



The Oregon Student Nurses' Association

Meeting of the Board of Directors

[May 2, 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
Jessica Watson, Professional Development Director
Laura Maxwell, Breakthrough to Nursing Director
Megan Johnson, Midyear Convention Director
Brittany Wilson, Community Outreach Director
Bruce Turney, Nominations and Elections Director
Carl Brown, ONA Consultant
Jana Boren, OSNA
Caitlin Beardsley, Media Candidate

Via Google Hangout/Conference Call:

Victoria Watson-Steel, Membership Director
Jacques Stevenson St. Gelus, Annual Convention Director

Absent:

Bailey Woodin, Treasurer
Amanda Martin, Legislative Edu. Director

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

(10:02) Minutes

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

Report of Consultants:

(10:05) Report of ONA Consultant:

- I. Susan King is on vacation.
- II. SB 469 Update
 - A. New mandate that after an RN works a 12 hr shift they must receive 10 hours off. Can be opted out but cannot be forced out.
 - B. Each hospital must have a staffing committee that is made up of half RN's
- III. July 1 is the deadline for scholarship applications.
 - A. only two applied last year.
 - B. new scholarship on the ONA website.
 - C. add link on OSNA Website

(10:08) Report of OSNA Consultant:

- I. Encouragement regarding current performance of incoming BOD.
- II. Caution regarding disclosure of personal information over the BOD facebook page.
- III. Explanation of volunteer opportunities for students through the OAC
- IV. Fundraising happening to secure a grant from the RWF.
- V. Explains work being done by the OAC.
 - A. Example: goal to develop qualified nurse executives
 - B. OAC offers a variety of growth opportunities

Report of Officers and Committee Chairs:

(10:15) Report of President:

- I. Updated OSNA President Google Account to reflect current President information
- II. Updated Oregon Faculty Roster list on Mad Mimi.
- III. Contacted Jake Bennett to find out address to mail his \$50 deposit back to him. He had not paid his deposit, but appreciated the sentiment.
- IV. Researched Kaplan/Hurst OSNA Board of Directors benefit. We get complimentary NCLEX reviews as BOD's. The Kaplan contact is Amy Emery (amy.emery@kaplan.com). The Hurst contact is Joni Schaper (joni@hurstreview.com). You must email them and set it up individually.
- V. Attended NSNA Annual Convention
- VI. Attended OSNA Media Committee meeting
- VII. Created Survey Monkey for OSNA Consultant voting

- VIII. Created NSNA Annual Convention Feedback Survey
- IX. Organized community outreach event for May 7th for OSNA members to volunteer at Night Strike.
- X. Communicated with NSNA Membership Staff Specialist, Cathy Ramos about keeping Oregon's state dues at \$15. This is what we receive for every new and renewal NSNA member.
 - A. Discussion regarding possible bylaw conflict: deadline and amount.
- XI. Goals for the month:
 - A. Org participation
 - B. COSP initiative

(10:20) Report of Vice President:

- I. Acted as Interim Media Director.
- II. Talked to people about filling the role of Media Director
- III. Updated Google Account information to reflect Vice President rather than my personal name in consideration of the limited number of times Google will allow name changes.
- IV. Discovered how to use tools related to Media including Desktop Publishing Software, Mad Mimi, and Survey Monkey.
- V. Submitted article for OSNA newsletter
- VI. Attended NSNA Annual Convention as OHSU Portland Delegate

(10:21) Report of Secretary:

- I. Attended NSNA Annual Convention
- II. Attended meeting for the OSNA Media Committee
- III. Submitted an article to the OSNA Newsletter
- IV. Currently building relationships with our friends at the ONA and OCN; seeking development opportunities for Student Nurses.
 - A. Attended Meeting for the Action Coalition's Education Workgroup.
 - B. Made contact with ONA Political Communications Liaison, Kevin Mealy; secured our invitation to attend the next Healthy Policy Committee meeting. RSVP deadline was April 24th.
 - C. Coordinating a visit from the OCN Executive Director, Jana Bitton.

(10:23) Report of Treasurer:

- I. Balances:
 - A. Checking:
 - I. April beginning balance: \$28,102.22
 - II. April ending balance: \$27,602.48
 - B. Savings:
 - I. April beginning balance: \$5,000.00
 - II. April ending balance: \$5000.00
- II. NSNA Convention Expenses (hotel)
 - A. Hotel expenses have been paid. There was a \$4 charge to one of the rooms for the use of a water bottle. If you were the one who drank that water please pay me \$4 so I can deposit that money into the OSNA account.
 - 1. Lance explains the situation and agrees to pay the charge.

- B. Congrats guys we made a total \$1678.50 selling merchandise at the NSNA convention!
 - 1. Suggestion that profit numbers may be a little tricky to figure due to records lost each transition.
- C. Reminder: BOD dues are overdue.

(10:28) Report of Professional Development Director:

Report of the Professional Development Director

- I. Attended NSNA Convention (Attended mandatory delegate sessions; worked the OSNA merchandise booth; attended OSNA meeting in caucus room)
- II. Reviewed the OSNA website's Useful Links tab - identified the information that is outdated, those which can be removed, and those which need updating
- III. Found the document in the Professional Development Director's Google Drive to make these edits - I will continue to work on this in the coming weeks, and hope to have an up to date version updated to the website prior to next meeting
- IV. Followed up with Leona Hutchinson from Public Health Online - she reached out to Olivia regarding a resource she thinks would benefit our website audience. I reviewed the website, publichealthonline.org, and it does have some great information about careers related to public health.
- V. Working on researching other websites that highlight career opportunities in the nursing field, and hope to create a Career Exploration link on the OSNA website.

(10:30) Report of Legislative Education Director:

- I. Absent

(10:30) Report of Breakthrough to Nursing Director:

- I. What I've done: Attended the NSNA convention (I was a Delegate for OHSU Monmouth and I assisted at our OSNA booth; Spent some time networking with Abaneh Ebangwese (one of the individuals who was running for BTN) about her METRIC System approach to mentoring along with speaking with the BTN Director from Illinois about their "tool kits" they have for starting SNAs and mentoring programs; Took headshots for the BOD, edited the photos and uploaded the photos and bios to the website and Facebook along with updating the committee information, dates, and group photos on the website.
- II. What I'm working on: Gathering information about various mentor programs across the United States; Contacting SNA's to gathering BTN Director contact info and inquiring about mentor programs, starting preliminary work on the mentoring "tool kit"; Working on creating new additions to the "Becoming a Nurse" PP (including a new section that highlights males in nursing), I will be presenting the PP to WOU Pre-nursing Club; Working on a short write-up for the next newsletter in regards to mentoring.

- III. What I need help with: If everyone from the BOD could email me your school's BTN Director's information along with if your SNA provides a mentorship program that would be greatly appreciated. I need updated committees information so I can update/add those to the website. Lastly, I need bios from Bruce and Brittany so I can add those to the website. I would like all of the above information by May 17th.
- IV. Discussion regarding website editing permissions
 - A. Boren recommends policy regarding permissions

(10:35) Report of Convention Director(s):

- I. What I've done: Attended the annual NSNA convention in Phoenix. While there I attended the convention planning workshop, which discussed different tools that different state student nurses associations have done to get the word out about their upcoming convention or event. Also some of the tools people have used to improve and receive feedback from those who attended their convention or event is doing an electronic survey such as survey monkey. Some of the tools they mentioned to advertise upcoming events are Facebook, Survey Monkey, Google Doc etc.
- II. What I'm working on: contacting an experienced public relations(PR) personnel to get ideas about how they spread the word and recruit their audience to attend upcoming events as well as sponsors. I feel that by talking to PR is a good resource to use to get ideas for promoting and recruiting your target audiences, especially getting sponsors or donations.
- III. Working on getting GFU interested into starting a state chapter (this will be more of summer project).
 - A. Boren suggests goals focusing on adding chapter schools.
- IV. What I need help with: finalize a date when we will be having our next state convention to notify my potential sponsors so they can commit to sponsoring OSNA.
- V. Help needed: Figuring out the location of the next convention. I was thinking South might be a good idea since it's been done in Portland in the last few years.

(10:45) Report of Media Director (Interim):

- I. Completed and sent out the April 2015 OSNA newsletter through Mad Mimi, and Facebook. Received editing feedback from all BOD that were interested.
- II. Sent out a survey to our members using Survey Monkey alongside the OSNA newsletter.
- III. An order needs to be fulfilled from our store.
- IV. Met with Media Committee. Olivia Newbold, Paula Ongmanchi, Rebecca Silva, Victoria Watson-Steel, and Brittany Wilson were present. The following agenda was discussed.
 - a. Specific changes to newsletter before publication including: content changes, order of content, sizing and spacing issues. We discussed the possibility of sending newsletter to nursing schools that have low membership in OSNA but needed a list of those schools to be compiled by the Membership Director as well as funding to print and send these newsletters.

- b. Discussed how to make a smooth transition for our next Media Director. The e-mail and accounts need to transfer with passwords. The folders, files, and templates also need to be updated on the Google Drive with a physical handoff and explanation of how to access. A discussion on the tools used by the Media Director needs to take place so we can standardize our practice as much as possible.
- c. We identified the following issues that need resolved on the website. Calendar needs reformatting, Community Outreach Director expressed interest in having it update with Google Calendar. Membership joining information needs updating with Membership Director's information including the membership fees. Board of Directors face sheets need updating with short biographies. Our online store needs updating to include shipping fees.
- d. Idea's for next newsletter were discussed. We decided to investigate the activities of the Oregon Action Coalition, OSNA Secretary has arranged for a presentation at our May 2nd board meeting. Decided on a segment called "Pulse" that would give BOD feedback on happenings and set first segment to discuss our experience at the NSNA convention. We decided to seek approval for a scholarship newsletter article to be submitted by members, exact amount yet to be decided however \$100 might be about right. A future update on our volunteering goals from Community Outreach Director would be appropriate, especially if we can tell member's stories of volunteering. Our President discussed the possibility of a small segment devoted to Local Chapter Presidents. A continuation of the Secretary's segment related to student health and wellness would be desired. Select student for next Membership Spotlight, preferably someone from a school with little OSNA membership maybe on the coast or in southern Oregon.
 - i. Deadline for "Pulse" submissions due Sunday, May 17th.
 - ii. Best contact for school chapters is the faculty member

(10:55) Report of Membership Director:

- I. There are currently 758 members as of 5/1/15
- II. Made contact with Sumner, and I am expecting a reply regarding their SNA, if they have one or would like to start one for their RN program that was recently opened.
- III. Working with Clackamas (Sarah Morris) on the development of total school membership. Also in contact with other community colleges.
- IV. Answered several emails about the merchandise that we have available in our store, there is likely some graduation cord orders pending.
- V. Working to update website membership information. Will coordinate with the new Media Director.

(11:00) Report of Community Outreach Director:

- I. Attended NSNA Convention
- II. Attended Media committee meeting
- III. Attended Blood Cancer conference
- IV. Community Outreach committee meeting on May 3rd, 2015 at 7 pm.
 - A. Make a plan for getting more involvement
 - B. Events to add to our calendar.
 - 1. Oregon Food Bank date.
- V. Updated Community outreach calendar on OSNA website.
 - A. Collaborate with other orgs and list their events as well.
- VI. Updated Calendar of Events for OSNA website.

(11:10) Report of Nominations and Elections Director:

- I. Attended NSNA Convention
 - A. Reported his activity experience to his school: Pioneer Pacific in Eugene.
 - B. His school would like to estab. a chapter.
 - C. Followed up with contacts he made.
- II. Attended program for children, Impact Teen Drivers.
 - A. Community outreach opportunities for nursing students
- III. Following up with candidates for Media Director
 - A. Boren offers additional information about election process
 - B. Discussion

(11:15-11:25) Ten minute recess.

Resume at 11:28pm

(00:00) Old Business:

- I. None

(11:28) New Business:

- I. Discuss the possibility of a Council of Chapter Presidents.
 - A. In the Fall when new School Chapter BOD's are being voted in.
- II. Discuss establishment of a Leadership Summit.
 - A. It is suggested this be made more of a retreat.
 - 1. Attendees not paying for costs of programing and location; pay for food only and OSNA covers the rest.
 - B. Possibility that we could incorporate NSNA's Leadership U into summit curriculum.
 - 1. NSNA can pay to send teachers/speakers to our summit.
 - C. Committee Meeting: May 13th at 8pm
 - 1. Work Assignments:
 - a) Olivia

- (1) Create a Google Doc for assignment tracking
 - (a) As assignments are finished the assignee reports activity
 - (2) Location, date, time: Olivia
 - b) Victoria
 - (1) Contact local chapters seeking representatives
 - c) Lance:
 - (1) Assess Chapter Needs
 - (2) Investigate inclusion of Leadership U
 - d) Megan
 - (1) Sponsors
 - e) Questions to discuss at meeting.
 - (1) Target audience
 - (a) Invite Chapters' Executive Committee or open it up to all those interested?
 - (2) Theme
 - (a) Develop state org, benefits of membership, practical steps to take to grow your chapter SNA
 - (3) Format
- III. Reimbursement of \$298.73 to Vice President for business cards ordered through Vista Print.
 - A. Reimbursement form and receipt to turn into treasurer.
- IV. Discuss possibility of scholarship for a selected membership article to be published in our newsletter.
 - A. An Ad hoc Committee is established to discuss scholarship program details: Bruce, Brittany, Lance, Rebecca, Megan and Laura.
 - 1. Mtg Date: May 21st at 8pm
 - B. Dollar amount: \$100, \$250
 - C. Generate awareness, participation, benefit, professional development
 - D. Base it off of awards that are given by other schools and nursing orgs.
 - 1. Volunteering, leadership, scholarship, authorship: Rebecca will research
 - E. Create criteria: Brittany
 - a) enrollment in a school
 - b) min. GPA
 - c) Essay topic; published in the newsletter.
- V. Discuss the possibility of mailing our newsletter to various schools and funding associated with that.
 - A. Printing, manilla envelopes, bulk mailing by weight.
 - B. Lance will research associated costs and report back in June.
- VI. Discuss date and location for the OSNA Annual Convention.

- A. Jacques suggested Eugene. Will contact previous Convention Director for her research on the topic of other possible host schools. Will present findings to the Board on June 6th.
 - B. Discuss cost/benefit ratio of holding convention outside of Portland.
 - 1. Leadership Summit held outside of Portland, but benefits of holding annual inside portland seem to outweigh the benefits of holding it outside of Portland.
 - C. Send out MadMimi updating BOD activity, requesting information from members
 - 1. Could be sending out up to 5 communications to members each month.
 - 2. Communication tends to generate involvement.
- VII. Discuss the possibility of a Community Outreach project on a specific day to promote membership involvement, preferably something ONA would be interested in partnering with us on.
- A. Generate awareness and development opportunities.
 - 1. Must get in contact with chapter SNA's.
 - a) Send out urgent madmimi/email to ask for sna contact info; as a start to compiling the info: Brittany and Olivia
(1) Requesting liasons from each school.
 - B. Brittany will contact ONA's Carl Brown for more information about Community Outreach collaboration.
 - C. Community Outreach Committee mtg on May 3 at 7pm.
 - 1. Create a Mad Mimi for Chapter SNA communication concerning Community Outreach participation.
 - a) Must work through Media and President to send out Madmimi communications.
- VIII. Reimbursement for NSNA annual convention.
- A. Bailey must email out reimbursement form.
- IX. Discuss benefits of adding private org link to our website as career exploration resource for our members.
- A. Professional Dev. Director has discretion to choose what links are added to the Professional Development page. Professional Development Director will bring to the board any decisions that sit in the grey area.
 - 1. Needs further discussion: Will Prof. Dev. Director have the freedom to update the prof dev page with the media director's approval?
- X. Discuss a reimbursement amendment request for checking bags for the NSNA convention. Olivia checked a suitcase for \$25 for our merchandise, but because she was already planning to check a personal bag it made the cost of her second checked bag \$10 more. She is requesting that OSNA refund her

\$35 instead of \$25 for that additional \$10 charge that she wouldn't have had to pay if she didn't check a bag for OSNA.

A. Motion is made to reimburse Olivia Newbold the \$35. Motion is carried.

1. Motion is made by Olivia Newbold and Lance Cook seconded.
Carried by majority vote.

XI. Motion is made to make the Treasurer and Media Director responsible for the online store. Motion is seconded and carried.

A. Motion is made by Jessica Watson and seconded by Laura Maxwell.
Carried by majority vote.

XII. Discussion to add shipping to our online store.

A. Must register as business class entity in order to charge shipping. Cost for upgrade to business class is not covered by the amount of product we sell each year. Will be more expedient to raise product prices to cover the cost we pay for shipping; board member that ships the product will be reimbursed as shipping charges are incurred.

1. For now Olivia will be responsible for shipping online store purchases

XIII. Election for Media Director

XIV. Discuss donation of leftover convention bags to Gervais Kindergarten Round-Up.

A. Motion made to donate 80 leftover convention bags to Gervais kindergarten round-up. Motion is seconded and carried.

1. Motion made by Jessica Watson and seconded by Megan Johnson. Motion carried by majority vote.

XV. Discuss donation to FNSNA Scholarship fund. \$10 per attending board member

A. Motion is made to donate to the FNSNA challenge; \$10 per attending board member. Motion is seconded and carried.

1. Motion is made by Laura Maxwell and seconded by Lance Cook. Carried by majority vote.

(01:24) Date, Time, and Place for next meeting:

Saturday, June 6th, 2015, 10:00am at the ONA Office, Third Floor.

(01:25) Announcements:

I. Notice of inability to attend an upcoming Board meeting must be given directly to OSNA President, Olivia Newbold, at least 24 hours in advance.

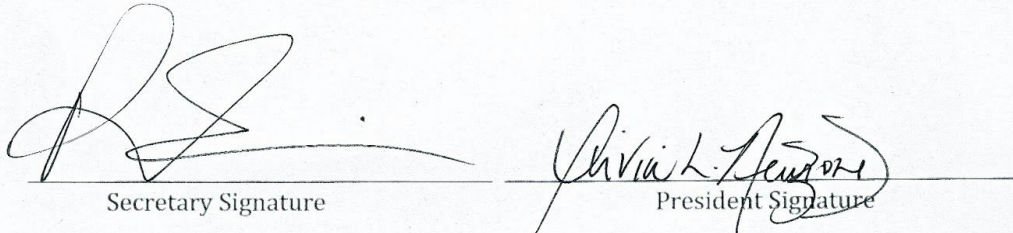
II. We are encouraged to participate in the Nightstrike event

A. Thursday May 7th. Show up at 6:30PM at the Liberation Church to register and get orientation. Then around 6:50pm we walk as a group down to under the Burnside Bridge to serve the homeless community

by washing feet, giving hair cuts, mending clothing, serving hot food, giving out clothing, etc. There will be nursing students from Clackamas in attendance (around 5-6). Recommending taking the bus because President Obama will be downtown.

- III. Please fill out the OSNA President's survey
- IV. Community Outreach Committee Meeting Sunday, May 7th at 8 pm

(01:27) Adjournment: There being no further business, the meeting was adjourned by Oliva Newbold, at 1:27pm.



The image shows two handwritten signatures on a document. The signature on the left is a stylized, cursive signature. Below it is a horizontal line and the text "Secretary Signature". The signature on the right is a more legible cursive signature that appears to read "Olivia L. Newbold". Below it is a horizontal line and the text "President Signature".