**Oregon Student Nurses Association**

Meeting of the Board of Directors

[February 6, 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 Spiegelberg, 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

Justine Blaud, Media Director

Crystal Soker, Membership Director

Susan King, ONA Consultant

Lance Cook, OHSU student

Sarah Carter, Convention Director

Katharine Payne, MHCC student

Rachel Smith, MHCC student

Via Google Hangout:

Absent:

Wendy Mundell, Community Outreach Director

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. Focused on the upcoming Feb 10 ONA Lobby Day and the emphasis on improving our hospital staffing law.

5. OSNA Consultant report:

6. Report of Officers and Committee Chairs:

(10:17) Report of President:

(10:30) Report of Vice President:

1. Sent flyers to 32 Oregon Nursing schools and 4 in SE Washington
2. Hung up flyers at OHSU Portland
3. Verified with Lane Cook that personally dropped off flyers at the following high schools:
   1. Beaverton School District: Aloha, Beaverton, Southridge, Sunset, and Westview
   2. Hillsboro School District: Century, Glenco, Hilhi, Liberty, Miller, and Hillsboro Online Academy
   3. Private schools: Jesuit, Episcolpal, SW Christian, and Valley Catholic
   4. He has approval for the Portland Public School District
4. On 1/13, met with Justin Kribbs at OHSU-Portland to discuss 2 breakout sessions at the Annual Convention regarding finances.
   1. First one focus on stages of professional development
5. Confirmed OCN as a $150 booth sponsor
6. Confirmed PRO-NURSE: Lost Art of Nursing Museum for 2 $150 booths
   1. Nursing memorabilia
7. Began searching for Program layouts/options
   1. Do have published on my tablet to help figure it out

(10:41) Report of Secretary:

1. Connected with Melonie about the direction to take the speech
2. Trying to coordinate a potential CPR class that she can hold during the convention instead of a breakout session

(10:44) Report of Treasurer:

1. Balances:
   1. Checking:
      1. January beginning balance: $23,222.34
      2. January ending balance: $23,828.89
   2. Savings:
      1. January beginning balance: $3,863.30
      2. January ending balance: $5000.00
2. Annual Convention
   1. Finalized Liability Insurance through Philadelphia Insurance Company
      1. Paid $300 for single day coverage on 2/21/2015
   2. Updated Eventbrite to include food choice checkbox and Red Cross option
   3. Worked with various vendor/sponsors to organize payment information
   4. Continued to seek out vendors and sponsors
   5. Worked to get attendees for event:
      1. Advertised for annual convention for free on craigslist events pages throughout Oregon
      2. Advertised through OHSU Portland
      3. Advertised on personal Facebook page
3. Getting people for convention:
   1. I will sent out a special flier for officers to forward to old pre-req teachers or post near old pre-req classrooms targeted at prospective nursing students.
4. Submitted 501 C6 application to IRS
   1. Check for application fee has been cashed
5. Jacklyn and I will be contacting current vendors with expectations and ask for logos/advertisements.
6. Things to discuss –
   1. Best way to signify which lunch people chose
   2. Square – payments for registration and for our fundraiser booth
7. Cost of door registration –
   1. Nursing students: $35
   2. Pre Nursing students: $15
   3. High School Student/Parent: $10
   4. Faculty Advisor - $20
8. Pre-registration counts:
   1. Current counts:
      1. Pre registered nursing students: 78
      2. Breakdown:
         1. 71 nursing students
         2. 2 pre nursing students
         3. 3 high school
         4. 1 high school parent
         5. 1 Faculty advisor
      3. Other pre-registrations
         1. 14 OHSU Monmouth students
         2. 9 OHSU La Grande Students
         3. 13 Officers
         4. Volunteers TBD
      4. Total: 114
9. Confirmed Vendors:
   1. **Multnomah County Health Department** – confirmed – need payment
   2. **Oregon Center for Nursing** – confirmed – need payment
   3. **Pro-Nurse: Lost Art of Nursing** – confirmed
   4. **Grand Canyon University** – confirmed
   5. **California Casualty** – confirmed
   6. **Portland Community College** – confirmed
   7. **University of Portland** – confirmed
   8. **NW Epilepsy Foundation** – confirmed
   9. **Hurst** – confirmed
   10. **Kaplan** – confirmed – need payment
   11. **OHSU** – confirmed
   12. **Navy** – confirmed – need payment
   13. **Walden University** – confirmed
   14. **MSNA** – Monmouth SNA
   15. **Oregon Action Coalition** – confirmed
   16. **ONA** - confirmed– need payment
   17. **Salem health** – pending
   18. **SERV-OR** – pending
10. Paid bills and performed other normal Treasurer duties

(10:54) Report of Media Director:

1. Things I did:
   1. Contacted all my speakers and vendors
   2. Newsletter for convention with the help of Joci
   3. Tried to answer all emails and concerns from the people registering from event
   4. Advertise the event through the creation of a flyer which I posted around PSU, in two chiropractic offices
   5. Get a 1hr massage donated for the raffle, a $110 value
   6. Advertise on FB
   7. Purchase event logo
   8. Meet briefly with Janna regarding set up of event on campus
   9. Contacted PCC to see if I could go talk to nursing classes to encourage enrollment to the event
2. What I still need to do:
   1. Help Jacklyn with pamphlet
   2. Collect rest of information from my vendors and speakers for pamphlet
   3. Create Yapp for event
   4. Continue updating website with event schedule, etc
   5. Continue posting to FB
   6. Everything should be public on the drive
   7. Can only be there 9 pm on Friday
   8. Cant find link to submit the newsletter to the NSNA, Janna help!
   9. Need to make a major doc with all the deadlines from every board member, costs and passwords

(11:05) Report of Membership Director:

1. 786 members as of 2/3/2015
2. Oregon will be logged for 766 members for the house of delegates at the NSNA annual convention
3. HEYA from Planned Parenthood has confirmed but is not sure of total number of participants (I promised to order 10 lunches in their behalf)
4. I have received 13 out of 20 lunch orders from the people who registered before the options were available on Enventbright. The excel sheet is in the 2015 convention drive folder labeled as *Lunch choices for beginning reg*
5. I will be available for a meeting next week but will need to have my 2 yo goddaughter with me.

(11:09) Report of Legislative Education Director:

1. What I have been working on:
   1. Gathering vendors for the convention
      1. NW Scrubs contacted. Price breakdown list is shared with the manager. Waiting on the reply.
      2. Life Uniform. Contacted the sales manager via e-mail. No reply.
   2. Resolution, abstract, price breakdown, contacts, references, etc. all ready and available for review. Submission date is February 11, 2015. Edit away and change stuff around as you wish.
2. What I need help with:
   1. Nothing I can think of at this point.
   2. Will look into bylaws with Paula and Janna
      1. Do a phone conference regarding what we want to present as bylaw changes at convention
      2. Maybe just pick 4 main ones to focus on during convention
3. What my goals are for this month:
   1. Attend ONA Nurse Lobby Day on Feb 10, 2015
   2. Help out with convention
   3. Start working on putting all the resources in the hard file for the next person taking over for the position.
   4. Organize the google drive folder for Legislative education
   5. Find a person to replace me on the Board this year.

(11:11) Report of Professional Development Director:

1. 786 members as of 2/3/2015
2. Oregon will be logged for 766 members for the house of delegates at the NSNA annual convention
3. HEYA from Planned Parenthood has confirmed but is not sure of total number of participants (I promised to order 10 lunches in their behalf)
4. I have received 13 out of 20 lunch orders from the people who registered before the options were available on Envetbright. The excel sheet is in the 2015 convention drive folder labeled as *Lunch choices for beginning reg*
5. I will be available for a meeting next week but will need to have my 2 yo goddaughter with me.

(11:20) Report of Breakthrough to Nursing Director:

1. Contact LBCC-Dropped flyers/vendor packet and my contact information off with secretary at the school; have not heard back from anyone yet.
2. MDA-Declined being a vendor
3. MSNA group registration 14 students, plus 2 volunteers
4. MSNA booth registration completed
5. Spoke with DeWayne from Serv-Or and he will be purchasing a booth Monday.
6. Met with pre-nursing students from WOU, and nursing students from Clackamas Community College to encourage participation in convention and running for office.
7. E-mailed Sarah from David Douglas about convention and encouraged her to attend with some of her students.

(11:25) Report of Nominations and Elections Director:

1. Copy and paste position with calendar for new members

(11:30) Report of Convention Directors:

1. What we have been working on:
2. Reached out to potential sponsors/vendors.
3. Set up meeting with PCC and Janna to finalize set up for day of convention.
4. Finalizing registration for the Red Cross Disaster and Shelter Preparedness class. Website is up and working and students are allowed to complete the parts before the convention
5. Getting the Bio, picture and title of my guest speaker from Shriners. (Rebecca Peil)
6. Met with GFU recruiting rep and nursing depart. Still pending.
7. Called vendors and sponsors. No response yet.
8. What we need to do:
   1. Finalize convention brochure and choose a printing company.
   2. Order final supplies.
   3. Put in rough estimate of food order by Monday the 9th and final food order no later than Friday the 13th.
   4. Get a close rough estimate of how many participants for the convention by the end of next week.
   5. Put the words out there more to get more people
   6. Finalize or at least know which room (might) will be dedicated for speakers to have a debriefing (tea, coffee, snacks, personal belongings, and so on)
   7. Finishing schedule to send to speakers by end of next week.
   8. Brochures:
      1. Quotes to work out (roughly $400 for 12 pages for 200 of them)….
         1. Looked into “Copyman”
      2. Will connect with Emily Kauffman and see what thy did for last year
      3. Will look into other options for potentially cheaper options

11:43) Report of the Community Outreach Director

1. What I have done:
   1. I have been in contact with Hurst and Kaplan. They both agreed to do the breakout session I and a repeat for breakout session II, as well as the Q&A during session III
   2. Hurst has paid and I have sent out a reminder for Kaplan that we need payment from them for sponsorship/vendor booth
   3. I have received NCLEX review donations (for the raffle) from Hurst and Kaplan:
      1. Hurst donated 1 live review
      2. Kaplan donated 2 free courses
   4. I have been in contact with Rachel from PDX diapers and will be picking up the donation box along with posters Thursday, 2/19. I was planning on having the donation box set up next to the registration desk so attendees can just drop diapers off first thing.
2. What I would like to do and what I will need help with:
   1. Can the board members please help me promote the diaper drive on your campus if you are still in school?
   2. Would like to get a room booked for the “green room” for the speakers
   3. I am going to need to budget for supplying the “green room” with coffee, tea, bagels, and baked goods. I am thinking $150.

(11:43) Report of Community Outreach Director:

1. The Diaper drive will be held during the convention.

11:45-:1220 Lunch and Work Break

Resume at 12:32pm

7. Old Business:

8. New Business:

1. Budget for excel sheet for new member list for NSNA
   1. Crystal makes a motion that we spend $24 for new excel sheet for NSNA
      1. Motion seconded by Kayla
      2. Discussion
         1. Check written to NSNA for $24
      3. Motion passes
2. Pamphlets
   1. Janna makes a motion to have a estimate budget of $500 for pamphlets for the Annual Convention
   2. Motion seconded
   3. Discussion
      1. For 150 pamphlets
   4. Motion passes
3. Tablecloths
   1. Maybe have a few just in case we want some
4. Flowers
   1. Give a budget of $100 for flowers/vases
   2. Consider looking into Costco
   3. Crystal takes this on
   4. Stick with green/blue scheme
   5. Janna makes a motion to have a budget of $100 for flowers for the Annual Convention
      1. Motion seconded by Justine
      2. Discussion
      3. Motion passes
5. Logos
   1. Budget of $400
   2. Permanent banner is best
   3. Janna makes a motion to have an estimate budget of $400 for signage for the Annual Convention
      1. Seconded by Crystal
      2. Discussion
      3. Motion passes
6. Justine (FB Boost)
   1. Justine makes a motion to approve $60 for total budget for FB boost post for the Annual Convention
      1. Crystal seconds
      2. Discussion
      3. Motion passes
7. Thank you gifts
   1. Janna makes a motion to approve a budget of $200 for thank you gifts for speakers, vendors and volunteers
      1. Alicia seconded
      2. Discussion
      3. Motion passes
8. Green Room
   1. Janna makes a motion to approve a budget of $75 for items in the green room for guest speaker and volunteers
      1. Alicia seconds
      2. Discussion
      3. Motion passes
9. Fun things on tables
   1. Candy on our booth and Paula’s table
   2. Budget for candy and pens
      1. Justine makes a motion to approve a budget of $50 for pens and candy for the Annual Convention
      2. Paula seconded
      3. Discussion
         1. Pens will be bought on Amazon
      4. Motion passes
   3. Bags
      1. One free Raffle ticket, green bracelets, pen, random paper to redeem free T-shirt, candy
10. Name tags
    1. Justine has all the contacts and will make an excel for it
       1. Just put name, OSNA 2015 Annual Convention with title
       2. Justine makes a motion to approve a budget for $100 for registration name tags and ribbons for the Annual Convention
          1. Crystal seconded
          2. Discussion
             1. Budget will include the stickers for the lunches as well
          3. Motion passes
11. Printing
    1. Make sure to keep your receipts for reimbursements
12. Lunches
    1. 40 lunches for vendors
    2. 15 lunches for volunteers (plus one potential extra)
    3. 30 lunches for speakers and Crystal’s people
    4. As of today, 114 lunches for registered people including OSNA BOD
    5. Suggestion: lunches should be what we have in numbers plus an additional 50 lunches (30 turkeys, 20 veggies)
    6. Will order two large table cloths with order
13. Volunteers (Kayla)
    1. Kayla will be in charge of hard schedule for the volunteers
    2. Packet to email out
       1. What to wear, what to expect, where to meet (PCC cafeteria) and what time (0715-0730).
       2. Due next Sunday night
       3. Get email address of volunteers by Friday to Kayla
14. Justine will do logo slide with events of the day
    1. Logo, keynote speaker, schedule of day, to help keep track of the day
    2. Include sound
15. Create signage for tables (Paula)
    1. With name and title to put on table
16. For new BOD
    1. Do a potluck for the new board during our March meeting on Saturday, March 7th.
17. Gifts for outgoing BOD?
    1. Maybe a mug?
18. Dinner for outgoing BOD after convention by OSNA
    1. Crystal makes a motion to approve for post convention officer dinner be paid for by OSNA for a budget of $75
       1. Katie Seconds
       2. Discussion
       3. Motion passes
19. Flyers thru Copyman per Jacklyn
    1. Postage
       1. $42.84
    2. Envelopes
       1. $46
    3. 220 copies of flyers made and 44 cover letters
       1. $109. 60
    4. Jacklyn makes a motion to approve the costs for the flyers to be sent to local nursing schools for $198.48
       1. Motion seconded by Kayla
       2. Discussion
       3. Motion passes
20. NSNA Annual NSNA Convention per OSNA in Phoenix
    1. Old board:
       1. Justine makes a motion to approve two hotel rooms for NSNA Annual convention through OSNA April 6-13th, 2015.
          1. Alicia seconded
          2. Discussion
          3. Motion passes
       2. Janna makes a motion to approve airfare and registration For Crystal Soker and Jacques St Jelus to NSNA Annual convention through OSNA April 6-13th, 2015.
          1. Katie seconded
          2. Discussion
             1. Make sure to talk to instructors for approval to go
          3. Motion passes
    2. New board: (suggested)
       1. President, VP, Treasurer, one other
21. Set-up for the day
    1. Jacklyn, Sarah, Jacques, and Janna will take care of
22. Resolution
    1. Janna makes a motion to approve the 2015 OSNA official resolution as read for the NSNA Annual Convention House of Delegates and to be presented by the Oregon Student Nurses Association House of Delegates
    2. Kayla seconds
    3. Discussion
    4. Motion passes
23. Day before annual convention
    1. Mandatory meeting at 6pm, Friday February 20th, 2015
24. HOD (Paula)
    1. Need to print applications/packets
    2. Consider folders for new board?
25. Raffle Items
    1. One hour massage ticket
       1. Maybe make it a basket
    2. 50$ McGrath Fish House gift card
    3. 6 movie tickets and dinner date night basket
    4. Elsevier
    5. Hurst and Kaplan:
       1. Hurst donated 1 live review
       2. Kaplan donated 2 free courses
    6. Most popular textbooks
    7. Look into Littman for free stethoscope
       1. Sarah will look into
    8. Need a scholarship
       1. Student of the year for next year?
       2. Scholarship for $250
          1. Need proof of enrollment and goes to the school they are in
          2. Alicia makes a motion to have a scholarship for $250 for a nursing student at the Annual Convention
          3. Motion seconded by Crystal
          4. Discussion
             1. Only made for college students no high school students
          5. Motion passes

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

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

10. Announcements:

1. Will be doing a potluck for March meeting for new BOD

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 2:44pm.

