**Oregon Student Nurses Association**

Meeting of the Board of Directors

[October 4, 2014]

Tualatin, Oregon

1. Call to order: (10:18 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

Jacklyn Spiegelberg, Vice President

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth Professional Director

Natasha Hofstetter, Legislative Education Director

Kayla Vedaa, Breakthrough to Nursing Director

Justine Blaud, Media Director

Crystal Soker, Membership Director

Wendy Mundell, Community Outreach Director

Paula Ongmanchi, Nominations and Elections Director

Sarah Carter, Convention Director

Jacques Stevenson St Gelus, Convention Director

Susan King, ONA Consultant

Via Google Hangout:

Absent:

Emily Kauffman

Mary Geisler

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:

1. OSNA president to ONA board meeting
	1. ONA to contribute $500 to T-shirts for OSNA fundraiser
	2. ONA and ANA exhibit table at the NSNA convention
	3. Talk to Diane about membership
	4. Feb 10: lobby day
		1. Focusing on hospital staffing
		2. Encourage OSNA and other schools to come
2. Mail ballots to vote are coming out
	1. Supporting Senator Merkley
		1. Sponsor of ANA
		2. ONA anticipates he will win
3. Handout given by Susan regarding the “No on 90” campaign
	1. Info can be uploaded to newsletter and website to spread the word
4. October 28th
	1. Get out and vote evening:
		1. Call ONA and OSNA members that are urging people to get their votes in
		2. OSNA invited to be a part of the phone party

5. OSNA Consultant report:

6. Report of Officers and Committee Chairs:

(10:23) Report of President:

1. I have been working with the NSNA to finalize my plans for NSNA COSP and OSNA convention events such as the Oregon Community of Chapter Presidents.
2. Informed by the director of NSNA Diane Mencino that Oregon was not receiving the email excel sheet for all members information, because we broke privacy contract when we gave the members information to ONA.
3. Crystal typed an agreement for all officers to sign agreeing never to do this again.
	1. Working on getting the details taken care of to get this resolved to prevent this issue from coming up again.
4. Weebly Account- As of yesterday I resolved our issues with having Felicia our previous media director as the administrator and owner of the OSNA Weebly account. We moved all the old information over to a new site and have hidden the old site from public access. This means that Justine and all future media directors will be the owners of the site. To have this issue completely resolved and we must also remove Felicia as the owner of our domain name through Network solutions. We must have this done by Oct 22nd or Weebly will make us use a different domain name.
5. Attended the Oregon Center for Nursing Breakfast with Jacklyn on September 29th 2014.
6. ALS Challenge: I accepted the challenge from another state board and was joined by Crystal, Justine, and Maryanne from OHSU Portland campus. We will vote in new business on whether we will donate and how much we will donate to the cause.
7. T-shirt design- after the last meeting I received the design from Kyirsty Unger and began tracing it on a Photoshop like program. It took a very long time but I’m very happy with the design. Jacklyn helped me finish it and we have quotes to present today. I also asked ONA if they would like to help us with t-shirts costs and how they would like to be included in this fundraiser.
8. Umbrellas foo Convention- Susan and I talked and after looking at the cost for umbrellas with an ONA and OSNA logo, we decided it would not be profitable.
9. Oregon Chapter President Meeting- Meeting will take place on November 8th from 11am-12:30 pm at the Hilton. I will need all the officers to participate and I will need the help of the convention directors planning the agenda. An email and flyer was sent out earlier this month by the NSNA and will be sent out again in the next few weeks. Jesse Kennedy will be a guest speaker and I will be sending him a speaker contract this week.
10. Brochures: I have 300 brochures ready distribution to schools for all the officers to take to each one of their campuses or local campuses in Portland. Please take some after the meeting and let me know where you will be distributing them
11. Oregon Action Coalition: I recently became the OSNA representative on the OAC. The OAC is looking for the OSNA to become a partner.
12. The Officer Roster: Paula updated this and I sent it in to the NSNA so that the new officers will be included in the email broadcasts.
13. Community Outreach Project: Wendy put a fundraiser together for the Convention, but after some confusion it was not approved by the NSNA. We will discuss this further in New Business and in the Community Outreach report.
14. Updating the website for a more professional feel- Took pictures today to update officer pics and group picture. We need to also go over each page and update the site as a whole.
15. Newsletter: Justine and I will be putting the final touches on the newsletter during the work break and I will be sending it to the NSNA today as well.

 (10:49) Report of Vice President:

1. Contacted Badgebuddies.com regarding badge buddies to sell at Midyear Conference as fundraising items. They provided proofs of blue and black versions, for horizontal and vertical badges on 09/30.
	1. On 10/02 contacted them about adding OSNA logo or website.
2. Created flyer for the OSNA Committee of State Presidents meeting during Midyear Convention Saturday 11/08/14 from 11-12:30p.
	1. President Janna forwarded to NSNA to be emailed.
3. Sent out Survey Monkey to board members to determine which night would work best to hold the fundraising Band Night either Thursday 11/06/14 or Saturday 11/08/14.
	1. Will hope to vote in new business for the exact date.
4. 09/29 attended Oregon Center for nursing fundraising breakfast as a representative of OSNA.
5. Contacted 5 different local custom t-shirt vendors to obtain quotes on t-shirts and hoodies.
	1. Created detailed spreadsheet with numbers.
6. Had lettering added to t-shirt image.
7. Called each officer 10/01/14 to touch base in order to assess if any help was needed to finish up tasks prior to 10/04/14 meeting.
8. Began working on OSNA 501 C3 Tax Exempt Card to provide to donors.
9. Held Historian Committee Meeting on 09/05 with the President and Media Director.
10. Created “Historian Committee Director” folder on the Google Drive
11. Justine is to update us on the website updating status in hopes of being able to be able to chronicle meeting minutes on OSNA website.
12. Added Board Email list to Historian Committee Folder
13. Working on building individual folders for each officer position that include task lists, calendar due dates and primary contact information within the Historian Committee Folder for the next board.

(10:55) Report of Secretary:

1. Updated NSNA with every month of the year of 2014 thus far, to keep us in contingency.
2. Promoting fundraiser at Sweet Tomatoes
3. Promoting NSNA convention
4. Missing January and February Minutes found and turned into the OSNA.

(10:57) Report of Treasurer:

1. Balances:
	1. Checking:
		1. September beginning balance: $14,278.07
		2. September ending balance: $14,383.07
	2. Savings:
		1. September beginning balance: $4,162.69
		2. September ending balance: $4,163.00
2. Fundraising
	1. Worked with Janna, Jacklyn, and Paula to create fundraising items
	2. Pens ordered, shirt design finalized, badges ready to proof
3. Met with Media Director to update website advertising options
	1. “Event Advertising” section now added to website
4. In process of updating OSNA online store with Media director
	1. Taking photos today, will also add new fundraising items as they become available
	2. Added updated store policies from last meeting to website
5. Worked with Jacklyn to create tax exemption cards for donations received (see new business)
6. Helped with logistics for fundraiser at Sweet Tomatoes with Professional Development
7. Re-created budgets from last 5 years to finalize tax exempt processing
8. Updated business filing for the next year
9. Need to get the OSNA convention on the website ASAP
10. Now ready to move forward with 501 c6 processing

(11:02) Report of Media Director:

1. What I did
	1. Meeting with Alicia in regards to the ad page and the store. Store page awaiting photos.
	2. Meeting with Joci and update of the professional development link page on the website (thank you all who participated in information gathering)
	3. Email war with Weebly. Finally had to hand it over to Janna, sorry for the inconvenience.
	4. Newsletter partially finalized. Still need ads for what we are doing at midyear community outreach wise, and new membership blurb.
	5. Advertised Sweet Tomatoes fundraiser on website
	6. Tried to simplify the website, as sections are hard to find.
	7. Reached out again to Biddy McGraw’s, and have yet to hear back from them.
2. What I need to do
	1. Find an alternate location to host the concert, as I have not heard back from them.
	2. Finalize the newsletter with the input from the community outreach
	3. Reorganize the drive for media
		1. Found new information that needs to be revamped
	4. Purchase our domain name through Network solutions with Alicia or Weebly Pro
		1. Will need to figure out next week who we will need to go with. Looks like it may be Network Solutions.

(11:07) Report of Membership Director:

1. 806 members as of 9/25/2014
2. All emails sent out again to advisors for contact information
	1. Janna will get involved
3. Info for schools about being a member and going to the conference
	1. Have on excel sheet
	2. Janna and Crystal will meet next week for details
4. Added OSNA information for membership to join NSNA
	1. Do not need to be an actual nursing student to join
	2. Only have website and membership director email on there for promotion

(11:12) Report of Legislative Education Director:

1. What I have been working on:
	1. We had two committee meetings in the last two months:
		* 1. In August: communication via Facebook on OSNA Legislative group page. We discussed the guidelines for the research that is to be used to write the resolution and had a couple of questions answered by previous board members.
			2. In September, we met on Google hangout and discussed the rough draft of the resolution I have been working on. The topic needs to be more narrowed down and a lot more research done once we can focus on one specific area that we want to address.
	2. We have decided that it would be best to contact Jaxon Mitchell and seek his advice on this: he may have some ideas that we are not even thinking of. I have sent him an email inviting him out for lunch/coffee so we can discuss some of the issues we would like to address.
2. What I need help with:
	1. Narrowing down the topic for the resolution. Would appreciate any feedback or advice.
3. What my goals are for this month:
	1. Meet with Jaxon
	2. Come up with the specific issues to address and the ways to address them.
	3. Do more research and assign committee members to research specific info.
	4. Have another committee meeting and vote on the final theme

(11:17) Report of Professional Development Director:

1. Working on:
	1. Sweet Tomatoes in Clackamas
	2. Scheduled 10/25 for fundraiser dinner 5-8pm
		1. Thinking about doing another in January
		2. Can set up multiple days if we wanted
		3. Must present flyer to participate
		4. Cannot hand flyers at their parking lot
		5. We get 15% of their profits if they bring the flyer
		6. Consider a meet and greet fundraiser to promote filling our roles for next year
	3. Updated Prof Development page with new NCLEX review dates and some Eugene ACLS, BLS, and PALS info
		1. Hurst, Kaplan and Laurie’s are added to the site
	4. Sent out the flyer to the BOD for advertising
2. Need help with:
	1. Advertising for Sweet Tomatoes Fundraiser
	2. Updates on conferences, NCLEX reviews, or any other valuable learning opportunity for students throughout the state

(11:21) Report of Breakthrough to Nursing Director:

1. What I have done:
	1. Finished “Becoming A Nurse” Booklet, sent out to writing center at OHSU for proof reading.
		1. I will send it to my committee for aesthetic and content proofing.
		2. I will post on drive when all editing is done.
	2. Working with Community Outreach on food drive.
	3. Working with membership on materials for students.
	4. Sent another email to school chapters requesting board contact information.
	5. I will be speaking at Dallas High School in a health occupation class about nursing, and will promote OSNA there.
		1. Will also take brochures with me to promote!
2. What I am doing:
	* + - 1. Seeking out more pre-nursing advisor/club contacts.

 I currently have spoken with contacts at CCC, CCC, PSU, WOU, and OSU.

 I will be sending them the booklets when they are complete and possibly speaking at meetings/gatherings.

1. What I need help with:

a. Once the booklet is complete and I have an idea how many I need to print I will need approval of a budget to print them. There are too many unknown variables for me to request a budget today.

b. Do we have magnets or pens I can take to the high school discussion? I have been asked to speak more about nursing than OSNA but the teacher is allowing me to talk about OSNA as a resource for interested students.

(11:37) Report of Nominations and Elections Director:

1. What I have worked on:
	1. Canvassed prices for badge buddies and collaborated with Jacklyn
	2. Updated the OSNA officer roster
	3. Attended Legislative and Education committee meeting
	4. Canvassed prices for materials needed for the elections on the annual convention
		1. Considering an OSNA eco bag as “plan b” with nursing logo we made for sweatshirts
			1. They cost $8 and we could sell them for $15
2. What I need help with:
	1. Start talking to people who may be interested in running for positions in the OSNA next year.

(11:25) Report of Convention Directors:

1. What we have been working on:
2. Created and submitted the NSNA Mid-Year Ad for website.
3. Reached out to Hilton to inquire about catering and whether or not we can bring in food for our meeting of State Presidents.
	1. We decided it was too expensive and to not have food at the meeting. They will not allow any outside food or beverage.
	2. Consider going to Costco to make treat bags.
4. Reached out to PCC Sylvania regarding the Annual Convention. In communication with Andrea Salyer, Asst. Student Leadership Coordinator, as well as their SNA President, Amanda Martin.
	1. They would like to sponsor our event again this year, being a free venue.
		1. Jacques and myself will be meeting with them in the upcoming weeks to discuss details, including finalizing a date.
5. What we need to do:
	1. Work with Janna to complete the agenda for Mid-Year.
	2. Find out the time commitments/responsibilities of each officer at the Mid-Year Convention.
	3. Decide on a couple dates in February to host the Annual Convention
6. Making GFU pre-Nursing/ Nursing students be part of OSNA. Surprisingly, a lot of them don’t even know what OSNA is and does. They just had their Nursing club kick off last week. I will go to their meetings to teach/inform them so they can get involved with OSNA.
	1. Jacques and Crystal to work together for pre-nursing and other nursing membership promotion
	2. Working on getting new members and promotion of OSNA
7. Send the info of the speakers that you want to go to the convention to the directors!!
	1. Make sure to have the info to the convention directors by November 15th.
		1. Make sure to notify speakers of the convention ASAP so they have ample time to prepare.
8. Do raffle after HOD at convention.

(11:45) Report of Community Outreach Director:

1. Held 2 committee meetings
	1. Discuss overall community outreach goals and possible community outreach projects.
	2. Discuss the fall fundraiser (Trick or Treat for Hunger) and the raffle coming up at NSNA midyear.
2. I've made flyers for the NSAN midyear convention raffle and the possible OSNA statewide fall term fundraiser.
3. What I need to do:
	1. Organize items for the raffle
4. What I need help with:
	1. I need help with items for the midyear raffle
		1. Janna says the NSNA can help support nationally advertising the raffle
		2. Plan to ask Kaplan for review donation for raffle
		3. Get the work of the raffle and then up to the BOD to get things for the raffle
5. Need NSNA emails
	1. Lets put raffle in newsletter
		1. Give to Janna and approve draft for newsletter
		2. Will upload to drive

12:04-1:30 Lunch and Work Break

Resume at 1:38pm

7. Old Business:

8. New Business:

1. Membership
	1. Just created the flier for packets and to post in the newsletter
	2. Can order packets on-line underneath membership link in NSNA
	3. Posted what I have so far for membership information that relates to information for any school interested in getting an SNA up and running at their school
	4. Table Network Solutions until later
2. Find out the time commitments/responsibilities of each officer at the Mid-Year Convention (expect to be there).
	1. Fundraiser table: need someone there at all times during the convention
		1. Times:
			1. 7a-6p Thursday and Friday, 8a-7p Saturday (Main Hall)
		2. One of us to make a time sheet in two hour blocks to sign up for it
		3. Saturday, November 8th is the chapter president meeting (1100-1230).
3. Saturday, November 1st: 1200-when we get done.
	1. To get things ready for the convention. Finalize convention plans.
4. Nominations and Election Director
	1. Chapter representatives for the elections on the annual convention
		1. Consider striking out chapter representatives in bylaws by convention
		2. Due to recalls are more of personal matters; chapter representatives should not be on the recall committee.
		3. Consider school chapters send in their minutes to OSNA like OSNA does for NSNA
		4. 10 official chapters currently
5. Vice President
	1. I move that for Midyear Conference that we purchase badge buddies in black, 100 horizontal, 100 vertical at $1.87/each equally $374 total. Sold on Amazon for $2.57, Etsy for $1.99. I think we can sell for $5/each, would generate $676 profit, or for $6/each, yielding $826 profit.
	2. I move to make a motion that we buy 200 badges at $1.87/each, totaled to $374, plus shipping.
		1. Motion seconded by Alicia.
		2. Discussion
			1. Shipping is $7
			2. $5 is better than $6; people will be more willing to pay $5 than $6.
			3. This is the bulk discount
		3. Motion passes
	3. I move that we hold the Band Night Fundraiser during Midyear on Thursday 11/6 because it is much easier and cheaper to find a venue on Thursday nights.
		1. Motion seconded by Crystal
		2. Discussion
			1. No venue confirmation as of yet.
			2. Consider doing it as an end of the school year or winter break fundraiser
			3. We can table band night until after convention and bring up later
		3. Justine moves that we make a motion to table the band night until after the convention
			1. Motion seconded by Katie
			2. No discussion
			3. Motion passes
		4. VP moves to make a motion on the Vistaprint cards to specify tax deduction regulations for donations, and make 200 at $8.99 for 250 cards to be made.
			1. Motion seconded by Sarah
			2. Discussion
				1. Consider getting more than 250?
			3. Motion passes

 3. President

 a. ALS Challenge donation amount.

Motion: I move that the OSNA table to the topic to donate $100 dollars to the ALS challenge after the Midyear convention.

Motion seconded by Crystal

No Discussion

Motion passes

 b. Approving the t-shirt design, amount to order and the vendor.

Motion: I move the OSNA buy 100 t-shirts from for a shirt and 50 black zip up sweatshirts for a sweatshirt.

* + - 1. Motion seconded by
			2. Discussion
				1. Prefer black V-necks in T-shirts for male and women
				2. Consider going with the cheapest
				3. Need to have the hoodies and T-shirts together from same place
				4. Design on the back for males, front for females
				5. Design for hoodies on back
				6. Number of T-shirts (females)

20 smalls

30 mediums

20 larges

5 XLarges

* + - * 1. Number of T-shirts (males)

5 Smalls

10 medium

10 large

5 XLarge

* + - * 1. Hoodies (unisex) zip-up

10 xsmall

10 small

15 medium

10large

5 xlarge

* + - * 1. Hoodies if male/female

10 smalls, 15 mediums, 5 larges, 3 Xlarges (females)

5 small, 10 medium, 5 large, 5 Xlarge (males)

* + - * 1. Confirmed as a board we cannot vote today until we look into some places.

 c. Settling schedule for Fundraiser table and OSNA events during Convention.

 d. Should the OSNA become a partner with the Oregon Action Coalition?

Motion: I move that OSNA become an affiliate partner with the Oregon Action Coalition for the one-year starting on November 1st, 2014 and every year the OSNA will reassess the success of the partnership and vote each November to continue the affiliation.

Motion seconded by Secretary

No Discussion

Motion passes.

 e. Setting prices for the Fundraiser items.

 i. 3 T-shirts as raffle package

 ii. $5 for OSNA T-shirts

 iii. OSNA fun run T-shirt – give away as a gift with purchase

 . Treasurer: stretchy badge holders: 2 for $5

 v. Graduation cords: $10

 vi. $2 for pens

 vii. Badge buddies: $5

 f. Convention Director- Setting a date and place for the Annual Convention

ii. Sarah moves to make a motion that the OSNA holds their annual convention on Saturday February 21st at main date, with a backup date for Saturday, February 28th.

iii. Motion seconded by Justine

iv. No discussion

vi. Motion passes.

1. Community Outreach
	1. Fundraising
		1. Once we get the vista print donation cards, we can go out and find people for donations for the raffle and also upload it on Google drive
		2. Nursing:
			1. Crystal
			2. Kayla
			3. Joci
			4. Alicia
			5. Jacklyn
			6. Justine
		3. “Fun stuff”
			1. Katie
			2. Jacques
			3. Sarah
			4. Wendy
			5. Paula
			6. Natasha
2. Treasurer
	1. Midyear funding
		1. Alicia moves to make a motion that we spend $780 to register 12 OSNA BOD for midyear NSNA convention, with the expectation of a 4-hour commitment toward the convention, which includes 2 hours at the fundraising table.
			1. Motion seconded by Katie
			2. No discussion
			3. Motion passes

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

 Saturday, November 1, 2014, 12:00pm at the ONA Office, Third Floor.

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by Janna Boren, at 3:33pm.

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