**Oregon Student Nurses Association**

Meeting of the Board of Directors

[December 6, 2014]

Tualatin, Oregon

1. Call to order: (10:08 am) The regular meeting of the Board of Directors of the Oregon Student Nurses Association was called to order by Jacklyn Speigelburg, Vice President.

2. Roll Call

Those Present:

Janna Boren, President

Jacklyn Speigelburg, Vice President

Katie Stevens, Secretary

Alicia McAuliffe, Treasurer

Joci Guth Professional Director

Natasha Hofstetter, Legislative Education Director

Kayla Corwin, Breakthrough to Nursing Director

Sarah Carter, Convention Director

Jacques St Jelus, Convention Director

Wendy Mundell, Community Outreach Director

Justine Blaud, Media Director

Crystal Soker, Membership Director

Wendy Mundell, Community Outreach Director

Susan King, ONA Consultant

Lance Cook, OHSU Student

Via Google Hangout:

Paula Ongmanchi, Nominations and Elections Director

Absent:

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. ONA Student affiliate
   1. No longer able to get contact information
   2. Met with Diane to review how we can get into contact with students to continue with student ONA affiliation
      1. There is no other option other than students opting in to give their contact information rather than being able to reach out to students.
      2. Opt in form on website (also brought copies) in order to communicate directly with OSNA nursing students.
   3. Talk about in January to formerly ask NSNA board to make policy to make a solid agreement between NSNA, OSNA, and ONA be able to contact each other freely.
      1. ONA will do what they can to make the student affiliation work and make it a priority next month to make this work regarding sharing membership information.
      2. Per Janna, NSNA is promoting privacy and protection for members (their argument)
   4. Lobby day is on ONA website (Feb 10)
      1. Promote students to register for the affiliation to ONA and give permission for ONA to reach out to students (NSNA members).
      2. Hopes to have schools encourage their students to attend lobby day.
      3. Registration forms available for Lobby day
2. Board of Nursing stepping up review of administrative rules
   1. Division 45 specifically
      1. Original changes were drastic
      2. Encouraged to look at new revisions.

5. OSNA Consultant report:

6. Report of Officers and Committee Chairs:

(10:17) Report of President:

1. Created Madmimi account and have been using it to send State president SNA Oregon members emails.
   1. Better way to send more emails
   2. Track who opens them and what they do with them
2. Worked with ONA to devise a plan to send OSNA member ONA information- still working on the details and recently received letter form NSNA about membership email and information sharing. NSNA will not let the OSNA continue to give the ONA ANY member information
3. Working with Oregon Action Coalition the last couple months, very fulfilling and hopefully rewarding for Oregon nursing students.
4. Will be helping coordinate convention details and will be delegating as appropriate to all the OSNA Directors.
5. Been Dealing with issue surrounding raffle prizewinner who was not able to pick up prize at convention.

(10:21) Report of Vice President:

1. Facilitated payment of Badge buddies through treasurer
2. Identified the promotions and updates folder in the vice president email account and responded to emails from August until now and forwarded an application for a committee from July to Paula.
3. Attended Convention planning committee meeting on 12/2/14 @ 4pm
4. Provided treasurer with invoice from Portland Badges for new member badges.
5. As of 12/4 @ 1758, received 8/12 responses from survey monkey that asked BOD opinions about their position being a teleconference type position.

(10:28) Report of Secretary:

1. Currently working on getting a speaker for the annual convention

(10:29) Report of Treasurer:

1. Balances:
   1. Checking:
      1. November beginning balance: $12,004.40
      2. November ending balance: $23,025.28
   2. Savings:
      1. November beginning balance: $4,163.00
      2. November ending balance: $3,863.00
2. Fundraising at Mid Year Convention was a success:
   1. We made $1838.19 in sales
      1. Figure includes ticket sales for Neighborhood House fundraiser, clear records were not kept regarding single raffle tickets vs. 3/$5 raffle tickets purchased. We need to vote on amount to send to NH in new business.
3. Submitted 501 C6 application draft to tax accountant Jeff Hart for review
4. Still in process of updating OSNA online store with Media director
   1. We hope to have a functional store by the end of today
5. Created OSNA square account
   1. Goal is to use Square reader instead of PayPal here at the fundraiser table for OSNA annual
      1. Paypal gives all OSNA members access to OSNA account, and would like more protection using Square instead.
6. Planning to follow up with Susan regarding $500 ONA donation to OSNA
   1. Funds have yet to be deposited into account
7. Paid bills and performed other normal Treasurer duties

(10:34) Report of Media Director:

1. What I did:
   1. Mainly focused on website, as I received feedback at the convention stating it was hard to navigate.
      1. Fixed links to make is more user friendly
   2. Store in nearly up and running, just need to create new payment account (paypal would cost extra to use) and take pictures of new merchandise.
   3. Participated in the Annual convention committee meeting
   4. Plan on contacting PPC to get exact room locations and capacities before meeting today
   5. Read last year’s convention reports
   6. Created Eventbrite log in and event page
   7. Updated the password page for the accounts we use
   8. Brainstormed design for the advertising
2. What needs to be done:
   1. Discussed how the sponsors and vendors should pay for their contributions, as paypal is not an option. Should we add sponsorship to store page?
   2. Contact vendor, speaker and sponsor for the convention
   3. Work with Paula to get the election ballots designed and out
   4. Work on advertising, Yapp, and Eventbrite
   5. Contact Amanda Martin, President of PCC SNA to secure volunteers once we have defined their roles and expectations
   6. Consider Paula’s suggestion to filming parts of the convention to create an advertising video
      1. Talk to the media department at PCC to see if student needs portfolio work?
         1. I have no equipment, so if they do not agree, it will not work.

(10:39) Report of Membership Director:

1. 781 members as of 10/3/2014
   1. Not sure if this number is current of correct and need to figure it out
      1. We had over 1000 people at the convention
      2. Have a speaker through Planned Parenthood for a program called HEYA

(10:40) Report of Legislative Education Director:

1. What I have been working on:
   1. Convention committee meeting via Google hangout
   2. NSNA convention. Visited the Resolution workshop, Legislative Education workshop, Jaxon Mitchell’s Transgender presentation.
   3. Sent email to Jaxon Mitchell thanking him for the participation in the convention and asking if he would be willing to share any data, articles with us regarding our resolution topic.
   4. Reached out to OHSU Student LGBTQ Health and asked them if they have any articles, fresh data on the LGBTQ issues regarding health intake forms.
   5. Wrote about half of the resolution, started on the abstract.
2. What I need help with:
   1. Finding enough strong evidence to have 5-10 whereas and 3-5 resolved clauses
   2. Analyzing the cost of the implementation
   3. Unclear about the contact information that has to be submitted with the resolution
      1. Need feedback and advice on what has been done already
3. What my goals are for this month:
   1. Keep up the research and writing
   2. Have a committee meeting and get as much feedback as possible on what has already been done
   3. Involve other people who would like to help participate in the research and writing/editing.
   4. Once the draft is finished, submit for approval by the Board.
      1. Resolution due Feb 11.
         1. Janna says if we needed an extension it may be possible

(10:47) Report of Professional Development Director:

1. Would like to work on committee work for the convention this month
   1. Working on media flyer with Justine
   2. Update page this month
   3. Contact Sweet Tomatoes to see the results of fundraiser
   4. Willing to help with anyone who needs to help with things

(10:49) Report of Breakthrough to Nursing Director:

1. Attended the NSNA Mid-year and spoke at the council of chapter presidents
2. Working with Ashland and Kalamath falls campus presidents to start pre-nursing mentorship programs and/or outreach events with the local pre-nursing students
3. Brainstorming for OSNA, ready to help with this the next few months!
4. Bringing 2-4 students from my class to next meeting and promote positions for new year

(10:52) Report of Nominations and Elections Director:

1. What I have worked on
2. Nominations and Elections Committee correspondence:

planning for midyear elections. I will upload a committee report on Google drive.

1. Attended the Midyear NSNA Convention and distributed updated application forms for elections, volunteered to manage fundraising table in one shift, attended the Oregon meeting for presidents during the convention
2. Promoted the NSNA convention in OHSU Portland Campus
3. Promoted the Midyear Oregon elections in response to Susan’s request, via OSNA facebook page
4. Collaborated with Vice president in finalizing “badge buddies”
5. Sought 2 volunteers from OHSU to help OSNA with fundraiser table
6. Corresponded with interested applicants for OSNA positions through email
7. Attended convention planning committee meeting, I posted my list of responsibilities on our facebook page and will finalize this list and send officially once Convention director hands out official list/outline of responsibilities
8. Set a meeting with a sustainability director from PCC, to talk about sustainability measures than can be implemented for the election process in PCC Sylvania
9. Collaborated with Legislative director to continue planning for resolutions and update the bylaws list for midyear
10. What I need help with
11. Find interested students to run for office or join committees for next year. Please advertise the positions you currently have to people in your school and encourage them to run.
12. Find a speaker who can talk about leadership for the convention
13. Collaborate with Media director to advertise positions on Social media platforms, the newsletter and our website
14. Collaborate with President to plan for house of delegates

(11:02) Report of Convention Directors:

1. What we have been working on:
2. Met with PCC to finalize date and time for the Convention, which is February 21 from 8 am- 4pm
3. Emailed Joni from Hurst for exam reviews
4. Emailed Carol Reitz from American Red Cross about teaching a session on the convention and confirmed with her that she is available.
5. Decided on the official theme of the convention: Raising the Bar…The Journey to Nursing Excellence
6. Held a convention committee meeting on Tuesday, December 2nd.

2. What we need to do:

* 1. Schedule of the day – still needs to be decided.
     1. Interested in making it a shorter day than last year
     2. Need to figure out the schedule and corresponding rooms.
     3. Need to figure out how many rooms we need/are available and where they are located for traveling purposes.
  2. Obtain vendors/sponsors
     1. Need to decide on pricing for vendors
     2. Need to reach out to vendors and get them to commit very soon
  3. Need to post the event on website and FB page. Also create an Eventbrite to allow people to register.
  4. Reaching out to potential speakers: Email a general email template to old and new speakers to start gauging who may be available and for what topics.
     1. Ensure that we have enough people that are available on the day of convention. Allow them to send us a time preference for when they would like to speak (all general as no official schedule has been decided).
        1. Food/Catering: Decisions still need to be made.
        2. Ebola speakers?

(11:07) Report of Community Outreach Director:

1. What I have done:
   1. Not too much
2. What I will do:
   1. Find out raffle numbers and Rick N. Neighborhood house to set up a time to meet.
      1. Possible picture to send to NSNA (photo-op)?
         1. Could help with promoting OSNA
   2. My next project will be organizing a community outreach event for helping the homeless.
      1. Maybe a sock drive or toiletries drive and handing out winter survival kits.
      2. Our goal is to get the dollar store involved and to definitely get multiple schools involved.
3. What I need help with:
   1. I will need help with organizing the project.
   2. I will have a committee meeting regarding how to go about executing the project.
   3. Would like to have a drive a the annual convention
      1. Maybe children’s books
      2. Diaper/wipes drive (seems like the one to focus on)
         1. Environmentally appropriate: need to consider
            1. Send to a shelter (women and children)
   4. Do dollar tree drive and potluck!
      1. Pick a day to do it! MLK day?

11:15-12:00pm Lunch and Work Break

Resume at 12:00pm

7. Old Business:

8. New Business:

1. Neighborhood house donation
   1. We obtained 89 tickets
   2. Alicia moves to make a motion to donate $180 to Neighborhood House from raffle proceeds
      1. Motion seconded by Justine
      2. No discussion
      3. Motion passes
2. Delegation of Convention Planning- Janna Directing Brainstorming
   * 1. Schedule of the day
     2. Obtain vendors/sponsors
     3. Potential speakers
     4. Advertising and Media
     5. Registration
        1. Alicia moves to make a motion for registration prices
           1. Motion seconded by Justine
           2. Discussion

Non-members

Pre-registered: $35

At the door: $40

Members:

Pre-registered: $30

At the door: $35

Pre-nursing

Pre-registered: $15

At the door: $20

High school students: $10

Volunteers: free with lunch

* + - * 1. Motion passes.
    1. Fundraising
    2. Raffle Prizes
    3. Decorations
    4. Food
    5. House of Delegates

1. Duties delegated for convention shall be started ASAP.
2. Flyers due in 2 weeks from today.
3. For January meeting:
   1. Fundraising
   2. Raffle prizes
   3. Decorations
   4. Details for who goes when for Breakout sessions
   5. Budget

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

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

10. Announcements:

Adjournment: There being no further business, the meeting was adjourned by Jacklyn Speigelburg at 15:08pm.

