

Alabama Association of Nursing Students

Executive Board Meeting, November, 2017

Conference Call

**1. Call to Order:** The monthly meeting of the Executive Board was called to order attime by Jennifer Hernandez, President.

**2. Roll Call**: Called by Monica Hill, Secretary

**Those Present:**

President – Jennifer Hernandez

Vice President - Carter McDonald

Secretary - Monica Hill

Treasurer - Rebecca Stillwell-Miller

Communications Director - Kiana Simmons

Community Health Director - Chanita Dale

Director of North - Marissa Walker

Director of South - Emma D Goodwin

Legislative Chair - Carl Dewayne Henderson Jr

Breakthrough to Nursing Director - Khaleah Monger

**Quorum:** Jennifer Hernandez, President, declared a quorum present.

**3. Minutes:** The minutes from the October 7th, 2017 executive board minutes were distributed and read.

**Motion:** It was moved and seconded to accept the minutes of the October 7th, 2017 executive board meeting

Submitted by: Jennifer Hernandez, President. Seconded by: name. No objections made. Action: Carried.

**4. Report of the Treasurer:** The report was given by Rebecca Stillwell-Miller and a written report was distributed and isattached to the minutes. Highlights of the report included:

1. Account balances: Checking account \_\_\_\_\_; Savings\_\_\_\_\_; Reserve investment account: \_\_\_\_
2. There are \_\_\_\_outstanding bills that will be paid within the next two weeks (totaling \_\_\_\_\_for\_\_\_\_\_\_).
3. The budget for next year is being drafted and will be presented to the executive board at the next meeting.

Please have your budget requests for next year to me no later than [month/day].

**Motion:** It was moved and seconded to accept the report of the treasurer.

Submitted by: Rebecca Stillwell-Miller. Seconded by: name. No objections made. Action: Carried.

**5. Reports from officers and committee chairs:**

* President – Jennifer Hernandez
  + Sent new State Roster for 2017-2018 to NSNA
  + Imprint article written for AANS Annual Convention 2017
  + NSNA Mid-Year Conference Recap
  + Questions/answers
* Expectations
  + Emails, texts, GroupMe
    - GroupMe will be main source of communication
  + Voting – Survey Monkey
    - Is going to be used frequently to vote
    - There will be a timeframe to submit the survey
  + If you need help/guidance you need to ask!
    - Report to Jennifer immediately if a deadline won’t be made
    - Some members may have to pull more weight depending on the month.
  + Follow all NSNA social media
    - @NSNAinc Facebook/Twitter/Instagram
  + Download Guidebook app to follow NSNA Annual
  + Officer Reports
    - Each officer will report on progress made towards goals associated with their position
    - Provided forms to be emailed to Jennifer Hernandez before each monthly meeting
    - Any questions should be texted to Jennifer Hernandez, or in GroupMe
* Officer Roles/Expectations
  + Reach out to NSNA counterpart
  + Vice President - Carter McDonald
    - Responsible for contacting speakers/vendors
    - Convention Planning
      * Such as location arrangement
      * Everyone will get together and agree on speakers
  + Secretary - Monica Hill
    - Record minutes
    - Send minutes to NSNA
    - Records – budget/minutes from previous meetings
    - Minutes must be uploaded by annual convention
    - Questions/concerns contact Madeleine Misus NSNA secretary/treasurer
  + Treasurer - Rebecca Stillwell-Miller
    - Forms are collected and deposited
    - Create budgets for Leadership Summit and Annual Convention
    - Questions/concerns contact Madeleine Misus NSNA secretary/treasurer
    - Look into grants for events through NSNA
  + Communications Director - Kiana Simmons
    - Work on website and Facebook account
    - T- Shirt Sales
    - Sharing of Accomplishments Form
      * Don’t have to fill out all of it
      * https://www.jotform.com/myforms
    - Imprint
    - Weekly posts whether news for nursing or AANS information
      * Self care tips
      * Membership engagement
      * Photo contests for the photos that get the most likes
  + Community Health Director - Chanita Dale
    - Newsletter
    - Promote on Facebook
    - Community service project
  + Director of North/South - Marissa Walker, Emma D Goodwin
    - Introduce nursing students to AANS organization
    - Email schools about their chapters, get in touch with faculty
    - Recruit new NSNA members RECRUIT RECRUIT RECRUIT
    - Cathy Ramos – membership rosters
  + Legislative Chair - Carl Dewayne Henderson Jr
    - Delegate Registration
    - Work closely with ASNA
    - Get representatives from ASNA for convention
    - Communicate with John Ziegler to be put on their mailing list
    - Take a close look at AANS bylaws and see if any revisions need to be made
    - Contact Wesley Osler – [directorn@nsnainc.org](mailto:directorn@nsnainc.org)
      * Director and Chair, Health Policy and Advocacy Committee
    - Caroline White [resolutionschair@gmail.com](mailto:resolutionschair@gmail.com)
      * Deadline Jan. 15th
  + Breakthrough to Nursing Director - Khaleah Monger
    - Promotional video for chapters
    - Blast E-mail
    - Sharing of accomplishments form - https://www.jotform.com/myforms
    - Imprint
* Vice President - Carter McDonald
  + Questions/answers
* Secretary - Monica Hill
  + Questions/answers
* Treasurer - Rebecca Stillwell-Miller
  + Questions/answers
* Communications Director - Kiana Simmons
  + Questions/answers
* Community Health Director - Chanita Dale
  + Questions/answers
* Director of North - Marissa Walker
  + Questions/answers
* Director of South - Emma D Goodwin
  + Questions/answers
* Legislative Chair - Carl Dewayne Henderson Jr
  + Questions/answers
* Breakthrough to Nursing Director - Khaleah Monger
  + Questions/answers

**6. Unfinished Business:**

**Motion:** It was moved and seconded to accept nomination of Khaleah Monger to be Breakthrough to Nursing Director.

Submitted by: Jennifer Hernandez, President. Seconded by name. No objections made. Action: Carried

**7. New Business:**

* Plan tentative future meetings
* Constituency
  + Director North/South need to understand NSNA constituency
  + Without credentialing and constituency chapters lose their voice
* Make business cards
* Approve an operating budget for the fiscal year
  + Determine reserve fund separate from operating budget in case of financial distress to the organization
* Total Membership
  + Alabama in Group 3; -16.7% from 2/8-9/30 of 2017
  + Hand out sent to all executive board members to educate local chapters
  + Challenge other schools to increase membership
    - Membership award
  + Field visits request form on webpage
* Blast e-mails to boost member communication
  + - Goal – increase communication within the state
  + Blast e-mail recaps the month
  + Board engagement
  + Possible newsletter
  + Need to have something sent out in November – about Mid-year and Leadership Summit
  + Make sure to ask that they like our social media pages
* Webpage updates
  + Set up a form for schools to request representatives to visit their schools
  + Promotional video to be shared on social media outlets
  + Professional webpage development?
* T-Shirt Sales
  + Make a push to sell state T-shirts on website and/or Facebook, along with possible blast e-mail information on how to purchase
  + Need to advertise
* Promotional videos for chapters and HOSA students
  + Communicate about starting a chapter, NSNA membership, and Leadership Summit
* Apply for NSNA Awards
  + Discuss possible involvement in NSNA awards
  + List sent to all members explaining all available awards
  + Plan events around available awards
* Read through AANS Bylaws and submit any revisions necessary
  + Streamline – do they apply to us?
  + NSNA bylaws included
  + Resigning members
    - Clear expectations to remove board members
    - Conflict management
  + Have to bring to House of Delegates to vote
  + Enact a clause that all changes required by NSNA auto enact without a House of Delegates Vote
  + Bylaws for social media?
    - What one photo can do
    - Think about cleaning up social media accounts
    - Employers look up Facebook and social media accounts
* Written accountability contract
* Rules required for attending meeting
  + Point program to attend convention
* Midyear Conference as a requirement in preslate packet to run for President
  + State funded
* Leadership Summit
  + Need to develop a theme/objectives
    - No nursing student left behind - unity
  + Hospital sponsors
    - Free vendor spot/promotion in Summit
    - Recruitment opportunity for hospitals
  + Call schools to speak during their class periods or chapter meetings
  + Provide NCLEX prep
  + Date
    - Avoid St. Patrick’s Day/Spring Break/NSNA Annual
  + Location
  + Speakers
    - Polls on Facebook for speakers
  + Food
    - May include food fee with the registration fee
    - Panera – Breakfast
    - Complementary food bar
  + Send out invitations to HOSA and pre-nursing students
  + Registration Cost

**Motion:** It was moved and seconded to set individual rate as $35 and group rate at $30

Submitted by: Jennifer Hernandez, President. Seconded by name. No objections made. Action: Carried

* + - Discount for HOSA students/pre-nursing
    - Discount for Community Service Project Donations or Award for most donations
  + Vendors
    - HURST/Kaplan
    - Colleges
    - Do not contact vendors right now, wait until Jennifer provides you with a form
  + Giveaways/Bag Stuffers
  + Set up ticket pre-purchasing
  + Community Service Project/Organization to support
    - Special needs/veterans
  + Dean Adams do the welcome speech
    - Present her with gift of appreciation
  + Scholarships
    - Member appreciation scholarships for involvement
    - Convention scholarship
  + App guide?
* Nurses Day at the Capital
  + Date?
  + Great networking opportunity
  + Certificate if you attend
* NSNA Annual National Convention
  + Jan. 25th, preslate for NSNA
  + April 4-8th, 2018 Nashville, Tennessee
  + Want to get all executive board members to Nashville
* Uniforms/Name Badges
  + Everyone pays for their own polo, and name badge
  + Survey will be sent out
* AANS Annual Convention
  + Break from ASNA for Annual Conference
    - Tailor to students
    - 1 day Convention
    - Banquet and award ceremony
    - Date/Location – need this to send to NSNA ASAP
  + Meet and greet time with current board and complementary food
  + Tailor to all students
    - Some students may be intimidated or believe that student associations go beyond their goals
    - Assure students they can be as involved as they want to be without consequence
      * Address this fear in promotional video
      * Engage members
    - Exposure to nursing leaders
    - Provide NCLEX prep
    - Work with state nursing board
    - Resources to aid in becoming a nurse
    - Students may pay a reduced price for NCLEX prep without being an NSNA member
  + Scholarships awarded
    - Board votes and president makes submissions anonymous
    - School of the year $2500
    - Presentation about community project
  + Need brochures for NSNA at Convention
  + Need agenda for transition of board
    - Know what to expect when you take over
    - 3-month transition period as advisors
    - Passwords

**8. Next Meeting:** The next meeting will take place in conference call, at [month/day/year], time.

**9. Announcements:** Need to know who is graduating in the spring.

**10. Adjournment:** Jennifer Hernandez, President, has declared the meeting of the executive board to be adjourned at time.

Jennifer Hernandez, President Monica Hill, Secretary