NSAND Meeting Minutes 1/17/15

1. Call meeting to order at 12:10 pm
2. Attendance
   1. President (Mary Pankratz) present
   2. 1st Vice President (Amber Wolf) present
   3. 2nd Vice President (Katie Knapp) present
   4. Secretary (Andrea Boerger) present
   5. Treasurer (Brandi Peterson) present
   6. Publicity (Meaghann Graber & Kayla Kaizer) present – late; present
   7. Leg. Ed. (Luke Lassonde) present – late
   8. Breakthrough to Nursing (Kayden Candrian) present
   9. Funds (Ashli Foli) present
   10. Membership (Karli Olson) present
   11. Community Health (Molly Ecker) present
   12. Local Arrangements (Kelsey Wunderlich & Jennifer Chevalier) both present
   13. Grad Consultants (Amber Kracht) absent
   14. Advisor (JoAnn Lindemann & Becky Brodell) absent; present
   15. Dickinson Rep (Kali Arrigo) absent
3. Approval of Agenda approved by Kayla, second by Karli
4. Approval of Last Minutes approved by Andrea, Kayden second
5. Officer Reports
   1. President
      1. Box from NSNA
         1. Table of stuff (fliers etc)
         2. Printing coupon cards – Office Depot
      2. Rooms at convention – we pay for our room
      3. Be ready to pass things out to the new board
   2. 1st Vice President
      1. Silent auction update – uniform center donating basket, Kaplan, scentsy, essential oils, bracelet. \*\*Need to send out reminder to schools\*\* - silent auction baskets need to be there by Friday morning at 9 am
      2. Vendor update
         1. Number of vendor tables needed; Kaplan, Mayo, Scentsy, essential oils, NDNA (we will provide table) – any other ideas?? So far 5 tables needed
            1. Flight team, wellness center, national guard, health clinic, rural hospitals, nursing homes?
            2. Will take donations for silent auction if individuals don’t want to pay $100
   3. 2nd Vice President
      1. Nominations update – need to send to all schools (president and advisor); form is done and on Facebook
         1. Hearing script – Katie to send out
      2. Resolutions update (w/Luke) – not worthwhile?
   4. Secretary
      1. Registration update – so far we have 109! Need missing membership numbers from Karli. 8 of these are advisors.
   5. Treasurer
      1. Bank account report
         1. Checking balance – $9,671.77
         2. Savings balance – $5,205.25
   6. Publicity
      1. Need to pay for website in February – need to pay before new board; doing today
   7. Leg. Ed.
      1. Resolution update (w/Katie) – nothing happening at state level; smoking tax increase and community paramedics
   8. Breakthrough to Nursing
      1. SNOY/Leadership
         1. Whose stuff is missing? Williston
         2. Should they be allowed to compete even if they do not have all of their things in? Some may bring it with them, need these things to judges can go through
         3. Judge – Carmen Bryhn (NDNA) will be taking place of Roberta Young. Tammy to do welcome
         4. Voting to revise SNOY guidelines eligibility:
            1. Luke motions, Jennifer second; discussion; all in favor, no oppositions. **Re-adjust and update scoresheets. Will be sent out. Three-day discussion period – Monday, Tuesday at 5pm. Votes must be in by Tuesday at midnight to Mary.** Kayla motions to approve plan, Kelsey seconds. All in favor, no oppositions.
   9. Funds
      1. Sponsors – Page to be put in the folders; all people who have donated money, products, vendors, auction items. Thank and recognize the following; send sponsors to Ashli. Monday, January 26 by midnight.
      2. Reference cards/Fall Fundraiser– Made 150, will make more before convention
   10. Membership
       1. Membership contest – Karli to let Kelsey know. $50 prize for winner
       2. Quarter challenge reminder – deadline January 23 of total raised; Dickinson to bring trophy. $50 prize for winner
       3. SNOY and Leadership: $100 for winners
       4. Most active chapter: $50 (scrapbook)
   11. Community Health
       1. Domestic Violence Shelter Drive update –Feminine items - Toilet paper - Pajamas - Lounging clothes (especially size L/XL) - Tylenol/ Advil - Cough meds - Vaseline  - Excedrin - HE laundry detergent
          1. Bring these items to convention. Start collecting now for each school
          2. Do we want to offer a prize for the most? Also prize for Thanksgiving food drive. Write them a check. $50 for each food drive and domestic violence shelter
          3. Luke motions to approve prizes. Kayden seconds; discussion; all in favor, no oppositions.
   12. Local Arrangements
       1. Convention updates: tables done, name plaques need to be finished, meeting agenda to be printed
   13. Grad Consultant
   14. Advisors
6. Old Business
   1. Website - $67.90 for two years, $39.95 for one year; waiting until old board/new board meeting
7. New Business
   1. State Convention!

**Thursday, January 29th**

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

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

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

* Interview times
  + 3:30 – Minot
  + 3:45 – Williston
  + 4:00 – Umary
  + 4:15 – NDSU Bismarck
  + 4:30 – Dickinson
  + 4:45 – Jamestown
  + 5:00 – NDSU Fargo
  + 5:15 – UND
* Interview rooms:
  + SNOY – Board room
  + Leadership – Executive board room
* SNOY bring school scrapbooks
* Judges – SNOY (3)
  + Dr. Verhe
  + Minot Mayor
  + Carmen Bryhn
* Judges – Leadership (3)
  + Sandy (DON @ Trinity)
  + Karen Krebsbach (politically involved)
  + Tammy Buchholz (NDNA)
* Engraving place – “All American Trophy”
  + 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.

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

7:00 – 11:00 Pool Party

* Extra wrist-bands for Minot students; get a head count for other students who are not staying at the hotel!

**Friday, January 30th**

**\*\*Board present at 7:30am to help with setup\*\***

8:00-9:00am Registration (Andrea, Kelsey, Jenn, Joann, Karli at registration table)

* + <http://www.eventzilla.net/web/event?eventid=2139054009>
  + Individual folders – Kayden ordered
    - Notepad/scratch paper – Ashli to ask flash printing; Luke looking at quotes to order our own; 300 for $186. 200 for $194; Kayla checking
    - Convention schedule – Kelsey/Deanna
    - Pens – Andrea’s parents
    - Need more name lanyards – Jen to get 100 more
    - Sponsor/donor flier
      * Send ALL names, logos etc. to Ashli to put together the flier by January 25th
      * Have printed at: Office Depot
    - Suggestion survey
      * Kayla update
      * Have printed at: UMary. ha
    - Attendance certificate – Karli
      * Print at: Kelsey to Deanna
  + Name badges
    - Black type – Voting
    - Blue type – Non-voting
    - Green type – Advisors
  + Bring to registration table:
    - Extra badges
    - Extra badge holders
    - Extra folders
    - Green black and blue sharpies
    - **SEND LIST OF ATTENDEES SO FAR ON WEDNESDAY. Split up into groups. NSAND board member**

9:00-9:30am Welcome by Mary Pankratz, NSAND President, Nikki Roed, Minot Nursing Department Chair, Tammy Buchholz NDNA member, and Patricia Moultan NDCN President, Silent Auction opens

\*confirm attendance with Nikki, Roberta and Patricia

9:30-11:00am 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.)

* Nominations committee
  + Katie, Meaghann, and Karli replaces Kayla
* Nomination information
  + Will be sent out this weekend

11:00-11:15am DVT Prevention Break

11:15-12:00pm Resolutions Hearing

* Resolution information
  + Has anyone written a resolution to submit? No

12:00-1:00pm Lunch – Taco bar

1:00-2:30pm Kaplan NCLEX session

* Kaplan people update

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

2:45-5:15 Breakout Sessions – signs for each room to be made

* Helicopter Flight Team – Critical Care
* Inspired Life Wellness – Mental Health
* Pharmacology
* Military Nursing

\*All speakers need confirmation of attendance

* NDNA – Tammy/board members
* Thank you gifts for speakers: Thank you card for each group, coffee mug for each person in groups with multiple members. Roughly 18 needed. Coffee mug with candy in it and thank you cards (need 75-100) Jenn to take care of it. Luke motions 125 dollars for mugs and candy for all thank you gifts. Andrea seconds; no discussion. All in favor, no oppositions.

5:15-5:45pm Quarters Challenge

* Reminder to be sent

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

6:30-7:30pm 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. Mary to write the script. Molly to give award

7:30-8:30pm Speaker Jan Kamphuis

* Update on speaker – need to hear from her this week! Paragraph to introduce her (Karli)

**Saturday January 31st**

* Theme day publicized – red for blood donation month.

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 Public Health Nursing

* Melissa Fettig: Promotion/Prevention/2020

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 (Luke motions to change T-shirt price from 12. Move to vote by unanimous ballot. No discussion; all in favor, no oppositions)
  + 16oz travel mugs - $15.00
  + Reference Cards - $5.00
  + Old items –
    - T-shirts – $10
    - Cups – $15
    - Luke motions to have prices of $10 for T-shirts, cups to remain at $15. Ashli second. Discussion; all in favor, no oppositions
    - Ashli to make price
* Decorations
  + Main tables
  + Reserved tables – need reserved signs
    - Would like to seat NDNA members as well as speakers if they’re early (Jan is the only one I’d really expect though)
* Name cards – need for the board members
  + Designed by:
  + Printed at:
* Thank you card table
  + For all the people/places/businesses that have donated
  + Who’s in charge? Jenn
  + Number needed: around 100
  + All of new board to sign
* NSAND silent auction basket
  + Theme
    - **Each board member to buy something that they believe a nursing student would like. Will put together on Thursday. Post on facebook what you are buying!** Karli to do $10 gift card to Starbucks. Kelsey post its. Andrea to buy the basket. Kayla doing hand soap. Amber doing hand sanitizer and holder. This will be a mystery basket!!!
  + Who is putting it together?
* Photographer
  + Head shots 5:15-6:30? Photographer backed out, Kayla and Meaghann to be taking lots of pictures.
  + Will need someone to email out the pictures after convention
* Food review
* Speakers/Room assignments
  + Signs for each session? Kelsey and Jenn
* Badge holders
  + Do we need more?
  + Label ribbons?
    - Do we have the ones from last year?
    - Do we need more?
    - Board member, NDNA member (?), past board member (?)
* Door prize on breaks? FLO SHIRTS. Vendor donations? See what we have when we get there on Thursday.
* First aid kit – does hotel have one?
* Feeding the vendors? If we have extra food, we can serve them.
* If candidates plan on having family member there, they must let us know. Will charge $20 per family member. Kayden will add that in SNOY email.
* **Mary will write email and post on Facebook – add info that is missing, Andrea will send out to presidents and advisors.**
* Kayden revised most active chapter criteria and posted on Facebook. She will send to SNOY, and Mary will add in big group email to presidents and advisors.
* Business card. 250 for $28.72 to put them in the folders. Andrea motions to purchase the business cards 250 for $18. Jen seconds. No discussion; all in favor, no oppositions.
* Luke motions to table discussion online for SNOY guidelines and notepads. Kelsey second. No discussion; all in favor, no oppositions.
* Luke motions to bring forward most active chapter scoring sheet. Andrea second. Discussion; all in favor, no oppositions.
* **NOTE PADS! Must decide**

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 at 2:56 pm



Mary Pankratz Andrea Boerger

NSAND President 2014-2015 NSAND Secretary 2014-2015