**Oregon Student Nurses Association**

Meeting of the Board of Directors

[August 9, 2014]

Tualatin, Oregon

1. Call to order: (10:10 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

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth, Professional Director

Justine Blaud, Media Director

Sarah Carter, Convention Director

Paula Ongmanchi, Nominations and Elections Director

Crystal Soker, Membership Director

Susan King, ONA Consultant

Jacklyn Speigelburg, Vice President Candidate

Jacques St Jelus, Annual Convention Director Candidate

Via Google Hangout:

Natasha Hofstetter, Legislative Education Director

Wendy Mundell, Community Outreach Director

Absent:

Kayla Vedaa, Breakthrough to Nursing Director

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: Susan King (1330)

1. Margret is newly elected to the ONA board. Kelsey was elected onto the cabinet for education
2. Monday, Aug 18th at 0730, Senator Merkley will be hosting a breakfast at the Elephants Deli on SW Corbett.
   1. Senator and wife Mary Sorteberg who is an RN and ONA member will be there.
   2. All encouraged to attend.
3. Lobby day is February 10th in Salem.
   1. Staffing will be priority issue.
4. Bargaining Unit Leadership conference is Friday Sept 5th in Cottage Grove at Village Green.
   1. Please RSVP to Linda Sidney [Sidney@oregonrn.org](mailto:Sidney@oregonrn.org" \t "_blank) if planning to attend.
5. ONA, ANA will be having a both at the mid-year convention in conjunction with OSNA.
6. ONA is finalizing staffing framework for introduction in the 2015 legislative session.

5. OSNA Consultant report:

6. Report of Officers and Committee Chairs:

(10:11) Report of President:

1. Working with NSNA on Midyear Conference and COSP Committee meeting this Monday.
2. Working on redesigning OSNA Newsletter with Publisher. Looking into the requirements for a newsletter award.
   1. Redoing the header for newsletter
3. Planning with an artist from OHSU on T-shirt designs.
   1. Catchy/inspirational, Portland-themed, original, vintage design
   2. “Tattoo in Portland” themed idea to consider
4. Working with Washington and California Presidents on increasing Midyear attendance.
   1. Carpooling
5. Called BOD and would like to continue to call about two weeks before each meeting to stay on track for the rest of the year.
   1. To keep everyone on track for the rest of the year

(10:18) Report of Vice President:

1. Email has been checked ready to pass off to new officer. Need to Contact Meghan on getting her binder back.

(10:19) Report of Secretary:

1. Made connections for potential speakers for Annual convention since we already have who we need for the Midyear.
2. Reaching out to potential clients for the golf tournament.
   1. Would like more details regarding the function

(10:20) Report of Treasurer:

1. Balances:
   1. Checking:
      1. July beginning balance: $14,090.47
      2. July ending balance: $14,128.07
   2. Savings:
      1. July beginning balance: $4,162.69
      2. July ending balance: $4,162.69
2. Had a committee meeting in July
   1. Discussed Mid Year budgeting, online store, selling advertisements on our website and newsletter, finance/travel policy discussion and policy update, and fundraising ideas.
3. Met with Media Director to draft procedures for website advertisements and the online store (see new business).
4. Brainstormed ideas for fundraising items for Mid Year and online store
   1. Need to finalize items to purchase in new business
5. Met with Susan King and drafted 501 C3 ONF/OSNA agreement – approved by board last month
   1. Need to get cards printed saying “tax deductible” verbiage specific.
6. Obtained all OSNA business formation documents from ONA
   1. For future reference, ONA has these documents stored for us electronically.
7. Approval of Finance Committee Report
8. Motion made to approve Finance Committee report by Alicia
   1. Motion seconded by Crystal
   2. No Discussion
   3. Motion passed

(10:31) Report of Media Director:

1. Newsletter July was sent our through OSNA after a rather complicated back and forward
2. Updated the entire website, yet again, as Weebly changed the backgrounds.
   1. Please let me know if you find any mistakes
3. Spoke with Professional Dev: post a link to a pdf of searchable links for continued Ed for nursing students, that she has compiled
4. Spoke with Treasurer: finalized website pricing for ads and sales of merch
5. Spoke with President: decided to release an August/September newsletter, still working on getting Felicia off as an admin on weebly
   1. Still have not heard back
6. Financial committee: initial discussion about pricing on website, need to finalize how we are getting sponsors in the future
7. Legislative and education committee: participated in discussion about new legislation, speakers for midyear
8. Nominations and elections: participated in advertising new positions to wider public.
9. Took NCLEX and passed (but it really cut into my time to do anything else)
10. My computer is dying, and therefore there might be some delays between emails, my apologies. If you facebook me, I do have access to that on my phone. I plan on getting a new computer as soon as my financial aid comes in.
11. Did not hold a committee meeting since most of it is in the newsletter, but worked closely with Janna
12. Can make more newsletters, and need more articles from people!

(10:36) Report of Membership Director:

1. 809 members as of 7/30/2014
2. All schools that do not have SNAs will not allow us at their orientations
   1. We are not established at their schools, so not getting positive feedback from schools, and feel hands are tied at the moment.
      1. Talked to nursing and school administration and getting road blocks
         1. Talked to over a dozen schools and all the same answer
3. Typed and editing typed procedures and handouts for becoming a new member.
   1. Could mainstream
   2. Finishing up soon
      1. 10-page booklet, sorted and organized, and in a binder
         1. With all of the specifics to be a NSNA member, start a club, etc.
         2. Will send out for everyone to proofread
   3. Promotional Video
      1. Working on video, but could use some creative help from members
      2. Get check out
4. Motion made to approve committee Report by Crystal
   1. Motion seconded by Justine
   2. No discussion
   3. Motion passed

(11:44) Report of Breakthrough to Nursing Director:

1. Janna reading committee report in Kayla’s absence
   1. New NSNA BTN really revamping BTN!
      1. Kayla reached out to him and extending his new work into getting BTN revamped
   2. Motion to approve committee report
      1. Motion seconded
      2. No discussion
      3. Motion passed

(10:53) Report of Community Outreach Director:

1. Collaborating with NSNA
   1. Big homeless community: how can be bring more awareness
   2. I have contacted 2 organizations of interest within the Portland Metro area to focus our drive/fundraiser on (Potluck in the Park/Neighborhood House).
      1. How would ONA feel about collecting cash?
         1. Will look into dollar store items?
         2. NSNA looking for
            1. Would prefer physical little items rather than cash, per NSNA
            2. The need a hard list with company’s name, why, who they are, etc.
            3. Getting ready for convention, and come to convention with those items
            4. Could be do a nationwide competition?
            5. Do a cash donation to school of their choice?
            6. They are willing to pick up whatever we get together
            7. Janna needs who it is, contact info, succinct list within next tow-three weeks
            8. Wendy thinks Neighborhood house would be best to help nursing students, and do a lot for homeless and community

Wendy makes a motion to have Neighborhood House be our organization for NSNA Midyear convention

Motion seconded by Crystal

Discussion

Maybe have a little plaque, not monetary, to say “thank you” for doing what you did for us per NSNA

Focus on toiletries and books for kids per Crystal’s recommendation

Let’s keep it local

Motion passes

1. Wendy will hold a Bridge Pedal volunteer orientation via Google Hangout Friday, August 8th
   1. Got 7 students as volunteers for first aid stations
2. I will continue to work with Neighborhood House for the drive/fundraiser
3. I will hold a community outreach committee meeting scheduled either, Sunday, 8/17 or Monday 8/18, which ever works best for the committee members (time TBD).
4. Wendy withdrawals from VP position.

(11:18) Report of Legislative Education Director:

1. E-mailed an invitation to Jaxon Mitchell ([Jaxon.mitchell6@gmail.com](mailto:Jaxon.mitchell6@gmail.com)), who works as HIV prevention specialist at Cascade AIDS Project to speak at OSNA/NSNA Midyear convention. He has several questions about some of the specifics, such as exact day and time, anticipated audience and time allocated to speak. I forwarded his e-mail to Judith Tyler ([Judith@nsna.org](mailto:Judith@nsna.org)) and Diane Mancino ([diane@nsna.org](mailto:diane@nsna.org)).  He has some questions about specifics of the event, but seems like he would be willing to participate.
2. Contacted Elizabeth Long ([elong1@villanova.edu](mailto:elong1@villanova.edu)) – vice president and legislative education chair for NSNA, and asked her for some tips on writing the resolution. She replied and was very helpful. She had some tips on what documents to look through, pointed out previously passed resolutions close to the topic that was chosen by our committee and how to search for relevant information online.
3. Sent an e-mail to John Simpkin to find out what is going to happen now that this year’s resolution had been passed and how the current board can be helpful at going further with recent resolution on K-12 CPR training for teachers. No reply yet.
   1. Will send him an email via FB
4. Contacted John Simpkin and Meghan Wuichet and asked them to join the Legislative Education Committee.
   1. John has agreed to be a part of the committee, however he cannot promise to participate in all the meetings. I have added him to the facebook group, so that he can overlook what is going on and help us out with advice.
   2. Meghan has also agreed to help and has been added to the FB group.
5. Natasha moves to make a motion to approve committee report
   1. No discussion
   2. Motion passes
6. Need to vote on our resolution theme. “Improving healthcare for LGBTQ communities by adopting the use of medical forms which include LGBTQ in demographics.”
   1. Natasha moves to make a motion to approve resolution theme as rough draft theme topic
      1. No discussion
      2. Motion passes

(11:32) Report of Professional Development Director:

1. Updating information for student event
   1. Conventions: free or reduced cost for students
   2. Classes: ACLS, BLS, PALS, Disaster prep, etc.
   3. Volunteering opportunities
   4. Finding fundraisers
      1. Sweet tomatoes
         1. Need tax id: saying we are non-profit
         2. Will give 15%, everything for that day
         3. Whoever comes will need to purchase a drink with the meal
      2. Applebee’s
         1. Flap jack breakfast idea
            1. Will find our more info
      3. Pizza Schmizza
         1. Is willing to work with us, just set up a date, keep separate receipt and give 15%
         2. Have them during midyear to raise more funds?
         3. Look into for midyear dates November 6th -9th at Hilton in Portland
      4. Bowling Night
         1. Maybe after midyear, before annual? Annual Feb 22nd.
         2. Will look into for fundraiser if golf tournament does not work
      5. Working with media to set up links on website
         1. Need to figure out how to delegate
         2. Want to update every month
         3. Calling people is best, more effective communication and getting things done
         4. All info due the week before next meeting
            1. Have the report with the goals by next meeting

(11:41) Report of Convention Director:

1. What we have been working on:
   1. NSNA Mid Year speakers.
      1. Sex trafficking and motivational interviewing, Jackson Mitchell confirmed
   2. Meeting of OSNA State Presidents on November 9th.
      1. ONA and OSNA will have membership table
         1. Invite as many officers to come, including officers from NSNA
         2. Figure out what the requirements are to hold the presidents meeting
         3. AONE sponsor the meeting?
   3. Fundraising Table
      1. Will be free from NSNA
2. Solidify merchandise that we are going to sell for fundraiser.
   1. Find out what NSNA wants/needs us to do during the convention.
   2. Umbrellas and sweatshirts are ideas!
3. Sarah moves to make a motion to approve committee report
   1. No discussion
   2. Motion passes

12:25-12:35 Lunch and Work Break

Resume at 12:39pm

(12:40) Report of Nominations and Elections Director:

1. What I have worked on
   1. Nominations and Elections Committee
   2. Attended a school orientation for new students and handed out flyers
      1. Have OSNA banner for future events
   3. Created a new sign up sheet for interested committee applicants
   4. Sought out candidates for VP and Annual Convention Director
   5. Newsletter post
   6. Increased OSNA Facebook followers to over 100
      1. Been able to join cohort FB pages and posting info of OSNA on the pages
2. What I need help with
   1. Fill any vacant positions that remains open
   2. Seek more committee members
      1. Work with Janna with creating the opportunities for new committee members

7. Old Business:

8. New Business:

1. Election of New Officers- Nomination and Elections Committee
   1. Jacklyn Speigelburg, Vice President Candidate
      1. Motion moved to accept Jacklyn Speigelburg as new VP
         1. Motion seconded
         2. No discussion
         3. Motion passes with full board
   2. Jacques St Jelus, Annual Convention Director Candidate
      1. Motion moved to accept Jacques St Jelus as new Annual Convention Director
         1. Motion seconded
         2. Motion passes with full board
2. Discuss fundraising items to purchase
   1. The shirts with the design that Janna established
      1. Possible discrepancies with the gender neutral and race
      2. Availability for T-shirts and Hoodies
   2. Alicia moves to move to approve the new design for the shirts for the mid-year convention. Justine seconded the motion. All were in favor with no opposed
   3. Pen lights to be purchased that do not need to be logoed
   4. Need to sell and price the extra logoed items that are left over from other OSNA conventions
   5. Paula will be looking into possible badge ID for student nurses
   6. Critical values cards to print and sell Jacqueline
   7. Susan King collaborating with ONA and OSNA joint logo making umbrellas to advertise together
3. Discuss/vote on updated online advertising workflow
   1. Online store has been closed for now because of no link to inform anybody on the board of something being sold. Needing to figure out how to properly place orders online and shipping processes
      1. Orders only processed once a month and shipped on the 15th of every month
      2. Disclaimer will be posted on website stating that it could be up to four weeks for shipping
      3. Tabled of pricing for shipping and how to one click shop on the website
   2. Website advertising will be limiting companies and will be voted on by the board.
      1. Alicia moves to update the workflow of the online advertisement to include a preapproval process and to update prices as the document states.
         1. Paula seconds.
         2. No further discussion.
         3. All in favor and no opposed or abstained.
         4. Motion Passes
4. Discuss/vote on updated financial policy
   1. Alicia moves to approve the financial responsibility policy as amended (see attached). Seconded by Sarah. Motion passes
5. Golf tournament approval and venue finalization
   1. Golf tournament will be tabled until spring with new BOD to have more time for success. Also creating a great opportunity for old board and new board to bond and learn.
6. Find a band and a venue for the free night of the mid-year convention (Thursday, November 7th?) to fundraise for OSNA
   1. Janna moves to proceed with finding bands and venue for the free night of the mid-year convention for OSNA fundraising event.
      1. Sarah seconds.
      2. Motion passed

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

Saturday, September 6, 2014, 10:00am at the ONA Office, Third Floor.

Justine seconds. No discussion. All in favor. Motion passed.

10. Announcements:

1. N/A

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 2:56pm.

