i) The N&E Director is an appropriate choice for Teller.
- (iii) Would like to question committee assignments in the Bylaws for elections .
- (iv) Establish dates for N & E committee.
- (v) Replied to Dana Bjarnason and a thank you for information.
- (vi) Attended leadership Summit committee meeting
- (vii) Contact and replied to election information requests.
- (viii) Discussion regarding voting procedure and role of the N&E Committee.
 - (i) Applications should be screened for members in good standing. Filtered of all personal information (contact, financial, family history), then the questions and answers are made available to everyone to offer as much information as possible about the candidate to facilitate informed voting.
 - (ii) Discussion regarding possibility of litigation. Use this situation as an opportunity to fix the problems in.

(11:00 -12:30) Lunch and Work Break

Resume at 12:35pm

(00:00) Old Business:

- (i)

(12:35) New Business:

- (i) Consider adopting Rules of Engagement in light of recent resignations from OSNA Board. (Lance)
 - (i) Cook proposes that we adopt the Rules of Engagement as Board Policy in addition to the standing Meeting Rules and opens it up for discussion.
 - (ii) Steel moves to limit discussion and postpone until the next Board meeting. Tatum seconds.
 - (iii) Wilson propose an amendment, work to draft the Rules of Engagement into a more applicable document to include more clear steps. Steele seconds.
 - (i) Motion carries. 6 for, 1 against.
 - (iv) Postponement carries. 6 for, 1 against.
 - (v) It is decided that collaboration on creating a more complete document will begin by adding comments at the of the document.
- (ii) Consider the addition of the following to our Meeting Rules and Etiquette: (Lance)
 - (i) 3e- Be open-minded; have a sense of appreciative inquiry.
 - (ii) 3f- Explore the minority opinion – encourage different points of view.
 - (iii) Update 4d- No gossip, backbiting, and backstabbing.
 - (i) i. Go the person with whom you are having issues and speak to them in person.
 - (ii) ii. Ask for 3rd party help if necessary.
 - (iii) iii. Focus on the problem, not the person. e. Don't rush decision-making.
 - (iv) f. Encourage and involve quieter members.
 - (v) Discussion.
 - (vi) Silva moves to postpone discussion, to review documents, and put this topic on the agenda for the next board meeting. Maxwell seconds
 - (i) Motion carries. 7 for.
- (iii) Consider the addition of the following to our Communication Policies: (Lance)
 - (i) 9. Google accounts are property of OSNA and only be used to conduct OSNA business
 - (ii) 10. President shall retain current password on all google accounts.
 - (iii) Discussion.
 - (i) Steele moves to amend the OSNA Communication Guidelines to add that all OSNA email accounts are the property of the OSNA and that all OSNA emails set their recovery email address to the OSNA President email address. Wilson seconds.
 - (ii) Discussion.
 - (iii) Watson moves that we amend the Communication Guidelines to include to add #9. Google accounts are property of OSNA and will only be used to conduct OSNA business
 - (i) Motion carries. 7 for.

- (iv) Watson moves that we amend the OSNA Communication Guidelines to add #10 that the OSNA President email will be set as the recovery email address for all OSNA email accounts. Maxwell seconds.
 - (i) Motion carries. 7 for.
- (v) Watson moves that we amend the OSNA Communication Guidelines to add #11 The OSNA President shall retain current passwords to all OSNA google accounts. Maxwell seconds.
 - (i) Motion carries. 5 for. 2 against.
- (vi) Victoria Steele resigns her position as Membership Director in protest of the amendment to the OSNA Communication Guidelines point #11.
- (iv) Discussion regarding communication policies that will guide the use of the Google email passwords.
- (v) Laura moves that we revisit the previous motion. Watson seconds.
 - (i) Motions carries. 6 for.
- (vi) Tatum moves to the table the issue until the next meeting. Maxwell seconds.
 - (i) Motion carries. 6 for.
- (iv) Who will be going to NSNA mid year convention? We need to book the hotel soon. Hotel room booking date before Oct 1st. (Lance)
 - (i) Tatum moves to book on quad room. Watson seconds.
 - (i) Motion carries. 6 for.
 - (ii) Tatum moves we table the discussion about who attends Midyear. Maxwell seconds.
 - (i) Motion carries. 6 for.
- (v) Creation of centralized Governance Folder (Victoria)
 - (i) osna docs @gmail.com, 2015osnabod
 - (ii) A neutral account that is accessible to everyone, no deleting documents without board approval. Not owned by anyone person so folders can be unshared.
 - (iii) Tatum moves that we create a folder on google drive titled Centralized Governance. Secretary will have stewardship to maintain permissions and will be the only one who can edit the documents. Watson seconds.
 - (i) Motion carries. 6 for.
- (vi) Recreate Annual Convention Binder
 - (i) Seek out the help of our consultants
 - (ii) Janna Boren has agreed to help with this effort.
- (vii) Establish dates for future elections (Bruce).
 - (i) NEC Director proposes that the next election will be Nov. 7th BOD meeting.
 - (i) Tatum moves that we hold elections at the Nov. 7th Board Meeting. Maxwell seconds.
 - (i) Motion carries. 6 for.
 - (ii) Tatum will send out an announcement.

(viii)Silva moves that we table all remaining new business items until the next board mtg. Watson seconds.

(i) Motion carries. 6 for.

(ix) The Board will begin using the consent agenda to streamline Board meetings.

(x) *(Caitlin) What is OSNA's stance on the recent debates about comments made on "The View" and on defunding Planned Parenthood, if any?*

(xi) *(Caitlin) Create an instagram account for OSNA*

(xii) *(Caitlin) Would like to propose we purchase a copy of Microsoft Office Suite for OSNA use (will be helpful for creating the newsletter, etc.)*

(xiii) *(Caitlin) Change newsletter publication date for after the BOD meeting each month*

(i) *Many changes/updates and info that is discussed at the meeting*

(ii) *New publication date for newsletter will be the 15th of each month - Enough time to add pertinent info and edit*

(xiv) *(Caitlin) Pause - What committee meetings are there and when do they happen.*

(xv) *(Caitlin) Show BOD members how to upload calendar events to ONSA web page calendar.*

(xvi) *Website review.*

(xvii) *(Caitlin) Would like allocated funds for incentives for participation in newsletter and Facebook posts.*

(xviii) *(Rebecca) Social Media Marketing Presentation*

(02:45) Date, Time, and Place for next meeting:

Saturday, October 3, 2015, 10:00am at the ONA Office, Third Floor.

(02:50) Announcements:

(i)

(04:00) Adjournment: There being no further business, the meeting was adjourned by Lance Cook, at 4:00pm.



Signature of OSNA Secretary



Signature of OSNA President

August 2015 Treasurer's Report



Balances:

Checking:

- August beginning balance: \$25,247.64
- August ending balance: \$24,713.93

Savings:

- August beginning balance: \$5,000.00
- August ending balance: \$5,000.00

| Date | Description | Amount | Transaction Type | Account Name |
|---------|--|----------|------------------|-------------------|
| 8/3/15 | Funds transfer from accumulated interest on savings acct | \$0.13 | credit | Business Checking |
| 8/4/15 | Credit Card Payment | \$43.57 | debit | Business Checking |
| 8/18/15 | NSNA Reimbursement- Bruce | \$445.00 | Debit | Business Checking |
| 8/17/15 | FNSNA donation from conference Business Checking | | \$70.00 debit | |
| 8/20/15 | Deposit Business Checking | | \$24.00 credit | |