



# Open Meeting of the Board of Directors

Tualatin, Oregon

November 7, 2016



Those Present	<p>Lance Cook, Vice President          Rebecca Silva, Secretary          Jessica Watson, Professional Development Director          Laura Maxwell, Breakthrough to Nursing Director          Jacques Stevenson St. Gelus, Annual Convention Director          Megan Johnson, Midyear Convention Director          Caitlin Tatum, Media Director          Bruce Turney, Nominations and Elections Director          Susan King, ONA Consultant          Jennifer Beard, Guest          Christopher Wallace, Guest</p>
Via Call-in or Hangouts	<p>Kimberly McArthur, Guest</p>
Absent	<p>Janna Mae Boren, OSNA Consultant          Jesse Kennedy, OSNA Consultant          Brittany Wilson, Community Outreach Director</p>

1000	<p>Call to order          Lance Cook, Interim President          1. Roll Call          2. Declare Quorum Present          3. Review of Agenda          4. Conflict of Interest Statement</p>
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1005	<p>Consent Agenda  Rebecca Silva, Secretary  Tatum moves to accept, Maxwell seconds. Motion carries.  September 19, 2015 Meeting Minutes (Action)  Ratification of Virtual Motions (Action)  Treasurer's Report (Information)  Media Director Report (Information)  Nominations and Elections Director Report (Information)  Legislation and Education Director Report (Information)  Membership Director Report (Information)  Professional Development Director Report (Information)  Annual Convention Director Report (Information)  Community Outreach Director Report (Information)  Breakthrough to Nursing Director Report (Information)  Midyear Convention Director Report (Information)</p>
1010	<p>Introduction of Guests (information)  Christopher Wallace, Breckenridge  Jenn Beard, OHSU Monmouth  Kimberly McArthur, OHSU Klamath Falls</p>
1015	<p>Midyear Report (Information)  Lance Cook  Rebecca Silva</p>
1025	<p>Candidates' Presentations and Interviews (information)  Lance Cook  Christopher Wallace  Jenn Beard  Kimberly McArthur</p>
1050	<p>Elections (action)  Teller: Susan King  President: Christopher Wallace  Membership Director: Jennifer Beard  L&amp;E Director: Kimberly McArthur</p>
1115	<p>Official Installment and Welcome of new Board members</p>
1115	<p>Report given by Susan King, ONA Consultant</p>
1118	<p>Graduation Cord for State Board members  Tatum moves that we provide cords to all graduating Board members.  Johnson seconds. Motion Carries</p>
1120	<p>Reimbursement request for supplies for the CO-OP Meeting,  1) \$30.2, Laura Maxwell  2) \$131.79, Linfield SNA  3) \$51.65, Caitlin Tatum  Watson moves that we reimburse the above. Cook seconds. Motion carries</p>
1130	<p>Advertising for MSNA NCLEX Review (information)  Laura Maxwell</p>
1135	<p>Watson moves and Johnson seconds that we add Christopher Wallace as a signer to the OSNA checking. Motion carries.</p>
1140	<p><b>Working Lunch, 30-min. Reconvene at 1220</b></p>

1218	OSNA Business Registration Renewal Silva moves and Jenn seconds that we give permission to the Secretary to pay for the renewal out of pocket and apply for reimbursement.
1225	Annual Convention Committee Meeting
1310	Presentation: Cindy Cooper, PSU Social Innovation Program
1350	Reconvene: Annual Convention Committee Mtg.
1450	Moved by Tatum and Silva seconds to accept Communications Policy items 10 and 11. Motions passed.
1500	Announcements Cook moves that we have our next mtg on Dec.12 at 10am Adjourn
The next Board meeting will be December 12, 2015	

There being no further business, the meeting was adjourned by Christopher Wallace, at 1500.

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Secretary Signature	President Signature

## 2015-11 Director Reports OSNA BOD

- Report of the Interim President: This month we worked on setting things up for our Annual Convention. Two committee meetings. We are working on speakers, form letters, and drafting a schedule of the day. I helped prepare for the COOP meeting by preparing questions for discussion, a survey, preparing a report based on the survey, and preparing closing remarks that I did not have the opportunity to give. I will probably save the content for a latter time. I've had some correspondence with NSNA and will be attending the COSP meeting at NSNA Midyear convention in Atlanta Georgia. This means I will need to find a white elephant gift that represents Oregon. I submitted several things for the newsletter including an article on Healthcare Equity and Men in Nursing. I also attended the Steering Committee Meeting for the Oregon Action Coalition. Recently they received a grant from the Robert Wood Johnson Foundation to get more nurses onto boards. They are wanting more action and increased activity in comparison to last year. They also want a free booth at our Annual Convention.
- Report of the Secretary: During the month of October I attended a meeting for the National Association of Parliamentarians, Mt. Hood Unit. They meet during the evening on the first Thursday of each month. I intend to seek membership with the NAP in order to bolster my ability to better serve the OSNA. I participated in our COOP event and sent thank you cards to our Guests, Jordan Ferris of ONA and Christy Cowgill the OSBN. I responded to questions from the newly elected president of the Columbia Gorge Community College SNA, Sarah Wood. I have been active in the SNA at MHCC; campaigning for the recruitment of pre-nursing students into the OSNA, educating faculty and students about the NSNA Total Membership Program, encouraging participation within my cohort. I represented OSNA interests at the most recent MHCC-SNA meeting. I registered for NSNA Midyear 2015, purchased my plane ticket and informed my instructors of my trip.
- Report of the Professional Development Director: I attended the Annual Convention Committee and COOP Committee meetings on October 9th. In order to contribute to the success of the COOP meeting I created two versions of the agenda (one for guests, and one for the BOD), and created and contributed to the Talking Points document to lead discussion. I co-facilitated conversation between the COOP guests and our nurse leaders. After the event, I reviewed the survey results that the Vice President compiled. After the COOP, I followed up with two potential candidates for open BOD positions (one from the COOP, and one not), and both have expressed interest and intent to fill out applications. In regards to our upcoming Annual Convention, I have created a list of potential speakers/breakout sessions. I also reviewed the sponsor/vendor letters and packets that were sent out by Convention Director and replied, with edit suggestions and clarification requests. I am currently still waiting to hear back before sending these letters to my assigned contacts by the due date.

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- Report of the Breakthrough to Nursing Director: I attended the Annual Convention committee meeting as well as the COOP committee meeting on October the 9th. I purchased supplies for the COOP event. I reviewed and contributed to the talking points document and the agenda for the COOP event. At the Coop event, I co-facilitated conversation between attendees. Additionally, I reviewed the survey results that the Vice President compiled for the COOP event. I created a list of possible areas/topics for breakout sessions, as well as list of potential speakers for annual that I will share at the next Annual Convention committee meeting. I have reviewed the letters that are to be sent to potential sponsors and speakers, as well as the email that the Convention Director sent out. I noticed that there was discussion regarding editing/revising these documents; I am currently waiting to hear what the next steps are before I proceed with sending these letters to potential sponsors/speakers.
- Report of the Media Director: This month, I worked on the COOP meeting, including advertising for it on the COOP Facebook page, the OSNA Facebook page, and through Mad Mimi blasts. I created an OSNA Instagram account and posted pictures of the COOP meeting. I posted to Facebook, Instagram, and Twitter regularly. I helped set up at the COOP event, including creating labels for the folders and assembling them. I researched the Legislative-Education director position to present at the COOP meeting. I took pictures and posted them on social media, and wrote a follow-up email to all the attendees with information we discussed at the meeting. I also completed the October newsletter, and reached out to Jordan Ferris for an article for the November newsletter. I attended the Annual Convention meeting via telephone and created a list of speakers/topics to share. Continued making updates to the website. Paid \$35.98 to get the web domain back up and running. I sent three requests for speakers/sponsors for the annual convention before the letters were changed, but I have not heard back from any of my contacts yet. I created three t-shirt designs for consideration for Annual Convention and posted on Facebook for discussion.
- Report of the Nominations and Elections Director: I have attended the annual committee meetings. Helped place BOD member positions applications in the COOP folders. Then I made contact with a local high school to set a time for giving OSNA information to the health careers class. The time will be worked out later.
- Report of the Midyear Convention Director: On October 17th, I attended and help hosted our first annual COOP meeting. There were many topics discussed and the attendance was a good start. We had about 25 attending from as far away as Klamath Falls, OR. Friday October 30 I participated in the annual convention committee meeting via Google Hangout. I discussed the patient panel and I have one confirmed, another potential and several others I am contacting. I discussed

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about giving nonprofits such as Shriner's Hospitals for Children a discounted rate to have a booth at the convention.

- Report of the Annual Convention Director: Participated in organizing the COOP meeting. But couldn't be there physically due to a family loss. Led a Convention meeting: Worked on the letter sample to send out to speakers and vendors. Brainstormed on ideas about flyers, advertising, topic ideas. Assigned a group of individuals to contact to each member.