**Oregon Student Nurses Association**

Meeting of the Board of Directors

[May 3, 2014]

Tualatin, Oregon

1. Call to order: (10:06 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

Meghan Wuichet, Vice President

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Kayla Vedaa, Breakthrough to Nursing Director

Paula Ongmanchi, Nominations and Elections Director

Crystal Soker, Membership Director

Justine Blaud, Media Director

Joci Guth Professional Director

Emily Kauffman, OSNA Consultant

Wendy Wong, Annual Convention Director

Sarah Carter, Midyear Convention Director

Natasha Hofstetter, Legislative Education Director

Wendy Mundell, Community Outreach Director

Susan King, ONA Consultant

Committee members present:

Audrey Drake, co-chair, BTN

Mary Ann Cassera, Midyear Convention

Via Google Hangout:

Absent:

Mary Geisler, OSNA Consultant

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

3. Minutes

1. Motion moved to add balance totals from the treasurer to the minutes.
   1. Motion seconded
   2. Motion passes
2. Minutes put to a vote, passes, with amendment included.

4. ONA report:

1. Unfinished business is the letter of agreement between ONA and OSNA for your segregated fund in our Foundation
2. ONA HOD (May 21) will consider
   1. Bylaws allowing OSNA membership to count towards the two year requirement before running for ONA office
   2. Action reports on CPR for Teachers (OSNA), coal transport, license jurisdiction and hospital staffing
   3. An ONA staff member will assist OSNA delegates with House procedures
3. ONA Continuing Education Day (May 20). If you are unable to attend the whole day but wish to attend the lunch with the Governor who has just confirmed please email me
4. Congratulations to Janna for her election to the NSNA board.
5. Jesse Kennedy is running for ANA BOAD and ONA is strongly supporting his candidacy
6. Jeff Merkely is running US Senate re-election. He is a strong supporter of nursing issues and his wife Mary Sorteberg is an RN and ONA member. ANA and ONA are strongly supporting him.
7. Rob Nosse, ONA staff member us running for election to the Oregon House of Representatives.
8. Please consider getting NSO liability and license protection insurance. Despite what you may have been told, every professional nurse should have insurance to protect your career.

5. Move to make an intermission for committee meeting to begin:

A. Motion seconded

B. Motion passes

C. Intermission: (OSNA Meeting ends 10:19)

11:45-12:25 Lunch and Work Break

OSNA Meeting Resumes: 12:27

6. OSNA Consultant report:

1. Did not create an official report
   1. Be in touch with people we met at the conference to learn how to be effective mentors to members
   2. You all should reach out to us at part of the chain of command if any issues arise within the board or outside the board (i.e. school)
   3. Kudos to all members

7. Report of Officers and Committee Chairs:

(12:27) Report of President:

1. Thank you to all members able to attend NSNA Convention
2. Who we send to convention should be changed
   1. The new members should be the ones to go to build camaraderie
   2. Resolution passed at convention
   3. I was elected as COSP chair for NSNA
      1. Awaiting what duties entail for this position
      2. Part of Convention committee and Disaster preparedness committee for NSNA as well as Finances commitee
      3. Presence during the summer will be limited due to responsibilities with NSNA. But will try to be part of the meetings via Google hangout (missing June and July meeting in presence). Maybe getting back first week of August.
      4. Learned about team building
         1. We need to focus on team building for new board
         2. Consider doing teambuilding weekend (for fun to bond)
      5. ONA Convention
         1. John Simpkin is going in place of Janna
         2. Need to be there by 0800.
         3. Registration is 0730
         4. Everyone has packets for HOD
      6. Writing Servant leadership article
      7. Cleaning out the office: needs to get done
      8. Apologies
         1. Please remind me to keep opinion to myself unless asked by you first

(12:39) Report of Vice President:

1. Create a binder for BTN
   1. As a resource for everyone to review
   2. If you have notes, scan and email to me
   3. Get notes to me by Sunday to get it all together and will have together by next meeting
2. Goals for the month
   1. Clean the office
      1. Sarah or Wendy suggested to help because most of it is convention supplies
      2. Set up a date (Mon or Wed) meet to clean and organize
3. Committee meetings
   1. Figuring out who is joining what meeting

(12:42) Report of Secretary:

1. Agenda
   1. Everyone will send me their portion of the agenda by the Tuesday of the week of the monthly meeting by NLT 6 pm or it will not be added to the agenda.
   2. I will be sending out the same agenda template that I use for everyone to use for smooth transition of information and cohesiveness.

(12:44) Report of Treasurer:

1. Balances:
   1. Checking
      1. Starting: $22,874.72
      2. Ending: $16,722.61
   2. Savings:
      1. Starting: $4,162.38
      2. Ending: $4,162.38
2. Passed NSNA Treasurer Certification Exam
3. Insurance is slater insurance not State Farm
4. Articles of incorporation
   1. Any idea?
5. Working on calendar
6. Nearly completed all reimbursements for NSNA
7. Updated State of business registry with current officer
8. Met with Jeff Hart regarding tax exempt filing
9. Paid some bills
   1. Scholarship winner
   2. OSNA deposit refunds

(12:47) Report of Media Director:

1. Working on calendar and newsletter
2. Advertising issues can be talked about in new business

(11:48) Report of Membership Director:

1. 825 members (drop of 6 members from last month)
2. Talk to Justine what we can do to help with the flyer
   1. Have something in flyer about BTN, Membership or Community in Newsletter
3. NSNA
   1. Automatic enrollment in colleges and want to promote to other schools to make mandatory (OHSU is only one that does it)
      1. Can you incorporate into fee to automatically enroll into NSNA?

(12:53) Report of Legislative and Education Director:

1. Please send ideas my way for resolution
2. I am researching ideas for resolutions
3. Visited Chemeketa CC to talk about Affordable Care Act and COVER OREGON

(12:53) Report of Professional Development Director:

1. Set date for fun run
   1. November looks like best time
   2. When we do pick a date, need to delegate tasks
2. Working with Justine on newsletter
3. Working on format for school contacts
4. Will be writing article

(12:55) Report of Breakthrough to Nursing Director:

1. Working on pre-nursing club
2. Committee announcement for newsletter
3. May need more volunteers to help me contact other schools throughout state
4. Start brainstorming ideas for video to promote OSNA
   1. Need media equipment
   2. Ways to promote:
      1. youtube
      2. Why people should join OSNA, NSNA and what is the biggest opportunity to be involved, etc.
   3. Have no experience with media, so any help would be great!

(1:00) Report of Nominations and Elections Director:

1. Will be able to read my experiences in newsletter
2. During the convention, I talked to some Oregon SNA members who I talked to about getting involved as committee members.
3. I also attended a focus session about convention planning, and I will utilize that knowledge as my role as a convention committee member
4. Flyer will be uploaded in Google Drive and emailed out to everyone

(1:02) Report of Midyear/Annual Convention Directors:

1. Finalized the date for Midyear Convention
   1. October 11, 2014; backup October 18, 2014
   2. Theme: “Raising the Bar, the Journey to Nursing Excellence”
2. Working on budget and have figures out by next meeting
   1. Consultant/treasurer will help with budgeting
3. Everyone should work on gathering speakers for Midyear now that we have a date set.
4. Research CE hours
5. Working on making a template for specific questions to be asked when getting sponsors as well as getting the convention details together
   1. Will be helpful not only for our team, but used for a transition piece for future OSNA board.

(1:04) Report of Community Outreach Director:

1. Reached out Red Cross Disaster Team, meeting at Clark CC at 1430-1630, May 19th 
   1. Go state wide with disaster team is goal
   2. Goal is for board to be certified (some may be able to go May 19th)
   3. Two modules have to be done on-line prior to meeting
   4. Benefit:
      1. Registered as disaster relief nurse
      2. They will pay you for a week to fly out when you are needed
      3. Once you do this, you are in the system forever
   5. Will send out information to everyone
2. Oregon Public Health Association
   1. Try to find someone that is an MI trainer, but see if we can find someone cheaper or get a better deal.
   2. Still trying to figure out pricing options
3. Should do a fundraiser
   1. Pick a restaurant that is healthy
   2. Consider doing it during Christmas time
      1. Buy tins of popcorn, etc.
   3. Consider a tournament (no charge to get people to go)
      1. Buy a lunch basket for $5 (get food cheaper than basket to make money)

D. Sell T-shirts (cheesy and funny make money)

7. Old Business:

1. CPR gentleman is not coming to speak today
   1. Will work on contacting him to come to next meeting
2. Media: We should open up FB page as a “blog”
   1. Move a motion to get rid of blog on our formal website
   2. Motion seconded
   3. No discussion
   4. Motion passes
3. Everyone will have committee meeting sections due (in word document) to Justine Friday, May 9th.
4. Date for local Fun Run
   1. First or second Saturday of November is suggested date
   2. Need to get 500 people to make the run happen
   3. Will need to find out what happens if we do not meet 500 people
   4. Opening up for discussion:
      1. Does the fun run apply to Joci’s role?
         1. Suggest that we take Joci off: professional development can be utilized in better ways
         2. Suggested to have fun run during OSNA annual convention like NSNA.
         3. Make a motion to move that we cancel the fun run at this time
            1. Motion seconded
            2. Discussion

Fun runs are good bonding opportunity

Other ways to involve chapters in fundraising/bonding than fun run.

* + - * 1. Motion passes that the fun run plans have officially been cancelled.
  1. Contact list was discussed during committee meetings and will be disbursed to other meeting members and will be completed by May 9th.
  2. Calendars are great to organize for the future members
     1. Suggestion: Add date in word document and small paragraph with what we were doing.
     2. If something found in drive, write down in calendar as to where it is located.
  3. Suggestion to make a policy change that old members stay until all funds are transferred over.
  4. Luncheon for old board
     1. Need to reconsider doing something for old board
        1. Do a potluck for them
        2. Do a mug as a gift
        3. Consider May 31, June 7, June 1, June 21, June 22 (choose top two in survey)
        4. Have it in the park, and if need be, do in the ONA building
  5. Budget for gifts
     1. Move to make a motion to set a budget of $200 max for outgoing board’s gifts
     2. Motion seconded
     3. No discussion
     4. Motion passes
     5. Move to make a motion to finalize the date in survey monkey for the potluck
        1. Motion seconded
        2. Motion passes
     6. Move to make a motion to have the potluck in either the park or the ONA building
        1. Motion seconded
        2. Motion passes

8. New Business:

I. Media:

A. Policy

1. Because they are non-profit, ethical issue where some people have to pay and some do not.

2. Do not feel comfortable being affiliated with something other than non-profit

3. Should consider making a policy about whom we should be advertising for.

4. Move to make a motion to delete the paypal link on website and replace with advertisement section

A. Motion seconded

B. Discussion

C. Motion passes

II. Discuss what should be new roles/responsibilities for Professional Development

* + 1. Professional development should do education and volunteer opportunities for nursing students
    2. Being in contact with professional organizations (i.e. ANA, etc.)
    3. What can OSNA and Oregon students benefit for being a part of their organization (should get their contact info and send out their info as resource to others.
    4. Consider having an additional consultant for Oregon Center for Nursing
    5. Advertise what is means to be a Professional Development Director

III. Move to make a motion to take a 5-minute bathroom break

* 1. Motion seconded
  2. Motion passes

Resume: 2:25pm

1. Membership
   1. Handing out flyers as to why people should join the OSNA

Should look professional

Look into pricing

Make around 150-200

Move to make a motion to take $30 out of OSNA budget to make cards for promotion of OSNA

Motion seconded

Motion passes

1. Treasurer
   1. Tax exempt status issues and discussion

501 C3 vs. 501 C6

501 C6 is highly recommended

Process for 501 C3 is a challenge

We do not qualify because the majority goes back to us not our community per NSNA policy

Pay $850 fee for either 501 C3 or 501 C6

I move to make a motion that we continue the path to file as a 501 C6 and pay one time $850 fee

Motion seconded

Discussion

There is no guarantee that there may be back fees once submitted

Will have another meeting for more details

Motion passed

* 1. Move to make a motion for $30 to make 2 copies of OSNA articles of incorporation
  2. Motion seconded
  3. Motion passes
  4. Approve new/updated policies for 2014/2015

Financial Policy

Will table for next meeting

Please look at changes from email sent from me for next meeting

RN Laurie NCLEX class

Emily to get more info from her for code

She have given us three free: Janna, Alicia, Katie

For Hurst or Kaplan, Emily will contact on behalf of interested members

Make sure to be protective of code given

If code is compromised, member will have to pay for the full price of the class

* 1. Picking Community members
     1. President will make official spreadsheet

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

Saturday, June 7, 2014, 10:00am at the ONA Office, Third Floor.

10. Announcements:

1. President will be gone this summer
2. Committee heads
   1. Start planning meetings

III. Finish picking people to be in charge of contacting schools for advisors/SNA presidents

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 3:34 pm.

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Secretary Signature President Signature