

# Oregon Student Nurses Association

Meeting of the Board of Directors

[March 7, 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:

Susan King, ONA Consultant

Outgoing:

Janna Boren, President

Jacklyn Spiegelberg, Vice President

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Kayla Corwin, Breakthrough to Nursing Director

Sarah Carter, Convention Director

Jacques Stevenson St Gelus, Convention Director (Also Incoming)

Justine Blaud, Media Director

Crystal Soker, Membership Director

Wendy Mundell, Community Outreach Director

Incoming:

Lance Cook, Vice President

Rebecca Silva, Secretary

Bailey Woodin, Treasurer

Laura Maxwell, Breakthrough to Nursing Director

Jessica Watson, Professional Development Director

Jake Bennett, Media Director

Bruce Turney, Nominations and Elections Director

Brittany Wilson, Community Outreach Director

Candidates:

President:

Olivia Newbold (CCC)

Amanda Martin (PCC)

Convention Director:

Megan Johnson (OHSU)

Via Google Hangout:

Joci Guth (outgoing Professional Development Director)

Absent:

Natasha Hofstetter, Outgoing Legislative Education Director

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

### 3. Minutes

- I. No amendments to the minutes.
- II. Minutes put to a vote, passes.

### 4. ONA report:

- I. Encourage new board to give permission for ONA to have new board contact information.
  - A. Will be signed before the end of the meeting
- II. Lobby day (Feb 10)
  - A. Many participated,
  - B. Hospital staffing bill 469
    1. Modification of current nurse staffing law
    2. Senate health care committee
    3. March 30 hopefully will pass the bill
  - C. Encourage students to write a letter to the legislator to voice concerns about staffing issues
- III. Interstate Compact
  - A. Will be addressed during April meeting
- IV. Membership applications with 75% discount for new nurses

### 5. OSNA Incoming Elections:

- I. President
  - A. Olivia Newbold
    1. 13/19 votes
  - B. Amanda Martin
    1. 6/19 votes
  - C. Motion passes with 2/3 vote that Olivia Newbold is incoming President
- II. Membership Director
  - A. Victoria Watson Steel
  - B. 19/19 votes
    1. Motion for Victoria Watson Steel as incoming Membership Director passes
- III. Convention Director
  - A. Megan Johnson
    1. 14 voted yes, 3 opposed, 2 abstained
    2. Motion passes with 2/3 vote that Megan Johnson is incoming Convention Director
- IV. Legislative Education Director
  - A. Lance moves for Amanda Martin to become elected as incoming Legislative Education Director
    1. Rebecca seconds

2. Discussion
3. Motion passes

6. Report of Officers and Committee Chairs:

(11:04) Report of President:

- I. Working with Oregon Action Coalition
  - A. Working with Communication board
  - B. Will be bringing new president to meetings
- II. Hold a meeting for collaboration and communication between all 50 states
- III. Encourage incoming president to be a part of it.
- IV. Went over Treasurer's book and everything is organized and ready for new board
- V. Thanks for being an awesome board!

(11:13) Report of Vice President:

- I. Emailed all Vendors and Speakers to verify times and obtain bios, pics, logos and advertisements for Program.
- II. Emailed all Vendors and Speakers to obtain lunch preferences.
- III. Finalized Convention schedule.
- IV. Completed Program for Annual Convention and sent it to Media Director and President for additional editing.
- V. Picked up banners for Convention.

(11:16) Report of Secretary:

- I. Met with Rebecca to go over Secretary responsibilities prior to March meeting
- II. Suggested that the new board have the template for the agenda for the Secretary to streamline minutes and agendas.

(11:20) Report of Treasurer:

- I. Balances:
  - A. Checking:
    1. February beginning balance: \$23,828.89
    2. February ending balance: \$29,401.39
  - B. Savings:
    1. February beginning balance: \$5,000.00
    2. February ending balance: \$5000.00
- II. Annual Convention
  - A. Gross income generated: 9,764.05
    1. See breakdown in document emailed
  - B. Congrats new officers!
  - C. Expenses from annual convention to be paid out by new Treasurer as they become available
- III. Bank Accounts –
  - A. Umpqua Bank account signer switch – remove old board and add new officers

1. Signers being removed:
  - i. Alicia McAuliffe
  - ii. Janna Boren
  - iii. Katie Stevens
2. Signers to add:
  - i. Bailey Woodin, Treasurer
  - ii. Rebecca Silva, Secretary
  - iii. Olivia Newbold, President
- IV. Transferred password and role responsibilities to incoming Treasurer
  - A. Passed on Treasurer booklet from NSNA
- V. Paid taxes and switched over credit card with incoming Treasurer
- VI. Reminder about NSNA annual payment allotments and policy in new business
- VII. 501 C6 application
  - A. Still in process, we received acknowledgement that IRS received our documents
  - B. It will be 90-180 days until we know more information.
- VIII. Thanks for a great year and good luck to the new board!

(11:30) Report of Media Director:

- I. Worked on convention
  - A. Nametags and raffle prizes
  - B. Coordinated with vendor booths
  - C. Updated newsletter
  - D. Working on getting the handoff stuff to the new Media
  - E. Will update newsletter/website with new board information

(11:36) Report of Membership Director:

- I. 768 members
- II. Say to new board we had a lot to fix, so now there should be a good ground base for you to have a solid foundation.

(11:38) Report of Legislative Education Director:

- I. What I have been working on:
  - A. Organized the Legislative Education folder on Google Drive. Uploaded documents from this year and resolution materials.
  - B. Went to ONA Nurse Lobby Day on Feb 10, 2015.
  - C. Printed out copies of all meeting agendas and resolution resources to be put in the hard file for the next person who will be taking over for the position.

(11:39) Report of Professional Development Director:

- I. Justine and I worked on many things during the convention
- II. Helped with other people that needed help with the convention

(11:40) Report of Breakthrough to Nursing Director:

- I. What I have worked on
  - A. Organized volunteers and created the schedule for and managed schedule at convention

- B. Have been in contact with Sarah from David Douglas, Laura Maxwell and I will tentatively be speaking to 3 health occupation classes on March 30<sup>th</sup>

(11:42) Report of Nominations and Elections Director:

1. What I have worked on
  - a. Helped with setting up the Convention location prior to the event
  - b. Managed the elections table during the convention
  - c. Assisted candidates applying for vacant positions in the OSNA after the elections
  - d. Organized google drive
  - e. Organized Nominations and Elections Binder in preparation to transfer the documents to the next N&E Director
  - f. Helped organize HOD
2. What I need help with
  - a. Elsevier forms and fishbowl needs to be mailed back to Elsevier.

(11:50) Report of Convention Directors:

- I. Got the email from the Red Cross
  - A. There was an issue with students that were not signed up, but will be resolved and the students will get their certificate
    1. Will call the students today to get resolved
  - B. Hoping to talk about doing community work with new board
  - C. Still have not gotten the bill for the food
  - D. We ordered 250, but donated leftovers to Gospel mission thrift store and they were very grateful

(11:54) Report of Community Outreach Director:

- I. Did drop off check to Neighborhood house
  - A. Donated to them \$180 during NSNA midyear
- II. Diaper drive was a success, 650 diapers collected!
  - A. PDX Diaper bank with multiple drop-off locations

12:00-2:00 Lunch and Work Break

Resume at 2:15pm

7. Old Business:

I.

8. New Business:

- I. Membership policies for new board
  - A. We as the OSNA cannot give out membership contact information to anyone
  - B. Contract signed by new OSNA members to agree with these terms as well as being an outlet for information for the ONA to maintain partnership
- II. Nominations

- A. Remind to appoint committee members to new board
  - B. If anyone joins NOE committee, they cannot be allowed to run for another year
- III. Alicia
- A. Items for annual convention to be reimbursed
    - 1. Nothing to be reimbursed
  - B. Having a budget is very nice!
  - C. Need to update registry
  - D. Need name badges (Lance and Jacklyn)
  - E. Bank account signers will need to go to Umpqua
  - F. Business card
    - 1. Do we need cards for every position?
    - 2. Just have a general card for most positions with the exception of Breakthrough to Nursing, Membership Director, Nominations and Elections Director and President and have general cards for the rest of the board
    - 3. There should not be a phone number on the card, we cannot man the phone, therefore it does not make sense to have it on there
    - 4. Alicia moves to buy specific cards for Breakthrough to Nursing Director, Membership Director, Nominations and Elections Director and President, and that all other cards will be general cards.
      - i. Kayla seconds
      - ii. Discussion
        - a. Should we change the logo first?
        - b. Maybe new board can change it later if they want
      - iii. Motion passes
    - 5. VP will order new cards
  - G. Revamping NSNA Annual and have OSNA support new board members to go
    - 1. Registration, Airline, Hotel will be paid for
    - 2. Anyone who goes, signature will be needed from school for approval
    - 3. Convention is April 8-12, 2015
    - 4. Olivia, Jacques, Baily, Rebecca, Bruce, Brittany, Amanda, and Jake are all interested in going.
    - 5. Alicia moves to approve the 8 board members above to attend and that the OSNA pay for NSNA Annual Convention pending school approval
      - i. Sarah seconds
      - ii. Discussion
        - a. School approval is due Wednesday, March 11, 2015
      - iii. Motion passes
  - H. Justine needs pictures, writings, etc.
    - 1. Will be working on newsletter and want anything you want in for it
    - 2. Write a little experience piece about the OSNA Annual convention (deadline is by the next meeting)
      - i. Bios due by April meeting
  - I. Propose having an OSNA booth at the NSNA Annual Convention
    - 1. Brainstorm fun competition to bring in OSNA business by the convention

2. Janna will get the
  - J. Rebecca moves for the OSNA to buy a table for \$25 to be represented at the NSNA Annual convention
    1. Amanda seconds
    2. Discussion
    3. Motion passes
  - K. Alicia is emailing financial policy and will send out to new board
  - IV. Paula
    - A. Awards
      1. National awards applications are too late for us to apply unfortunately
      2. Maybe new goal for new board!
  - V. Alicia
    - A. Reminder: at NSNA Annual we will be representing our resolution there!
  - VI. Consultants
    - A. Consider voting for new consultant at April meeting
9. Date, Time, and Place for next meeting:  
Saturday, **April 4, 2015**, 10:00am at the ONA Office, Third Floor.
10. Announcements:  
I.

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at **3:05**pm.



Secretary Signature



President Signature