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**ALABAMA ASSOCIATION OF NURSING STUDENTS (AANS)**

Executive Board Meeting – TeleConference

**-January 20, 2013-**

**1. Call to Order:** The January 20th, 2013 AANS General Meeting of the Executive Board was called to order at **3:05 pm** by Tiffany Marx, President.

**2. Roll Call:** Attendance roll call was taken by Karen Shelley, Secretary.

**Officers Present:** Jessica Crook – Communication Director, Selena DaCosta – BTN Director, Mineka Dewberry – Director South, Michelle Irvine – Director North, Alicia Logan – Community Health, Tiffany Marx – President, Jeremy Rosen – Treasurer, Karen Shelley – Secretary, Shade Smith – Legislative Chair.

**Faculty Advisors Present:** Linda Patterson, and Rosalynde Peterson

**Officers Absent:** Jan Walker – Vice President

 **Tiffany Marx declared: Quorum Present** (11 of 12 members) at **3:07 pm.**

**3. Adoption of Agenda:** The agenda was distributed via email prior to the start of the meeting by Tiffany Marx.

**Motion:** It was moved by Shade Smith and seconded by Jeremy Rosen to adopt the agenda for the January 20, 2013 AANS General Meeting.

**Action**: Carried by unanimous voice vote at **3:09 pm.**

**4. Adoption of Minutes:** The minutes from the Nov. 3rd, 2012 AANS General Meeting were distributed via email prior to this meeting by Karen Shelley.

**Additions:**  Tiffany Marx added that she was working on the HOD minutes from September. She will email any missing minutes, from the time AANS was without a secretary, to the board for email approval so that we can be caught up in time for the national convention. After we have reached a quorum of email approval, she will email them to Cathy at NSNA. All present were in agreement.

**Motion:** It was moved by Michelle Irvine to accept the minutes from the November 3rd, 2012 AANS General Meeting. It was seconded by Mineka Dewberry.

**Action:** Carried by unanimous voice vote at **3:12pm.**

**5. Advisors Report:**

**Mrs. Patterson:** Checks for the account have been ordered, but they were sent to Montgomery instead of to Capstone. Tiffany Marx will pick them up. If anyone else wants to go by or can pick them up let Tiffany know. Also, looked at the reports and it looked like everyone was making good progress.

**Mrs. Peterson:** Nothing to report at this time. Read all of the reports that were in and had no questions.

**6. Report of Officers:**

**President:**  I met with the president of Samford University SNA to help assist them with becoming members of NSNA. I was reappointed to the COSP Committee at the Mid-year Convention. I have contacted Wilda Rhinehart, Sylvia Rayfield, Mayo Clinic, and Hurst. I am working on creating new tools for membership recruitment. Also, we all need to be working on securing at least one vendor, one speaker, and bag stuffers.

**Vice President:** Not present. No officer report at this time.

**Secretary:**  I typed up the minutes from the last meeting and distributed them. I set up the conference call and emailed all officers the information. I sent out the officer report templates and an AANS letterhead template. I started researching registration ideas and found some online registration companies and got pricing details. Tiffany added that we will decide on which direction we are going in regarding the website before we decide on whether or not we’re doing online registration. I will be working on updating convention documents and getting them on a google doc. Tiffany will email me the list of documents I will need to update. I would like to ask if everyone would start putting their name and title on the officers reports to make it easier to file them.

**Treasurer:**  We got checks ordered and the rest of the reimbursement checks written. I will coordinate with Tiffany and pick up the checks from her. I deposited checks from NSNA for new and sustaining memberships. I kept records of monthly membership additions at each chapter. I purchased an accordion folder to keep records organized. I’m beginning to think about a travel budget for the national convention. We have a balance of $21,943.63 in our account as of 1/14/13. If we get over $25,000.00 we will have to start filing taxes. To prevent this we need to get some ideas to figure out how to use the extra money. If you have any ideas email them to me.

**Legislative Chair:**  I contacted Mr. John Zeigler (the new executive director) twice without any response. I left two voicemails as well. I emailed Jessica with updates about the Affordable Care Act. She stated she would update the page every few days with the links and information I mailed her. I made a flyer for Nurses Day at the Capitol to try to increase participation. If everyone could get a copy of the flyer to their local SNA person we could increase participation. I would like to get with Director North and Director South to get a list of schools that I could send the flyer to. Regarding the House of Delegates Committee, I’m beginning process of that for convention. I have no convention updates at this time. I would like to get a list of vendors that people are trying to contact so I won’t be trying to contact someone who has already been contacted.

**Additions:**  Tiffany added that she will contact the former president and get the document from her that has a list of vendors. Then she will get Jan Walker to update the list and have it where everyone will have access to it. Jessica Crook also added that she would like the flyer in the form of a picture emailed to her so she can upload it to the facebook page and our website easier. Shade will email the flyer to her.

**Breakthrough to Nursing:** I was thinking about having multiple scholarships, maybe two $250 scholarships to increase incentive and raise the number of applicants. I would like to get a list of contacts for schools so I can send a flyer out. Maybe the directors could get together and compile a list of schools so that all of the board members could have access to it. If anyone has any ideas email me. My goal is to increase participation and interest. I talked to Loretta Manning, who’s with Sylvia Rayfield, at mid-year about sponsoring our scholarship. She was definitely interested, but we didn’t talk about details. Also, I will not be at the next meeting because I have clinicals, but I will send my officer report.

**Additions:** Tiffany added that we could award the scholarship at the state banquet prior to convention to increase the excitement about it.

**Community Health:** I attempted to make contact with Southeastern Diabetes Education Services through email and phone. I will give them approximately one week from today to respond. If I have not heard from them after this time period, I will attempt to make contact again. I have no updates pertaining to convention at this time. I have proposed a list of items for the hygiene kits. They are: toothbrush, toothpaste, soap, dental floss, deodorant, lotion, wash cloths, towels, and socks. I believe the items should be kept simple and inexpensive. If anyone has any other suggestions please email me. The proposed name for the state project are: “SUGAR Babies” Initiative (named so after Camp Sugar Falls – where SDES holds their camp each year)/ alternative would be the “SUGAR SEALE” Initiative (named so for Camp Sugar/Falls & Camp Seale – both grounds used for SDES).

**Additions:** Karen Shelley added that we should include shampoo and conditioner to the hygiene kits. The proposed name “SUGAR Babies” was decided on for our state project. All present were in agreement. Alicia added that by the next meeting, her goals are to have made contact with SDES, to get a flyer and letter together, and something ready to post on facebook.

**Communication Director:** The new facebook page is up and running. I am waiting to make a twitter account until we have more likes on facebook. I have discovered, with much deliberation, how to update the AANS website. After College will not update it for us. I will have to do the work myself, so it will take a little bit of time. I would like to promote the facebook page as much as possible for the convention. Somehow I would like to bribe everyone there to like our page. By the time convention comes, I will have a twitter account so that the members can follow us as well. With the newly discovered workload of updating the website myself, I cannot do the email/video blast as well. I will need help from the other board members if this is desired.

**Additions:** Jessica Crook also added that anyone is welcome to add things to the facebook page. If you find her on facebook and friend her she can make you an administrator for the page and you can add stuff to it if you want to. Jessica also asked everyone to check the website and see if your biography is posted on there. If it is not, then you need to email her your biography. Tiffany Marx suggested that anyone who wanted to could make a short movie clip and put the link on facebook, email blast, or website etc. Mrs. Patterson informed that we can send any email blast to Cathy@NSNA.org and she has the addresses of all the constituents and can send it out for us. We pay them to do that for us. Tiffany suggested that she and Jessica talk offline to see how Tiffany can help and to see how they want to work it out about the email blast.

**NEC Director North:** I’m still talking to Oakwood University in Huntsville. They said they would forward the information to their dean. I will keep trying. I’ve been in contact with the lady who contacted Jessica on facebook and have not gotten a response from her yet. I’m still working with Kaplan about giving out NCLEX pharmacology books and free reviews for new members. I’m also going to talk to the dean at Northeast Community College and see if they would be interested in incorporating total school enrollment in their tuition.

**Additions:** Tiffany Marx added that she had been in contact with the person who contacted Jessica about starting a chapter. Tiffany will forward and copy Michelle Irvine on all of the emails that have exchanged between them and will keep her in the loop on all future communications they may have.

**NEC Director South:** I made contact to accredited schools via mail in my district over holiday break. I haven’t heard anything back yet. I have been reviewing the by-laws. I sent in the form to become a project recruiter. I am going to contact Ms. Nicole Schultz (University of South Alabama career specialist) and verify the possibility of her speaking about resumes and cover letters at convention. I have spoken to Stella and Dots to see if they want to be a vendor. I’m not sure if they are interested because of the cost. I plan on going to make an appearance at Mobile College, Springhill College, and Bishop State University within the next two months.

**Additions:** Mineka Dewberry added that she has looked at the website and the email addresses for director north and director south are incorrect. They need to be necdirectornorth.aans@gmail.com and necdirectorsouth.aans@gmail.com. Tiffany Marx added that the state decides what the vendor fee will be. Once she verifies with the state what this years charge will be, Karen Shelley will update the document and we will get everyone a copy and put it on the website.

**Old Business**

**2012-2013 State Projects:** Our state projects this year will be the Sugar Babies Initiative and the pop tops for the Ronald McDonald house. All Present were in agreement.

**BTN Scholarship:** Talked about in the Breakthrough to Nursing officers report. We will know more after we establish a budget for nationals. We will discuss further details at the next meeting.

**2012-2013 NSNA Mid-Year Convention – San Diego, CA 11/7/12 thru 11/10/12:**

Selena DaCosta, Karen Shelley, Jan Walker, and Tiffany Marx attended. They reported that they had a great time and learned a lot that could help our chapter and help them with their positions. Overall it was a great experience for all in attendance.

**2013 NSNA Annual Convention – Charlotte, NC 4/3/13 thru 4/7/13:**

Jeremy will be working on a budget and he will send it out through email before the next meeting. Only those who will be able to make it to convention by Thursday should plan on attending. Everyone needs to check their schedule and check with the faculty to make sure you have permission to attend if you have to miss class. Please let Jeremy know within two weeks from today whether or not you plan on attending.

**2013 AANS Convention – Montgomery, AL:** Our main focus right now is coming up with a theme. We will decide on it later, but we should all be thinking about it. Everyone needs to be thinking about vendors and speakers they would like to contact.

**Website, Facebook Page, Email Blast:** This was covered in the officer’s reports. If anyone has anything to add or has any questions please contact Jessica Crook or Tiffany Marx.

**2012-2013 NSNA Awards:** Tiffany Marx will send out a list of some awards we qualify for. Everyone needs to look at the list and pull them up on the website and let Tiffany know what you think.

**AANS Convention Committees:** Everything is outlined in the by-laws. If there are any questions, you can ask Tiffany Marx or Mrs. Patterson and they can help.

**AANS Preslate Application:** Tiffany will be working on simplifying the application. She will send out a copy of what she comes up with and let the board respond with their thoughts by email. She would like to have a finished copy by April or May.

**Council of School Leaders FACES 2013 4/23/13:** We need to be thinking about what we want to do and if we want to participate in this. We will discuss further and make a decision when we have our face to face meeting in February.

**Nurses on the Capital: 2/14/13:** Information on this was covered in the Legislative Chair’s officer report.

**New Business**: **Convention Planning**

**-Vendors for AANS convention 2013:** Each board member is responsible for securing one vendor.

**-Speakers for AANS convention 2013:** Each board member is responsible for securing one speaker.

**-Bag Stuffers:** Each board member is responsible for securing 400 bag stuffers. Hurst will supply our convention bags.

-**Silent Auction Items:** Each board member is responsible for one auction item.

-**Tour of Convention Site:** Tiffany will be contacting the hotel and scheduling a date for us to take a tour of the facility.

**Adjournment:**

**Motion:** It was motioned by Jeremy Rosen and seconded by Tiffany Marx to adjourn the January 20, 2013 AANS General Meeting.

**Action:** Carried by unanimous voice vote at **4:56 pm.**