

Meeting of the Board of Directors

December 1st, 9:00 am to 11:00 am

Tualatin, Oregon

1. **Call to Order**

* Meeting called to order at 9:13 am by Natasha Schwartz

1. **Roll Call**

**Those Present:**

**2018-2019 Board:**

Natasha Schwartz, President

Bill Simmons, Vice president

Stephanie Breeden, Secretary

Josette Villaro, Treasurer

Cori Briscoe, Breakthrough to Nursing (not present)

Leah Jenkins, Media (not present)

Lindsey Garlinghouse, Professional Development

Lisa Johnson, Community Outreach

Elizabeth Downing, Membership

Caroline Allison, Nominations and Elections

Meghan Stadeli, Legislative Director (not present)

Larlene Dunsmuir

1. **Approval of Minutes**

* Natasha motioned to approve minutes, Lindsey seconded motion, motion carried

1. **Report of the President**

**Mid-year recap**

* Natasha is now west coast chair of state presidents, was elected at mid-year conference
* Natasha will talk to ONA staff about non-profit incorporation
* Received a lot of info on how to do convention – there needs to be a house of delegates
* Need to follow NSNA guidelines on voting
* Need to look into how schools determine who votes and represents each school
* Next board needs to have policies, because we only have bylaws
* Need to look at bylaws before convention and adjust accordingly

**Convention assignments**

* Go through assignments as everyone goes through reports
* Keynote speaker is Nurse Blake, need to make sure hotel was booked
* Registration: 30 for members and 35 for nonmembers
* Need to promote now, and go with price increase as incentive, might not go through with it if sign-ups increase
* Discounted hotel rate for people who sign-up that are traveling
* Natasha will contact KGW later on

5. **Report of the Treasurer**

**Financial Report**

* Started November with about 26,000
* Total revenue of 765, and spent 1,000 for deposit on Nurse Blake
* Quote for convention catering is about 6,062 (cost for 250 people)
* Cut down on choices of food offered and that will cut down cost
* Only serve coffee and tea for breakfast

6.  **Community outreach report**

**Outreach update**

* Healthcare fair had 44 volunteers, 5 for PCC
* Snowcap is increasing to doing 1st and 4th Mondays each month
* Add snowcap sign-up to website

**Sign up volunteer organizer**

* Tool that sends out automatic reminders and lets manager know who has signed up and who has cancelled
* Tool that we could use for OSNA

**New election form is ready to go, and be uploaded on website**

7. **Media**

**Bone marrow match event**

* Come to a lot of state conventions, aim to get people on the registry, possible contact to attend convention

8. **Nominations and Elections**

**Applications are done**

* It is a google form, as creators we can see everyone’s answers
* Included option to upload headshot and give name of faculty reference for us to contact

**Email SNA chapters to promote running for board positions**

* Need to have form on website or email form to chapter presidents and add to email blast about signing up for convention

**Make profile of current or past board members**

* Profile people who are formerly or currently on the board at convention
* Caroline will seek out interviews over Christmas break and add to website and brochures at convention

**Giving volunteers coupon code for discount to convention**

**9. Professional Development**

**Speaker confirmations and pending responses from potential speakers**

* Reached out to 13 speakers, and 6 confirmed
* Waiting to hear back from others
* Lindsey will contact ONA about not doing roadshow
* Possibly need to do panels

**Convention breakout session schedule and room assignments**

* 4 breakout sessions panels of max 4 speakers that repeat so everyone can attend
* Have room monitors to regulate occupancy
* Larlene made rough schedule of convention day that will be added to google drive

**Gift baskets/gift cards/thank-yous for speakers**

* Coffee mug and gift card, and card that board signs

**Convention task sharing with other board members**

* Needing to pass off tasks because of graduation
* Lisa will manage speakers
* Larlene will put Lindsey in contact with KP to make transition easy

10. **Any new business:**

* ONA will help get vendors for convention
* So far we have 4 vendors
* Idea of passport to go to vendors and get OSNA swag
* PCC volunteers may be able to help with swag bags
* Possible raffle
* Not ordering any new merchandise besides items being given away
* Contact Che to see who they ordered from
* ONA can also help with ordering (Casey)
* Contact Che and Jesse about house of delegates
* Natasha will contact Che about getting Kaiser residency program as vendor
* Need to find out about doing boxed lunches
* After convention, strategize on how to get Walla Walla students involved in OSNA
* Bill will create folder on google drive specifically for vendors

11. **Date, time and place of next meeting**

* January 5th at 9:00 am to 11:00 am at ONA
* February 2nd at 9:00 am to 11:30 am at ONA

12. **Announcements**

13. **Adjournment (record the time in the minutes)**

* Meeting adjourned by Natasha at 10:55 am

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Secretary President