NSAND Minutes for November 5th, 2016

Via Google Hangouts

1. Meeting called to order at 13:03 by President Cody Barta
2. Roll Call of Board Members
	1. 2016 President (Cody Barta)- Present
	2. 2016 1st Vice President (Adrienne Freije)-Present
	3. 2016 2nd Vice President (Victoria Holman) -Present
	4. 2016 Secretary (Alexandra Hemingson)- Present
	5. 2016 Treasurer (Heather Bird)- Present
	6. 2016 Publicity (Jenna Fossum & Andrea Johnson)- Both Present
	7. 2016 Leg. Ed. (Sylvia Wages)- Present
	8. 2016 Breakthrough to Nursing (Laura Hellmuth)- Present
	9. 2016 Funds (Kelly Lehrke)- Present
	10. 2016 Membership (Andrea Steinberger)- Absent
	11. 2016 Community Health (Lea Sollmann)- Present
	12. 2016 Local Arrangements (Anna Devorak & Anastasia Bruss)- Both Present
	13. 2016 SNOY (Leah Hermanson)- Present
	14. 2016 Grad Consultants (Lindsey Holter & Sara Winters)-Both Present
	15. Advisors ( Joann Lindemann & Connie Geyer) -Both Present
	16. Guest- Kayla Kaizer from NDNA
3. Laura H. made a motion to approve the Agenda as distributed via email. Victoria H. seconded this motion. Call for discussion. Motion passes unanimously at 13:08.
4. Lea S. made a motion to approve the minutes as distributed from the October meeting. Anna D. seconded this motion. Call for discussion- Kelly L. would like her name spelled correctly in both the minutes and the agenda. Motion carried unanimously with name corrections at 13:11
5. Officer Reports
	1. President
		1. Formal invitations were sent to department chairs at each school and save the dates were sent to local NSA chapter advisors. Please follow up with these people and let Cody know If these were not received.
		2. Please keep posting in Local NSA group Facebook pages and on personal pages with save the dates and convention information.
		3. There was a fake email situation in which Cody’s school email was compromised and an email was sent to Heather asking for $2600.00 for vendors. This email had many grammatical errors. This situation was followed up on with Cody’s school IT department. As a result, emails and phone numbers have been removed from the NSAND website and the point of contact with be the NSAND email.
	2. Treasurer
		1. Savings- $8568. 60
		2. Checking- 6799.48
		3. Mileage paid from last meeting was $187.30
		4. $290.00 was received from national membership registration.
	3. Vice President I
		1. Vendor Updates: Adrienne is still working on gathering vendors. Emails have been sent out and she will continue following up with them. 7 vendors have registered to date. The deadline for vendor registration has been moved to November 23rd, 2016 on Eventbrite.
		2. Adrienne will start reminding chapters and other sponsors about the silent auction in the next coming weeks.
	4. Vice President II
		1. Victoria has created a PowerPoint on each of the board positions with the current board member’s contact information. This has been sent to local NSA chapters to gain interest in elections and candidacy.
		2. Victoria has taken over the leadership contest as discussed at the October meeting. She has followed up with the judges selected and confirmed their interest and availability. Those judges are: Roberta Young, Theresa and Kristin Roers. No travel reimbursement has been discussed at this time.
	5. Secretary
		1. Cody has completed the NEDY guidelines. A few corrections will be made and Alexandra will post for the board members to review before the guide is distributed to schools.
		2. Victoria made a motion to approve $100.00 as the award for the NEDY recipient. Laura seconded this motion. Discussion on if there was a specific account that this was coming from and it was decided the money would come from the general NSAND account. Motion carried unanimously at 13:28.
		3. Alexandra reported on Eventbite registrations. To date there are no attendees registered. Laura suggested having an offline route of registration as well due to eventbrite charging a fee on top of the $60.00 registration fee, this was discussed and decided against at this time. Eventbrite account says that we owe $10.47 at this time.
	6. Publicity
		1. Board member biographies are done and posted to the NSAND website.
		2. Jenna and Andrea would like to get working on the Snapchat Filter so please vote on the group Facebook page on a convention logo. Kelly has posted 4 options, if others have logo ideas please post and then a vote will take place.
		3. Meet a board member will be posted closer to convention time. Please submit the following to Andrea: Likes, dislikes, your favorite part of being on the NSAND board and what kind of nurse you would like to be.
	7. Legislative Education
		1. Sylvia has emailed NDNA regarding how they would like NSAND involved in legislative day.
		2. Sylvia will work with publicity on attendance promotion to legislative day and the convention.
		3. Proclamation will be coming from the State in the coming months.
	8. Breakthrough to Nursing
		1. Victoria will be taking over the leadership award contest as discussed previously.
		2. Laura has done a few PowerPoint presentations at high schools- including Williston- since the last meeting.
	9. Funds
		1. Kelly reported there were many T-shirts leftover from last year. She will look at the numbers and aim to order less to prevent this from happening this year.
		2. Kelly will contact Carmen to count the storage unit and see what NSAND has for this year.
		3. Please submit merchandise ideas such as water bottles, mugs, T-shirts etc.…
		4. Please vote on a logo on the Facebook page as discussed under publicity.
	10. Community Health
		1. Lea sent out an email to local NSA Chapters regarding her November call to action which is a Food Drive for local food panties.
		2. Lea will also remind chapters of “Most Active Chapter” award.
		3. UTTC contacted both Lea and Laura about getting their own NSA chapter. The NSNA does not recognize LPN only programs which is what UTTC offers. Discussion on including LPN programs in convention but with limited ability in participation such as no voting. This was decided against at this time and if others are contacted refer to the NSNA contact person.
	11. Membership
		1. Andrea sent an update that she will be contacting local NSA chapters this week regarding the quarters challenge. She will be compiling a list of national NSA members for local chapters in the next 2 weeks.
	12. Local Arrangements
		1. Anna and Anastasia met with Ramada staff. Times for ballrooms have been arranged including one for the chapter activity Sunday night.
		2. Food has been selected. The cost will be $2600.00 for 200 people for dinner. $140.00 for each set of “refillables” such as the coffee and muffins.
		3. Discussion of forming a contingency plan for having space and food if we go over 200 attendees. Anna and Anastasia will look into this.
		4. CHI/ St. Alexius of Dickinson has been contacted as a Dinner sponsor.
		5. Adrienne and Joann will contact Center for Nursing about sponsoring the refillables/ snacks times.
	13. SNOY
		1. Leah has been in contact will local chapters to make sure their competitions are going well and answering questions.
		2. Leah has arranged for Carmen to be a SNOY judge and is in contact with others. More updates to come later.
		3. Leah and Andrea are using a power point and going to each class at their school to educate on convention to gain interest. They suggest each school do this.
	14. Grad Consultants
		1. Lindsey and Sara would like to remind everyone that they are there if and when help is needed. Their contact information is on the group Facebook page. Keep up the good work.
		2. Google Hangouts only allows 10 people to be signed in at a time so better coordination should be done in the future.
	15. Advisors
		1. Contact if anything is needed. Keep up the good work.
6. Keynote Speaker
	1. Laura has prepared a formal letter for Karen Zimmerman inviting her to speak and what our theme will be. She will follow up on a speech topic later on.
	2. Discussion on travel and meal reimbursement. Speakers receive gifts for attending. The grad consultants will assist with seeking donations for these gifts.
7. School Spirit Day
	1. School spirit day will take place. Tables will be arranged with school color centerpieces. For example, Minot state will have a table and UND table will be next to that so schools will be mixed together but will still be able to sit with peers.
8. Schedule of NSAND 2017 Convention
	1. Discussion on releasing the schedule to the convention. Adrienne made a motion to release the schedule as a “bare bones” addition to the public. Laura seconded this motion. Discussion. Motion died. Laura made a motion to release the schedule as prepared and to state the schedule is subject to change. Victoria seconded this motion. Discussion. Motion passes unanimously at 14:34.
9. Next meeting is December 3rd at 12- Noon. Please invite local chapters to attend meeting as a group as there are only 10 spots in the hangout session. Please announce this on social media and in person as we want as much participation as possible.
10. Invitation to Questions/ Miscellaneous Business
	1. None was addressed.
11. Meeting Adjourned at 14:41 by President, Cody.

Submitted by: Alexandra Hemingson, Secretary