**Oregon Student Nurses Association**

Meeting of the Board of Directors

[June 7, 2014]

Tualatin, Oregon

1. Call to order: (10:16 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:

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth Professional Director

Natasha Hofstetter, Legislative Education Director

Kayla Vedaa, Breakthrough to Nursing Director

Wendy Wong, Annual Convention Director

Justine Blaud, Media Director

Crystal Soker, Membership Director

Wendy Mundell, Community Outreach Director

Susan King, ONA Consultant

Via Google Hangout:

Janna Boren, President

Absent:

Meghan Wuichet, Vice President

Emily Kauffman, Consultant

Mary Geisler, Consultant

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

3. Minutes

1. No amendments to the minutes.
2. Minutes put to a vote, passes.

4. ONA report:

5. OSNA Consultant report:

1. If we need to reach out to them for anything, please do not hesitate to reach out.

6. Report of Officers and Committee Chairs:

(10:27) Report of President:

1. NSNA meeting in NY- Learned a lot:
   1. Call each of you within the next two weeks to make sure everyone is on the same page with the new resources I have learned
   2. We need to work on the website, and have some new information to figure it out
      1. Go on the website to reply back to me for constructive criticism regarding website
   3. Midyear convention
      1. Has not been a money maker and not the greatest turnout
      2. Plan to promote OSNA midyear through NSNA midyear
         1. Do not want to lose previous sponsors
         2. Invite our own sponsors, and have Sarah be liason for OSNA at NSNA midyear in Portland
      3. NSNA using crowd wise website, we should look into it too
      4. Membership committee on NSNA level
         1. Lots of great resources and leadership university to stimulate membership and for OSNA midyear
      5. Cleaning and maintaining office now finished
      6. OSNA resolution passed!
      7. Committee meetings need to happen over the summer. Weekly video or phone call
         1. Need to have at least once or twice before monthly OSNA meeting
            1. Need committee reports as well as officer reports
      8. Email blast policy
         1. Not user friendly and add URL
         2. Justine and I will talk about later

(10:30) Report of Vice President:

(10:40) Report of Secretary:

1. Make sure that everyone is comfortable with the agenda template
2. Figure out where the committee list is on the drive
3. Officially signed on as a signer on the OSNA accounts

(10:41) Report of Treasurer:

1. Everyone got their business cards
2. Did final NSNA Annual refunds
3. Susan and I are meeting but I need a buddy
   1. Crystal volunteers to go with Alicia
   2. At ONA building on June 27th at 1030
   3. May beginning balances:
      1. Checking: $16,700.61
      2. Savings: $4,162.38
   4. May ending balances:
      1. Checking: $14, 051.29
      2. Savings: $4,162.38
4. I have contacted business registry to obtain articles of incorportation
5. Working on tax exempt status

(10:45) Report of Media Director:

1. Sent out the newsletter wrong
   1. Found out how to send it out correctly for a later date
   2. Verbiage very confusing

(10:46) Report of Membership Director:

1. 814 members as of May 30, 2014
   1. We are down in numbers
   2. Plan to work on membership this summer
   3. Susan requests advisor lists from the school to help support membership and promotion
   4. Received email from Allan Smith from ONA
      1. Needed membership names and email addresses but have to pay a fee
      2. Need to find out the process, and will reach out to Allan Smith
   5. Need to start calendar for school orientation
      1. Helps to promote OSNA
      2. Helps to promote NSNA and midyear convention
      3. Janna and Crystal will work together to bump up membership numbers
      4. NSNA will be contacting schools to promote
      5. Any information anyone can give Crystal would be helpful

(10:55) Report of Legislative Education Director:

1. Attended ONA HOD
   1. Discussed potential resolution topics with nurses at ONA convention
   2. Plan to put together a committee meeting to brainstorm for topics
   3. Need to brainstorm before leaving for Russia June 18th.
   4. Include Janna in email when planning on date/time for meeting
   5. Try to do google chat as much as I can
   6. Alicia and Wendy have some potential ideas for resolution
   7. When presenting a policy, the title needs to be concise and clear: limit words in title

(11:00) Report of Professional Development Director:

1. Find and setting up student events
   1. Working on finding volunteer opportunity events
   2. Finished up a paper to share in the newsletter
      1. Justine and I are working on professional development page on OSNA website
      2. Need help with figuring out website and finding ways for people to want to utilize website
      3. Anyone else with any other resources please let me know!

(11:02) Report of Breakthrough to Nursing Director:

1. Worked with Chapter contact form
   1. A lot of schools that do not have chapters
      1. Great way for us to promote
   2. Need to set up a committee meeting time
   3. Janna, Crystal and Kayla should work together to promote pre-nursing
   4. Kayla will give everyone her OHSU email because she is not receiving gmail emails consistently.

(11:06) Report of Nominations and Elections Director:

1. Attended ONA HOD
   1. Connected with different nurses and networking
   2. Plan to set up meeting
   3. Seek other speakers and help with other committee duties
   4. Wendy will forward emails to Paula (external committee application)
   5. Contact that person to get them involved (new committee member)
   6. Will need to be voted in
   7. Paula will be getting committee members updated in the drive

(11:10) Report of Midyear/Annual Convention Director:

1. October 11, 2014 date confirmed
2. Obtained prices from WOU and LBCC
3. Need to put together a budget

(11:14) Report of Community Outreach Director:

1. I think I got certified for disaster relief?
2. Would like to get entire board certified
3. Susan:
   1. Went to Dollar stores, and talked to managers
   2. Asked people to double what they would buy and supply the donated items to then give donated supplies to needed communities
   3. I would like to talk to Red Cross and get some more training available for other student nurses in the state of Oregon, and make that the makor project for the upcoming school year
   4. Would like to organize a statewide drive of some sort for all the schools to get involved in.

11:20-11:30 Break

Resume at 11:32pm

7. Old Business:

1. Alicia, Treasurer
   1. Insurance
   2. Wendy Wong
      1. Says we are still looking at pricing
         1. Do we need to get our own insurance for midyear?

8. New Business:

1. Alicia, Treasurer
   * 1. Budgeting for convention, per Treasurer
        1. Crystal moves to make a motion to table budgeting for Annual convention budget until August meeting
           1. Motion seconded
           2. No discussion
           3. Motion passes
2. Recalling VP
   1. Per Janna
      1. Just received information regarding Meghan’s enrollment status
         1. She has not taken classes since 2013.
      2. Meghan has not responded to emails and could not get contacted for 3 weeks; therefore she is in violation of communication contract.
      3. As of June 7th, Meghan is not appealing the recall (has until June 25th to appeal)
      4. Per bylaws, it is by policy to write a recall
      5. The board is suggesting that we give an official written warning to the recall before sending the recall (consider changing the bylaw)
3. OHSU accelerated BSN program event
4. Crystal, Membership
   1. We need to get in all of the membership info: name and email address
   2. Will have spreadsheet to hand out for everyone next meeting to get this information put together, will need to print out.
   3. They want this information quarterly
   4. Find out cost and do a survey monkey if we need to pay
   5. Gmail account issues
5. President
   1. Conflict in NSNA vs OSNA
   2. Consider changing policy for who should go to convention
   3. The thank you cards from previous convention found in office
      1. Need to have an officer in charge of Thank you letters
         1. We need to have contact information in order to send out Thank you letters
      2. Need to have everyone’s email passwords given to me
6. Justine, Media Director
   1. Did not submit newsletter properly, but working on getting it sent out
      1. Working on reformatting and send out with Mail Chimp
      2. Goal is to get a newsletter out every month
      3. Try to improve newsletter and hopefully get award for “most improved”
      4. Would love any submissions for the newsletter
      5. Sent out a copy of the newsletter to the Holly (the lady with the ad), and she is content
      6. Will need to pay fees in December 2014, per Treasurer.
      7. Would like to have NSNA contacts for support
      8. Would like any submissions given to me by June 20th.
7. Need to vote in new committee member
   1. Leah Neil
      1. Paula moves to make a motion to vote to appoint Leah Neil to Conventions committee
      2. Motion seconded
      3. No discussion
      4. Motion passes
8. Sarah, from Midyear
   1. NSNA would give vendor table to us for free to help promote OSNA at NSNA midyear
   2. Need to get our own speakers
   3. NSNA would put us on their convention pamphlets
   4. NSNA will have a simulation held at convention
9. Janna, President
   1. Fundraising
   2. Consider whether we keep or let go of OSNA midyear convention
      1. Why not try to find other more serious topics that are not traditionally done to grab attention? (LGBT)?
      2. If we are going to do the midyear, we need to go big or go home!
      3. Try to do something that people do not typically talk about.
      4. Nursing students for Choice (supports the right to discuss abortion or fertility issues) as a speaker
      5. Per Sarah and Wendy:
         1. We would prefer national convention rather than OSNA midyear
         2. We would more than likely benefit by partnering with NSNA than what we have been doing with OSNA midyear (we lost money previously)
         3. Would be best to advertise OSNA annual at NSNA midyear rather than focus on OSNA midyear.
         4. Make sure we maintain our current sponsors if we do not do midyear.
         5. Suggestion:
            1. OSNA board members should have the opportunity to be funded for the convention in order to attend (free admission to NSNA midyear).
            2. Justine makes a motion to cancel OSNA midyear and to combine OSNA midyear with NSNA midyear November 6-9, 2014
            3. Motion seconded by Crystal
            4. Motion passed with 11 votes
      6. Select date/time for meeting
         1. Motion made to cancel July’s meeting altogether, and resume the monthly meeting in August.
         2. Motion seconded.
         3. Discussion
            1. No Google hangout
            2. Make sure to have committee meetings held and reports made sometime throughout the month
         4. Motion passes with 2/3 votes.

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

Saturday, August 2, 2014, 10:00am at the ONA Office, Third Floor.

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 1:27pm.

