



The Oregon Student Nurses' Association

Meeting of the Board of Directors

[Saturday, April 4, 2015]

Tualatin, Oregon

(10:00 am) Call to order: The regular meeting of the Board of Directors of the Oregon Student Nurses Association was called to order by Olivia Newbold, President.

(10:01) Roll Call

Those Present:

Olivia Newbold, President
Lance Cook, Vice President
Rebecca Silva, Secretary
Bailey Woodin, Treasurer
Jessica Watson, Professional Development Director
Amanda Martin, Legislative Education Director
Laura Maxwell, Breakthrough to Nursing Director
Jacques Stevenson St. Gelus, Annual Convention Director
Megan Johnson, Midyear Convention Director
Victoria Watson Steel, Membership Director
Brittany Wilson, Community Outreach Director
Bruce Turney, Nom and elec; incoming
Susan King, ONA Consultant

Outgoing Board:

Alicia McAuliffe, Treasurer
Joci Guth Professional Director
Wendy Wong, Community Outreach
Natasha Hofstetter, Legislative Education Director
Kayla Vedaa, Breakthrough to Nursing Director
Justine Blaud, Media Director
Crystal Soker, Membership Director
Wendy Mundell, Community Outreach Director
Paula Regine, Nominations and Elections

Via Google Hangout:

Jacklyn Spiegleberg, Vice President; Outgoing

Via Phone Call:

Janna Boren, President; Outgoing

Absent:

Katie Stevens, Secretary; Outgoing
Sarah Kristin, Annual Convention Director; Outgoing
Joci Lynn, Professional Director Director ; Outgoing

(10:02) Quorum: Olivia Newbold, President, declared a quorum present.

(10:05) Minutes

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

Report of Consultants

(10:10) ONA report:

- I. Begins with brief introduction
- II. Legislative priority: Staffing Requirement Bill, Senate Bill 469
 - A. Update and explanation
 - B. Offered the official bill summary and explanation for more detailed information.
- III. Right to Work Initiative
 - A. Explanation: forbidding contracts requiring fee for services from ONA
- IV. Invitation to attend any of the ONA meetings; board and committee
- V. Takes questions regarding involvement in the ONA.
 - A. Best contact information; email address
 1. Email convention: last_name@oregonrn.org; king@oregonrn.org
 - B. Convention
 1. April 2016 in Seaside.

Report of Officers and Committee Chairs:

(10:25) Report of President:

- I. Will update Google account information as soon as outgoing President transitions out.
- II. email dist.
- III. OSNA BOD Membership Data Information Sheet & fee sent by mail.
- IV. 2015-2016 Bylaws, 2015-2016 BOD Roster, & Constituency application turned into NSNA.
- V. Purchased OSNA stickers for NSNA Convention merchandise booth.
 - A. Request help to transport stickers.
- VI. Requested VP to create Google Doc Sign Up Sheet for convention merchandise booth.
- VII. Will purchase merch table when she arrives at the NSNA Convention
- VIII. Update Faculty roster and familiarize herself with Mad Mimi Account.
- IX. Will devote time to building Parliamentary skills
- X. Announced that Jacob Bennett, our current media director, has withdrawn his post due to father's acute health condition.

(10:27) Report of Vice President:

- I. Laura and I met with the ONA Education Committee. Specific report has been filed with Olivia.
- II. Submitted OSNA newsletter article.
- III. Set up time sheet for OSNA booth.
- IV. Creating schedule for NSNA Convention in Phoenix, Arizona.
- V. Finished design on business cards, ordered, and have received them.
- VI. Used bonus money from vistaprint to order three OSNA mugs for merchandise.
- VII. Finalized order for name badges.

(10:30) Report of Secretary:

- I. Monthly activity centered on Hand-off, the transition to the incoming board and preparation for National Convention.
 - A. Submitted non-profit info update form to the Secretary of State.
 - B. Went to Umpqua Bank with the President and Treasurer to update access to the OSNA Checking Account.
 - C. Accomplished Goal #1: Cleaned up Secretary Google Drive
 1. Simplified organizational structure
 2. Established an NSNA-friendly naming convention
- II. Made significant headway in Goal #2 - Redesign Hand-off materials and create a simple curriculum to guide the hand-off process for future OSNA Secretaries.
 1. First rough draft of curriculum complete.

(11:33) Report of Treasurer:

- I. Convention will be reimbursed within 30 days after completion of the convention. Proof of purchase and proof of attendance must be provided and attached to the reimbursement forms
- II. Mileage reimbursement information: Balances:
 - A. Checking:
 1. March beginning balance: \$29,401.39
 2. March ending balance: \$28,102.22
 - B. Savings:
 1. March beginning balance: \$5,000.00
 2. March ending balance: \$5000.00
- III. Annual Convention
 - A. Expenses from annual convention continuing to be paid, as they become available
- IV. Bank Accounts –
 - A. Umpqua Bank account signer switch – removed old board officers and added new board officers
 1. Signers removed:
 - i. Alicia McAuliffe
 - ii. Janna Boren
 - iii. Katie Stevens
 2. Signers added:
 - i. Bailey Woodin, Treasurer
 - ii. Rebecca Silva, Secretary
 - iii. Olivia Newbold, President
- V. Reminder about NSNA Convention reimbursement instructions with forms

- A. Must fill out reimbursement form and have receipts attached as proof of documentation
 - B. Members who attend
 - C. Effective March 2015- April 2016
 - D. In accordance with Federal Law, each BOD member is entitled to reimbursement for their travel by car on official OSNA business, including but not limited to travel to and from monthly meetings. Reimbursement will be at a rate of 57.5 cents (\$0.58) per mile for each mile traveled after an initial 50 miles each way, with round-trip reimbursement not to exceed \$100 per trip. BOD members shall seek preapproval for reimbursable trips and follow standard reimbursement procedures.
- VI. Discuss yearly budget:
- A. With the budget recommendations of the outgoing Board of Directors, the newly elected Board of Directors shall create and provide a budget for the following calendar year for the boards approval
 - B. Would like due by May's meeting
- VII. We have been approved as a Non-profit 501c(6) Organization.

(11:33) Report of Media Director:

- I. Updated Bylaws on website
- II. Updated volunteer page
- III. Updated contacts on website
- IV. Reorganized website tabs to make the website more accessible
- V. Updated the bios
- VI. Started work on the newsletter
- VII. Justine: Finished handoff updates, wrapped up things from last year, tidied up email, made USB Key with media files, facebook access and hand over
- VIII. What I need help with:
- IX. Besides VP, need help with articles for the newsletter or blurb about what you want to promote for your position.

(10:39) Report of Legislative Education Director:

- I. Familiarized herself with OSNA convention participation.
 - A. Alicia McCauliffe offers additional explanation of House of Delegates.
- II. Discuss the expectations of the Annual Convention in terms of resolution participation
- III. Explanation of current resolution that was made by previous board members

(10:43) Report of Membership Director:

- I. 750 Members as of 4/1/2015
- II. Orienting on Total School Membership Program, and implementation
- III. Request excel spreadsheet of membership information for ease of use/sorting
- IV. Reformatting of Informational media for Membership efforts.

(10:45) Report of Convention Directors:

- I. Have been working on getting people get their Red Cross Disaster Relief Certificate
- II. Put volunteer time slot for the upcoming NSNA convention

- III. Contacting potential companies and individuals about sponsoring for the next OSNA convention.
- IV. What we need help with: Set a date for the next OSNA convention and place ASAP due to sponsors needing to know and commit to sponsoring OSNA a year in advance.
 - A. Will discuss further in New Business

(10:43) Report of Professional Development Director:

- I. What I've done:
 - A. Had a phone meeting with Joci Guth, the outgoing Professional Development Director, to discuss position and do a formal hand off.
 - B. Reviewed the Professional Development Director email account.
 - C. Oriented myself to the OSNA Google Drive account.
 - D. Reviewed the Professional Development page on the OSNA website.
- II. What I'm working on:
 - A. Getting organized and further developing my goals as I learn more about the challenges of the position and barriers to reaching students.
- III. What I need help with:
 - A. I would like to have a conversation with an outgoing board member who is familiar with the rules about contacting members & non-members via email.

(10:49) Report of Community Outreach Director:

- I. Scheduled events
 - A. Goal for 200 volunteer-hours in Community Service over the next year.
- II. Current partnerships with community organizations
 - A. Relief Nursery
 - B. OSWIM - Blood Cancer Conference
 - 1. Our participation is strongly desired by the sponsoring Org.
 - C. Cascade Aids Project
 - D. Rock n' Roll Marathon
 - E. Bridge Pedal
- III. Contacting specific nursing schools to relay volunteer information

(10:55) Report of Breakthrough to Nursing Director:

- I. Attended ONA's Education Committee meeting on Thursday, March 19th with Lance Cook.
- II. The previous BTN Director, Kayla Corwin, and I worked on a brochure and PowerPoint titled "Becoming a Nurse" that will be used in future presentations with high school and pre-nursing students.
 - A. A different presentation geared toward each population: high school; pre-nursing.
- III. On Monday, March 30th Kayla Corwin and I gave a presentation on nursing to high school students at David Douglas High School.
 - A. Speaking to at risk students.
- IV. Raises questions concerning House of Delegates participation.
 - A. McCauliffe requests that each attendee devotes a minimum of 2-hours to the merch booth.

(10:58) Report of Nominations and Elections Director:

- I. Continued to organize and collect missing requirements from board members and so if you are still missing some requirements may it be a recommendation letter or proof of enrollment, please send those to oregonsnanominations@gmail.com
- II. Working on Newsletter article.
- III. Returned the fishbowl, thank you letter and and list of names to elsevier
- IV. Coordinating information sessions for Chapter Schools regarding OSNA and running for office.
- V. Coordinated with Janna Boren, Outgoing President, to update Bylaws per the resolution passing at 2015 Annual Business Mtg.
- VI. Working to refill the Media Director position. Announce via Mad Mimi
 - A. If you know someone interested please have them send us an application form. information about applying for a position can be found on our website oregonsna.org, otherwise you can ask bruce for a copy
- VII. Today in new business we should sign up for committees. Each board member will automatically be a convention committee member and addition will need to sign up for one more committee. Some positions are automatically a member for some committees such as the nomination position please check the bylaws for what committees you automatically belong to.
 - A. General explanation and information given.

11:05-11:45 Lunch and Work Break

Resume at 11:55am

(11:55) New Business:

- I. Amanda Martin, Leg. Edu Director asks for resolution ideas.
- II. Rebecca Silva, Secretary, asks for corrections to the Roster.
- III. Bailey Woodin, Treasurer, reviews the reimbursement schedule.
 - A. Moves to create an annual budget per position and activity
 - 1.
 2. Lance Cook seconds
 - B. Discussion and explanation
 1. Victoria Steel moves to table the motion
 - a) Amanda Martin seconds
- IV. Victoria Steel proposes a org wide email clean-up initiative; lays out a step by step plan to accomplish the cleanup.
 - A. Explanation and discussion
- V. Convention Directors need a date for the Midyear and Annual Convention.
 - A. February, third weekend.
 - B. Discussion and explanation
 1. Lance Proposes a new Leadership Summit
 2. Rebecca Silva moves to table the motion until May mtg and to take this next month to consider our options (dates, locations, summit vs midyear convention).
 - a) Crystal Soker seconds
 - b) Motion is passed by consensus
- VI. Bruce Turney opens discussion for committee sign-up.

- A. Discussion and Explanation.
 - B. Board Members signed up for committees.
 - 1. Legislative and Education
 - a) Olivia Newbold, Lance Cook, Brittany Wilson, Rebecca Silva, Paula Regine, Bruce Turney
 - 2. Community Outreach Committee
 - a) Olivia Newbold, Lance Cook, Amanda Martin, Crystal Soker, Megan Johnson, Victoria Watson Steel, Jessica Watson, Jacques St. Gelus, Paula Regine
 - 3. Breakthrough to Nursing Committee
 - a) Olivia Newbold, Lance Cook, Rebecca Silva, Brittany Wilson, Crystal Soker, Victoria Watson Steel, Jessica Watson
 - 4. Nominations and Elections Committee
 - a) Brittany Wilson, Paula Regine
 - 5. Membership Committee
 - a) Olivia Newbold, Lance Cook, Brittany Wilson, Victoria Watson Steel, Laura Maxwell, Jacques St. Gelus, Paula Regine, Crystal Soker, Bruce Turney, Rebecca Silva
 - 6. Professional Development Committee
 - a) Olivia Newbold, Lance Cook, Laura Maxwell, Rebecca Silva, Paula Regine.
 - 7. Finance and Fundraiser Committee
 - a) Olivia Newbold, Lance Cook, Laura Maxwell, Rebecca Silva
 - 8. Media and Newsletter Committee
 - a) Olivia Newbold, Lance Cook, Brittany Wilson, Rebecca Silva, Paula Regine, Victoria Watson Steel
 - 9. Historian Committee
 - a) Olivia Newbold, Lance Cook, Rebecca Silva, Paula Regine.
- VII. Convention
- A. Hotel Room Assignments
 - B. Checked bags and Merch Table items distribution.
 - 1. Lance Cook moves to reimburse checked baggage fee for travel
 - a) Laura Maxwell seconds
 - b) Motion is passed by consensus
 - 2. Rebecca, Olivia, Brittany, Lance and Bailey will check an extra bag to carry merch items.
 - C. Signage
 - 1. Discussion regarding which sign to use at the merch table.
 - D. Janna Boren, outgoing President, suggests we register for a Caucus Room.
 - 1. Discussion
 - 2. Consensus reached. We will register for a Caucus Room.
- VIII. Question: Reimburse Jacob Bennett his board dues based on exigent circumstances.
- A. Victoria moves that we refund Jake the full \$50

1. Brittany seconds
 2. Discussion
 3. Motion is passed by consensus
- IX. Lance opens discussion about how to use the Newsletter more effectively for accomplishing OSNA goals for regional Professional Development.
- A. Proposes ideas to encourage more participation from the membership
 1. Student of the year awards.
 2. Rewards for articles published.
 - B. Justine Blaud, outgoing Media Director, explains newsletter guidelines, suggests structure and article ideas.
 - C. Discussion
- X. Rebecca Silva moves to appoint Lance Cook interim Media Director until the position can be filled by another.
1. Bailey Woodin seconds
 2. Discussion
 3. Motion is passed by consensus

(01:05) Date, Time, and Place for next meeting:

Saturday, May 2, 2015, 10:00am at the ONA Office, Third Floor.

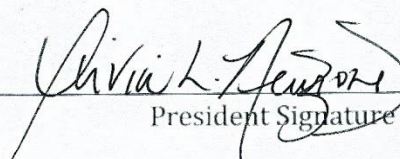
(01:10) Announcements:

- I. Stay for Individual Photos
- II. Don't forget to pack your western wear.
 - A. Discussion
- III. Board members with outstanding dues balance; please pay your dues.

(01:10) Adjournment: There being no further business, the meeting was adjourned by Olivia Newbold, at 1:10pm.



Secretary Signature



President Signature