**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, FEBRUARY 10th, 2019 at 17:00 Hr**

**Nursing Department Room 66**

1. **Call to Order at: 5:05pm**
2. **Opening**
3. **Role Call**
4. **Guest/Announcements** 
   1. Elizabeth, CHHSC President
      1. Observing this meeting and giving input.
5. **Success Stories** 
   1. First day of Spring semester!!!
   2. Week of Welcome
6. **Executive Officer & Advisor Reports** 
   1. **President - Tony Nguyen** 
      1. Daisy in Training Award
         1. We need to buy 4 awards to present two in May, one in Aug and one more in Dec. Each award costs $110. Total of $440.
            1. Tony motioned for a budget of $440 Flo seconds, discussion: one per pinning ceremony voted by peers, PASSED.
      2. Kaplan NCLEX Seminar/Review Day
         1. Thursday, April 25th at 1700. The room will be posted during first week of April.
         2. FREE pizza, one comprehensive NCLEX course (live or live-online) and pharmacology textbooks.
         3. Fundraising idea!!! We can sell raffle tickets to those that attend the session to raffle off pharm books, and lastly, NCLEX prep course. Kaplan has agreed to this term.
            1. Discussion: Selling raffle tickets would go towards our budget. But, are enough people going to go, is this a good day for 5th semester students?
            2. Dr. Fitzgerald brings up point: this woman is pitching this product to us to be able to sell it to us, be aware of this.
      3. Leadership Summit
         1. Understand leadership roles and responsibilities, organizational management and membership engagement, develop effective communication and marketing/advertising skills, lastly, cultivate personal and professional development skills.
         2. Fri, Feb 22 from 0830 - 1430
         3. Cost: $5, including lunch
         4. Questions: Contact SLD at (562) 985-4181 or visit us at USU-215
         5. Sign-up link
            1. <https://csulb.campuslabs.com/engage/event/3140693>
      4. CHHS Meeting
         1. Can I get coverage on **Feb 20**, **Mar 20** (highly recommend Kaelyn and/or Flo to go since it is the Spring Allocation meeting so you can prepare a ppt to deliver) and **May 8th**.
            1. Text Tony if you are available to go to the meetings. Meetings are Wednesdays at 6pm USU303.
            2. Kaelyn can go to the meeting on the 20th, would be good for others to join her to present the PowerPoint on funding for pinning ceremonies.
            3. Also recommend we elect one person from the board to present in front of a large crowd. Someone who is persuasive in order to get more votes from other colleges. More votes = more funding for pinning ceremonies. Jen G?
            4. Elizabeth suggests adding Daisy in Training money budget into pinning ceremonies budget.
   2. **Vice President - Farrah Llanes -** I apologize for my absence.  Thank you Gillian for covering for me :)
      1. **We have a first semester rep!!! Please welcome him. As well as two other first semester student representatives!**
      2. **CSULB Nursing Video Shoot:** They are looking for 2-3 Nursing students who will participate in a 2 minute non-audio video shoot.
         1. Contact person: [Chris.Gentry@csulb.edu](mailto:Chris.Gentry@csulb.edu)
         2. Link to sign up: <https://docs.google.com/document/d/1_Tqe7cvNFuo-Qp2CTAMbtL6mpLuJFYyXVUPpY4PDf08/edit?usp=sharing>
         3. Already 2 people signed up, still open for more volunteers.
      3. **Blood Drive Committee**: We are collaborating with Lifestream, a company that partners with 80 hospitals across Southern California. More information under content section in Beachboard.
         1. Walk-ins and appointments, $5 In and Out gift card for blood donators, trying to fill 500 appointments, already have 200 filled!
         2. Need help for tabling (6 people) on Tuesday and Wednesday, 1st semester can practice BP.
         3. Need 16-20 volunteers for each shift (mostly Tuesday) for actual blood drive, assist in walking in, checking in, hand holders, canteen, volunteering open to Pre-nursing.
         4. Ask Liz to send out email to organizations (send her a draft email-> done, thank you Farrah).
         5. **WHEN/ WHERE:**  February 19-20 0800-1800 in the USU Ballrooms & in the "Blood mobile" in lower campus
            1. This event is open to the entire community, so bring your friends and family!
         6. **WHY DONATE & PARTICIPATE IN THIS WONDERFUL OPPORTUNITY?** We are in need of donations now more than ever due to a blood shortage. Hospitals and blood banks across the US are struggling to provide enough blood for the patients who are in dire need of it. (Please google this if you are interested. It’s actually pretty interesting and scary).
            1. \*\*\*Free $5 In & Out Gift Card *if you give blood.*
            2. **BE A DONOR:** Want to donate? Call (800)879-4484, or use the following links:

**Feb 19th** :<https://giftoflife.lstream.org/donor/schedules/drive_schedule/72733>

**Feb 20th** :<https://giftoflife.lstream.org/donor/schedules/drive_schedule/72734>

* + - 1. **HELP US SPREAD THE WORD & EDUCATE OUR CAMPUS:**
         1. We are tabling on the following days: **Tuesday, February 12th** & **Wednesday, February 13th**<https://docs.google.com/document/d/1wzGMxA3oe6ZSLrf5uK4rJz7G-I-uxgpqlzfMeB1UxEM/edit?usp=sharing>

**FIRST SEMESTER STUDENTS** - If you want to practice MANUAL Blood Pressure checks on strangers, now is a good time! Did you know that safe parameters in order to give blood is between 90/50 to 180/110?

* + - 1. **VOLUNTEER FOR THE ACTUAL BLOOD DRIVE:** This is a giant endeavor with the hope of getting 250 donors for each day. Volunteer roles range from greeting/checking in to monitoring patient condition. More info in the sign up sheet:<https://docs.google.com/document/d/1Osp8uO1rnfjUMbIMOwzwULbXVPdZGiOC5z2YHSo1g6Y/edit?usp=sharing>
      2. So much gratitude:
         1. Kaelyn for connecting us to ASI and CHHS and other orgs.
         2. THE COMMITTEE: Everyone contributed and this giant endeavor (from our end) was a group effort. It wouldn't have happened without the gusto and enthusiasm of each member.
      3. In addition to tabling days for advertising, have reached out to other orgs. Due to the large need for volunteers, we have outsourced it to other orgs who have expressed interest as well as Pre-Nursing students. Also, will be posting posters soon around campus and other buildings.
    1. **Talent Show**: Due to my current workload, I am unable to take it on this semester. Please decide if we are going to have one this semester, and if there is someone who is interested in spearheading this event. I will be happy to give you all materials and answer any questions. But if interested, we will need to do it soon (need to book a venue, etc.)
       1. Discussion: Once a school year is enough.
    2. **Editing Bylaws r/t Honor Cord/Medal Guidelines:** Talked to Dania (previous VP) and she recommended meeting with Dr. Fitzgerald. Need to meet with Dr. Fitzgerald and will draft a proposal for changing the guidelines. Here a few questions to discuss:
       1. Discussion: Dr. Fitzgerald says to look at the bylaws. Need to change the bylaws if the specific parameters are stated in the bylaws. If it is general in the bylaws, then more specific guidelines can be easily changed by vote at a meeting. Need to make guidelines more specific, discuss more next meeting. Jen is still editing and looking into the bylaws. Elizabeth suggests leaving acceptance up to board of officials and put that in the bylaws so it isn’t limited (bylaws are only changed every 5 years), guidelines can be changed per new board every year.
       2. Do we want to hold off and let new board decide for themselves as opposed to us deciding for them, as this would likely not take into effect until next school year?
       3. What counts as eligible events?
          1. Should volunteers attending skills day and demonstrations  get credits even though technically not a CNSA event? We have been giving credit for attending Vietnam presentation and other technically non-related CNSA events to promote attendance and participation at these events.
          2. What about committee meetings or helping out with merchandise sales? Technically, these are already responsibilities of a board position. Should we give credit for work that is kind of expected in a way? The argument here is that we do want to give credit for people who put the work in, but also we want to make sure that if we are giving credit for an event, it should be open to all CNSA members.

So for those ad-hoc committees (i.e. Blood Drive/ Talent Show), this is first opened up to members, whereas merchandise sales are not advertised as an event that needs volunteers, it is more spontaneous.

* + - * 1. Consider these events from this past school year that people have gotten credit for:

School of Nursing Gardening Not Needed

Code Blue SIM YES

New Student Orientation YES

Mock Interviews YES

Merchandise Sale YES

Happy Hours NO

Discussion: If we say no, we need to think of another way for 1st semesters to get hours, it also incentivizes other semesters to come, ½ credit maybe? Might make confusing for Farrah, need to wait for her to come to the meeting to discuss this. Another idea- put time frame on sign-up sheet, make minimum time.

Week of Welcome YES

Resume Workshop YES

Flu Shot Clinic YES

Pre-Nursing Information Session YES

New Student Interviews YES

Halloween Social YES

Health Fair YES

How To Get a Job Workshop YES

Fundraisers (Yalla, Raising Cane’s) YES

Donations (Hanoi, The Village) - 1 bag for 1 credit (max of 2 credits)

Discussion: 2 bags for one credit or strict max, can be case by case, cap at one donation per semester?

Talent Show: performer, volunteer, or just showing up was 1 credit. YES

Study sessions NO

Blood Drive tabling, volunteering YES

Discussion: Is this too much work for us? May need to deny request next time or redefine limits on amount of work we are willing to do.

Vietnam Trip Presentation NO

White Coat Ceremony YES

Discussion:

Hours system would be good, but a lot of work.

This new list can be added to the guidelines, Farrah can make proposed changes then we will vote on this next meeting. Current guidelines are on Beachboard.

Need to discuss the committee meetings getting credit.

* + - 1. How strict do we want to be with sign-up sheets, etc.? I follow the sign up sheets religiously. If an error is made on my part where I accidentally leave out a person’s name and I am corrected, I do fix my mistake, but if a person emails me regarding an event that they attended where there are no sign up sheets present, I do not know if it is credible. I am not present at this event, and there could be opportunities for people to say that they went somewhere but didn’t. Usually, the person holding the event is the one that sends me the sign up sheet.
         1. I have put up all sign up sheets that were sent to me via google drive to be transparent and to keep track of them. These can be viewed through BB.

Discussion:

Idea-Write list of people attending on phones as back-up to actual sign-up sheets. Need to make standard procedure. Elizabeth suggests online system for meeting attendance to scan a QR code to be counted for attendance, each member has their own separate account. Liz will send us the link for that.

Will we have actual discussion about these items? Lots of questions about these points. Criteria or specific event guidelines. Can make it general, make the final decision up to the board.

* + - 1. Is there anything else that you would like me to include before I submit this proposal at the next meeting?
  1. **Secretary - Jenn Thurber** 
     1. No Update!
  2. **Treasurer - Florenzo Fejeran** 
     1. CNSA Account Balance as of 2/1/19: $8,427.04
        1. Schedule updated for preceptor, February is best time for Flo to figure out grants and such. Elizabeth suggests going up to Celia’s office to make a meeting appointment with her assistant.
  3. **Faculty Advisor - Dr. Ketola** 
     1. No update
     2. 2 levels of memberships, board and members, board have voting and are expected to attend, 60% of board and 20% of general members for a quorum
     3. Jen- see her section
  4. **Mascot - Dr. Fitzgerald** 
     1. ePortfolios -- here is a link to a YouTube video about how to use ePortfolios: <https://www.youtube.com/watch?v=qKQ5a1Sr1iM>
        1. Valuable tool for resumes, professional documents, wants us to try it out under CNSA Beachboard, individual portfolios. Can give access to the link when needed to employers. Presentation is the link that shows to employers, looks like a website. Instructor can make papers available to ePortfolio. Link shows how to make your own ePortfolio and how you use it.
        2. Link to Dr. Fitzgerald’s profile example: <https://bbcsulb.desire2learn.com/d2l/eP/presentations/presentation_preview_popup.d2l?presId=18455>
     2. Patio furniture- Are we interested in restoring furniture to make more seating for us around the nursing buildings? YES.
     3. NSNA conference, are we interested? Sigma Theta Tau may be able to provide scholarship for this. April 3rd-7th in Salt Lake City. There is interest (Jen, Dalena, Tony).

1. **Director Reports** 
   1. **Breakthrough to NRSG Director - Katherine Dawson** 
      1. Week of Welcome was a success! Unfortunately only got to table for one day due to the rain!
         1. No other updates!
   2. **Community Service Director - Maeve Castleberry** 
      1. St. Luke’s Shower Project
         1. February 23rd
         2. March 23rd
         3. April 27th
2. Sign-ups in news of CNSA BB
   * 1. VCH Health Fair
        1. Date: Sunday March 3rd, 1000 to 1400
        2. Location: Westminster Rose Center
        3. Presentation about Nutritional Facts based on the average Vietnamese diet
           1. We will present on good/bad aspects on the food, need another meeting to plan presentation. Date TBA. Give credit for both or just for the main event? Can give credit for both. Will send out sign-up sheet shortly.
        4. Hemoglobin screenings
     2. Celebration of the Young Child
        1. Date: Saturday April 27th, 1000 to 1400
        2. Location: CSULB
        3. Ideas for booth?
        4. <https://imgur.com/a/EmALJ>
           1. Last time did health checks for the kids, think of ideas for kids 0-6. Do checks on dolls. Social isolation, growth and development.
   1. **Fundraising Director - Janessa Deleon** 
      1. Panera Bread (20% of sales goes back to us)
         1. Tentative (sent a request) for March 11 from 4-8pm Seal Beach
      2. Fundraising for Pinning??
         1. Ideas in mind: Krispy Kreme (bringing up to let us know, be specific on flyer about who funding is for)
         2. <https://images.kktestkitchen.com/fundraising/FormsFAQGenericEnglishOrderForm.pdf>
         3. Chick-fil-a
         4. Yalla money has not come in yet.
   2. **Legislative Director - Jen Gidaya** 
      1. Blood Drive Posters
         1. 
         2. Few volunteers to help put up posters
            1. Beach Drive
            2. Upper Campus
            3. Lower Campus
         3. Need help putting up posters, looking for volunteers on Tuesday 9-10am, email Jen, posters are in the storage room if anyone needs to come at another time, cannot do it before Tuesday, not specifics on regulations.
      2. Constitution updates
         1. Need to update Bylaw
            1. -Section 4. The voting membership for establishing a quorum are all Board members including the President. The Board members are the following listed in Bylaw III: Officers. The quorum is 50% +1 of the Board members.
            2. This statement seems to imply that only the 50% executive board would be needed to establish quorum. This would be contracting Bylaw VII, Section 1 that mentions voting membership quorum being fifty percent plus one.
            3. Your voting membership is defined by paying dues.
      3. Options to change this verbiage
         1. A voting member is a CNSA member who has has filled out a membership application for CNSA, paid their dues, and signs a form indicating that they have chosen to be a voting member.
         2. Section 4. The voting membership for establishing a quorum are CNSA member who has has filled out a membership application for CNSA, paid their dues, and signs a form indicating that they have chosen to be a voting member. The quorum is 50% +1 of the voting membership.
         3. A voting member shall be required to attend at least [# %] of the organization’s regularly scheduled meetings per semester in order to maintain good standing membership with voting rights.
         4. Survey the membership asking about their interest in being a voting member and from this develop a set of criteria, you would have a membership total from which to set a quorum that would be accepted.
         5. <https://docs.google.com/document/d/1JHL_LBpEXr0Dwaz72x-_0ldP_lVy7Y2X4sgKeKZP-FE/edit?usp=sharing>
         6. Discussion: Any board or regular member who wants to vote can, but they have to ask to be one and sign-up on a sheet. We will count attendance if their name is on that list. Before meeting starts, we will announce who can vote. Can stop being a voting member at any time. Quorum needs to be combined with board members and general members. Change rules so that representatives need to show up to meetings as the board does. Need a replacement if they cannot make it. Can make a rule that if you want to become a board member you have to be a representative first or at least voting member. Can have as many representatives as are interested, cap at 5 per cohort? Maybe not a requirement but put the reps higher when voting for board positions. Smaller turn-out currently at meetings, may not be able to make it a requirement at this time.
3. Are we voting on this amendment or on the whole document when it is finished.
4. Jen proposes to change bylaws from red to blue, Tony seconds, all in favor, PASSED
   1. **Membership Director - Nissa Araque** 
      1. 3 new members = $45!
         1. Still waiting on payments of 2 other people
         2. Mentorship deadline?
      2. Please direct membership-related emails to [cnsa.csulb.membershipdirector@gmail.com](mailto:cnsa.csulb.membershipdirector@gmail.com), especially applications!
   2. **Mentorship Director - Adrian Fajardo** 
      1. Deadline was extended to Friday 2/8/19 (original deadline 2/1/19)
      2. 24 mentees have signed up since the last meeting
         1. Some of these are not CNSA members, are we requiring students to be members in order to be mentees? We should be requiring membership in order to be a mentee. Adrian needs to double check these are members before pairing with mentors.
   3. **Professional Growth & Development Director - Dalena Nguyen** 
      1. Mock Interviews (tentative March 4th-15th)
         1. Motion budget: $102 (faculty gift cards and thank you cards) 8 faculty $10 gift cards, $2 thank you cards Tony seconds, all in favor PASSED.
      2. LGBTQIA+ Health Conference
         1. Annual event hosted by medical students from USC, UCSD, UCR, Western U, UCLA, UCI, Chapman University
         2. Educational conference with workshops by professionals dedicated to evidence-based care, education, research, advocacy, and public policy to provide pertinent information regarding LGBTQIA+ health to promote equality and respect.
         3. Topics: LGBTQIA+ Terminology and Healthcare Considerations, Addressing Health Disparities of the LGBTQIA+ community
         4. Last conference January 2019 8:30am-4:30pm, Tickets: $11-12 breakfast and lunch provided
         5. For future conferences: www.socallgbthealthconference.org
      3. Event Proposal: Nursing Skills Fair
         1. Booths with brief explanation of skill and supplies to practice skill
         2. Run by nursing student volunteers (4th + 5th semesters) or CNSA officers
         3. Collab event with Student Support Director/other CNSA officers
            1. 1 day event, reserve the sim lab for one day, talk to Mo about this.
      4. Monthly announcements of Career Development Center events on campus (Beachboard/Social Media)
   4. **Public Relation Director - Reyna Bhakta** 
      1. No updates!
   5. **Student Support Director - Alexandra Cao** 
      1. Happy hour
         1. Tuesday 02/19 11AM-noon Learning Center
   6. **University Involvement Director - Kaelyn Miller** 
      1. CHHSSC & Blood Drive Coordination
      2. Tony attending CHHSSC meetings
         1. Can only miss 3 meetings, anything after will in a bad standing and not eligible for funding
         2. Event planning proposal form must be submitted to Celia
         3. Grant 19-20
            1. On the CHHS website (on BeachSync)
            2. Each org gets one vote
            3. DEADLINE March 19 at 5pm. Must meet with Celia and be on her calendar before this deadline
         4. GE requirements changed from 120 units to 129. Will effect CHHS more than other colleges. Most students will not be able to graduate within 4 years.
      3. Grant forms sent to Flo (due March 19th @ 5pm, suggested turn in by the end of February)
      4. Beach pantry competition
5. **CHHS 2019 Beach Pantry Competition**
6. Starts: Feb 6, 2019                 Ends: Feb 20, 2019
7. **Rules:**
8. Each organization will be competing against each other to help raise donations for the Beach Pantry. Listed below are items that you can donate.
9. **Drop Off:**
10. Drop off box will be in the Dean’s office ET -200
11. **To get points:**
12. Take a picture of the items you are donating (as well as a summary of how many points you get for that specific drop off. Email lbsuchhssc@gmail.com with your **organization name, picture of donation, drop off date, and total points** for that specific drop off.
13. **Items to Donate**

Frozen dinners (3 points)

Mac and cheese (2 points)

Instant/microwavable meals (3 points)

Yogurt (1 point per yogurt)

Snack size snack packs (1 point per bag)

HINT: if you buy the big boxes of snacks from Costco à you get more points. **MUST** be individually wrapped.

Gatorade Drinks (2 points per drink)

Capri Sun (1 point per drink)

Hygiene products

* Toothbrush (2 points)
* Toothpaste (2 points)
* Soap (2 points)
* Travel Hand Sanitizer (2 points)

Bag of cuties (4 points)

Bunch of bananas (3 points)

Granola Bars (1 point per bar)

Produce (1 point per item)

1. Anything else? Have Questions?
2. Email lbsuchhssc@gmail.com with any questions you may have!
3. Prize has not been decided. Monetary better than food prize. Take picture of donation and send it to CHHS email. Drop of in ET 200. Deadline Feb 20.
4. GOODLUCK!
5. **New Business:**
6. **Old Business:**
   1. Winter Break :(
7. **Adjournment: 6:33pm**

**Next Meeting:**

* 1. March 10, 2019