NSAND Minutes 1/16/16

1. Call meeting to order
2. Attendance
	1. President (Lindsey Stein)
	2. 1st Vice President (Karen Schaaf)
	3. 2nd Vice President (Rachel Thorson)
	4. Secretary (Alphonse Shoenenberger) Absent
	5. Treasurer (Brooke Lewton)
	6. Publicity (Andrea White and Payton Borud)
	7. Leg. Ed. (Miranda Miller)
	8. Breakthrough to Nursing (Kristen Bortke)
	9. Funds (Trisha Hoffart)
	10. Membership (Kirby Greger)
	11. Community Health (Laken Kittelson)
	12. Local Arrangements (Kristen Durand and Alli Greff)
	13. Grad Consultants (Kayla Kaizer and Jennifer Chevalier) Jen absent
	14. Advisor (JoAnn Lindemann )
3. Approval of Agenda Laken approved, Brooke seconds
4. Approval of Last Minutes Kristen approved Karen seconds
5. Officer Reports
	1. President will distribute everyone’s schedule closer to day, discussion of board members following colors.
	2. 1st Vice President
		1. Silent auction update uniform shop, scheels gift cards, NDNA, Center for Nursing, each school will bring one. Kaplan usually brings 2?
		2. Vendor update
			1. Number of vendor tables needed 13 vendors that have been verbally commited, 11 paid, US army will not be paying because of the financial hoops. Internet for vendors?
	3. 2nd Vice President – quarters challenge frame done. Nominating committee Kirby and Trisha will volunteer to help.

Silent auction Basket – will assemble Thursday night, will put in mug and tshirt, everyone on board will bring random “study” items. Board members will comment what they are bringing on facebook so we do not double up
Nominations- make sure that all schools are being represented.

* 1. Secretary
		1. Registration update – need to find out from schools who will be coming when they have been already paid. Will use red and black markers to write names.
		Now not printing name badges at all. Colors will be determined by papers in folders.
	2. Treasurer
		1. Bank account report
			1. Checking balance – 13,622.47
			2. Savings balance – 5206.30
			IRS APPROVED! YAY
	3. Publicity
		1. Video? Video was too complicated, will now be doing a PowerPoint with board bios. We need a #. #beyondaverage16. Board needs to fill out new questionnaire on Facebook and post back with picture
	4. Leg. Ed.
		1. Resolution update Resolution to waive student registration fee no longer being brought up at state.
		Resolution being brought to state – No smoking in local parks.

Possible resolutions brought forward to hand off to next board – CPR training in schools, mental health issues in North Dakota

* 1. Breakthrough to Nursing
		1. SNOY/Leadership recap 3:15 – 6:15
		SNOY – Figure out set up for rooms, all judges and materials sent out, Remind local board SNOY to bring scrapbooks
		Leadership – all local boards represented beside Williston delete them out of schedule
		Move up deadlines for applicants, talk to new board
		2. Trophy discussion – Capital Trophy –
		46 dollars for each of the trophies. = 92 dollars total

3 trophies to engrave, total of around $103
Snoy, leadership, quarters (traveling), most growth (traveling), most active (traveling)

* 1. Funds – Tshirts are ordered with deadline of 26th. Kayla and Trisha will figure out card reader, Cash for change will have to be ready beforehand.
	5 for old
	10 for coffee mugs
	15 for new shirts and shirts from last year
	Board send size to Trisha to see if we can have extra shirts made
	2. Membership-
	401 registered statewide. Updated list will be given by next week.
	3. Community Health – 50 dollar check written for Jamestown before convention
		1. Ruth Meiers Hospitality House update – table inside convention, Laken will need help to bring supplies on Saturday
	4. Local Arrangements
	Could not get any flowers donated
	Jars with tulle, lifesavers and kisses
	5. Grad Consultants
	6. Advisors

During advisor conversation at state mention it to faculty.
Make sure Joann has updated email on email list.

1. Old Business
2. New Business
	1. State Convention

**Thursday, January 28th**

**\*\*Board present at 3:00 to begin setup\*\***

3:30-6:45pm SNOY/State Leadership Judging

\*Interviews last 15 minutes, candidates please be there 15 minutes in advance of your assigned interview time

* Interview times
* 3:15 – University of Mary
* 3:35 – Bismarck State College
* 3:55 – NDSU Bismarck
* 4:15 – Dickinson
* 4:35 – University of Jamestown
* 5:15 – Minot State
* 5:35 – NDSU-Fargo
* 5:55 – Williston
* 6:15 – UND
* Interview rooms:
	+ SNOY – executive 106
	+ Leadership – executive 114
* SNOY bring school scrapbooks
* Judges – SNOY (3)
	+ Carmen Bryhn (NDNA)
	+ Jamie Hammer (Nurse Educator)
	+ Rev. Heather Bagget (Chaplain, CHI St. Alexius)
* Judges – Leadership (3)
	+ Roberta Young (NDNA Pres)
	+ Burnie Kunz
	+ Dr. Stacey Pfenning
* Engraving Trophies
	+ Membership trophy – engraved in advance
	+ SNOY, Leadership, Quarters, Most Active – engrave during convention
* During this time we will be putting together folders, decorating as needed etc. Need to apply color dot to name tags.

6:30-7:00pm Board Meeting (if needed)

**Friday, January 29th**

**\*\*Board present at 7:00am to help with setup\*\***

8:00-9:00am Registration

 <https://www.eventbrite.com/e/nsand-state-convention-tickets-19239202974>

* + Individual folders (In Hurst bag)
		- Convention schedule
		- Breakout speaker schedule (Red, Blue, Green, Yellow, Black)
		- Pens – Lindsey
		- Sponsor/donor flier
			* Send ALL names, logos etc. to Karen to put together.
		- Suggestion survey
		- Attendance certificate
	+ Name badges
		- Black lettering – Voting
		- Red lettering – Non-voting
		- Green type – Advisors
	+ Bring to registration table :
		- Extra badges
		- Extra badge holders
		- Extra folders
		- Green, Black and Red Sharpies

9:00-9:30am Welcome by Lindsey, NSAND President, Roberta Young NDNA President, Video, Silent Auction opens

 \*confirm attendance with Roberta

9:30-11:15am State business meeting and new state board elections (Try to have less floor nominations; the process will go faster if everyone who is interested is able to submit their name ahead of time.)

 9:30-10:00- Board Meeting—Each position gives annual report

 10:00-10:30—Break out sessions Meet and greet with board members
guidelines for boards: Black lettering and logo.

 10:30-11:15—New board nominations

* Nominating committee (Rachel, Kirby, and Trisha)

11:15-12:00pm Resolutions Hearing 15 minutes instead of 45

* Resolution information (powerpoint to put up during hearing??)
break for lunch and tell everyone to be back for lunch at noon

12:00-1:00pm Lunch

1:00-2:30pm Kaplan NCLEX session

* Kaplan people update – need to offer them a vendor table

2:30-2:45pm Pressure Ulcer Prevention Break

2:45-5:15 Breakout Sessions

* NDNA/ CFN ( 15 minutes per organization on continued involvement)
* Alexis Hansen- Continuing Education
* Tara Schilke – Leadership in Nursing
* Grad Panel- Kayla, Jenn, Kayden, Devin
* Break Period!!! (Vendor time, etc.)
	+ **Thank you gifts for speakers
	Gift cards for all three keynote
	For breakout speakers – Coffee mugs filled with candy, with thank you notes. Brooke will put together thank you gifts. Thurday night thank you cards will be signed.**

5:15-5:45pm Quarters Challenge

* Reminder to be sent

5:45-6:30pm Break/Campaigning for Board Positions

6:30-7:15pm Formal dinner with SNOY, State Leadership Awards, Thanksgiving Food Drive winner, Most Active Chapter, Most New Members, and Silent Auction closes

\*Most active chapter and most new member chapters from last year will need reminder to bring plaques back

7:15- 8:00 pm Speaker Teresa Olin

8:00- 8:45pm Speaker Dr. Archuleta

**Saturday January 30th**

* Theme day publicized – SCHOOL SPIRIT DAY

8:15-8:30am Welcome back

8:30-9:30am New board election speeches and voting time (time limit for speech enforced: 2-3minutes!)

9:30-9:45am Silent auction winners announced

9:45-10:00am DVT Prevention Break

10:00-11:00am Bioethics Speaker Dr. Karen Rohr

11:00-11:30am Introduction of new board members and convention closing

11:30am-12:30pm New and Retired board member meeting **(ALL OLD AND NEW BOARD MEMBERS MUST BE PRESENT FOR THIS MEETING!!)**

Other:

* Fundraising table
	+ T-shirts - $15.00
	+ Reference Cards - $5.00
	+ Old items –
		- T-shirts – $5
		- Cups – $10
* Decorations
	+ Main tables find jars from dollar store
	+ Reserved tables – need reserved signs
		- Keynotes and NDNA members attending dinner
* Thank you card table
	+ For all the people/places/businesses that have donated
	+ Who’s in charge?
* NSAND silent auction basket
	+ Theme – Add T-shirt and coffee mug then all board members bring different study items.
	+ Who is putting it together? – Board will bring items and it will be assembled the night before convention. Board members will post to Facebook what we will be bringing to eliminate doubling up
* Speakers/Room assignments
	+ Signs for each session? – Signs will be posted outside of room if names given to Belinda.
* Badge holders
	+ Do we need more? – Alli will count the holders she has from last year. NDNA possibly has other holders in storage if they are needed?
	+ Label ribbons?
		- Do we have the ones from last year?
		- Do we need more?
		- Board member, NDNA member (?), past board member (?)
* Feeding the vendors?

Anything else????

1. Schedule Next Meeting
	1. Thursday January 29th 3pm
	2. THIS ONE IS MANDATORY ;)
2. Announcements
	1. Don’t forget to sign up for convention!
3. Meeting adjourned Miranda motioned to adjourned, Trisha seconds