**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, September 9th, 2018 at 17:00 Hr**

**Nursing Department Room 66**

1. Call to Order at: 5:07PM
2. **Opening**
3. **Roll Call**
4. **Guest Announcements**
5. N/A
6. **Success Stories**

A. Week of Welcome! Went well. Talked to both pre-nursing and students trying for pre-nursing. Lots of people signed up on the Facebook page. October is potential workshop.

1. **Executive Officer and Advisor Reports**
   1. *President* — Tony Nguyen
      1. Beach Sync Docs
         1. Event Planning Guide Proposal 2018-2019, Request for Guest Speaker Parking, CHHS 2018- 2019 Grant Application, Campus Catering Waiver Policy

* <https://csulb.campuslabs.com/engage/>
  + - Do a month in advance for guests. If guest is not going to charge then parking included. If guest is going to charge then they will have to pay for their own parking. Follow College of Health of Human Service Student Council on BeachSync and then under forms.
    1. I Love Myself Book
       1. Almost everything you need to know.
* <https://docs.google.com/document/d/1_cxbxPjXS8f28Bmiba3EU1sFZhGQzATmXzN8amVwJyU/edit>
* General information about events, great resource for planning or questions

3.    NSNA Annual Convention

1. April 3-7, 2019. Salt Lake City, Utah.  Same week as Spring Break!

* I will try to apply for ASI CYUF grant to have enough funding to sponsor couple students.
* <http://www.nsnaconvention.org/>
* Try to sponsor 2-3 students.

4.     Merchandise voting at the end of the meeting and have samples to try it

on.

Decided on grey fleece. Motion on fleece or sport jacket and motion passed for fleece jacket. Motion on color and passed for grey fleece jacket with white stitching.

Motion for long-sleeve short design. Motion passed.

Motion for short-sleeve short design. Motion passed.

Motion for badge reel. Motion passed.

* 1. *Vice President* — Farrah Llanes
     1. How to Plan Events & Tips- Example on BeachBoard
        1. Resource:

<https://docs.google.com/document/d/1_cxbxPjXS8f28Bmiba3EU1sFZhGQzATmXzN8amVwJyU/edit?usp=sharing>

* + 1. Please send event sign in sheets within 72 hours of the event to [cnsa.vp@gmail.com](mailto:cnsa.vp@gmail.com). Currently, white coat ceremony, happy hour, and week of welcome have been updated. I have copies of sign in sheets posted on beachboard! It is the student’s responsibility to verify the accuracy of sign in sheets within a week of the event or keep own record of events attended.
    2. CNSA Talent Show currently in the works. Accepting people interested in joining this committee. -Contact Farrah if want to join the committee.
    3. Permission to reorganize CNSA Beachboard to make it more user friendly? Farrah granted permission to make BeachBoard more user friendly.
  1. *Secretary* — Jenn Thurber
     1. No updates
     2. Thank you Kourtney!
  2. *Treasurer* — Florenzo Fejeran
     1. Increase membership dues to $15, need to incentives why we should join CNSA
* Proposal to raise membership due to $15 starting next semester passed.
  + - 1. No price increase has been done since the inception of CNSA.
      2. What are some things we can offer students for joining?
* Get 10-15% off apparel/merchandise
* Leadership skills to add to resume
* Honor cords and medals
* Mentor-mentee program??
* Any other ideas? Network with teachers, alumni network, meet and greet with other chapters, bonfire
  1. *Mascot* — Dr. Fitzgerald
     + 1. New Student Interviews
* Wednesday October 17 0900 to 1700
* Tony will make the google document
* Jenn will send e-mail to the trimester and semester students about this volunteer opportunities
  1. *Faculty Advisor* — Professor Ketola
     1. No updates
  2. *Student Advisor* — Shealyn Engfer
     1. No updates

1. **Director Reports**
   1. *Breakthrough to Nursing Director* — Katherine Dawson
      1. Week of Welcome Debrief & Budget Approval - $25.58- Below budget original was $50.
         1. Week of Welcome was a success! Thanks to everyone who came out and volunteered! Photos of the event have been sent to Reyna.
      2. No other updates!
   2. *Community Service* *Director* — Maeve Castleberry
      1. Next St. Luke’s Shower Project
         1. Several more opportunities to volunteer this upcoming year!

* September 22nd
* October 27th
* Sign-up sheet on last minutes

<https://docs.google.com/document/d/1ZxsXk4ht9VzvNi0verSit03SsAbxfBpgPtzfkLOAJiA/edit>

* + 1. Vietnamese Community Health fair put on by the VCH student group at UCLA.
       1. Health education and Flu shots at the Westminster Civic center.
* November 4th (Sunday)-10:30 AM-2:30PM
* Priority will be given to Spanish and Vietnamese speaking students.
* About 8 spots available and Maeve will send out sign-in sheets.
  1. *Fundraising Director* — Irene Simental
     1. No Updates
  2. *Legislative Director* — Jen Gidaya
     1. By-law editing
        1. Defining voting membership and what benefits can come from it. See below for temporary proposal
* What is a voting member?
* What can people gain from being a voting member?
  + Discounts?
* How can we find other ways for everyone to vote?
  + online?
  + class representatives?
    - 1. Obtaining quorum with board.
* one excused absence and one unexcused absence

**DUE OCTOBER 1!!!**

**Note: Organizations must explain how a member maintains good standing with voting rights.** [CM1]

FOR REGULAR VOTING MEMBERSHIP-

* Voting membership Jen Gidaya will propose to Ceilia-Voting member-anyone who pays their dues and signs up. Quorum is committee members, board members and cohort representative, and we will always have to reach a 50 +1%.- Proposal motioned and passed.
  + A voting member is a CNSA member who has paid their dues and attends at least **2 of the monthly meetings in a semester, and attends at least 2 events held by CNSA.-**Proposed last meeting, Bylaws need to be changed by October 1st- need to define who a voting member is by this date.
  + A director is a CNSA member who holds a position, paid their dues, and follows criteria described below for meeting attendance.

1. A voting member must come to at least 2 meetings, but regular members who attend meetings can vote as well- - Voting member definition has been changed to the proposal above

OTHER WAYS TO VOTE THAN GOING TO MEETINGS

Due to scheduling, it is difficult for all members to attend meetings. Here might be other ways to make voting more available.

1. **Cohort representative** brings a consensus from the CNSA members of their classes
2. **Online voting** where the topic is brought up during a meeting for debate and online voting poll is released shortly after on Survey Monkey or other voting platforms.
   1. Sign up to become a voting member then have a ballot sent to your email. – Decided against online voting.

POSSIBLE INCENTIVE

* Discounts in merchandise for **members of CNSA**
* OR discounts for **VOTING members of CNSA**
* OR varied discounts for either category
  + I.E. discounts on shirts for regular members and discounts on all merchandise for voting members
* Sign up with listed things that the individual can have influence on IE price of dues and ect

FOR EXECUTIVE BOARD:

* All members of the executive board, or holds a directorship position is permitted

**One unexcused absences without a replacement.** Per Semester

**One excused absences with a replacement.** Per Semester

Total of two absences per semester

If a replacement is not found, it is considered an unexcused absence.

* + The terms are defined below:
    - A **replacement** is a CNSA member who will vote and speak on behalf of the director or executive board who is absent, representing the interests of their committee.
    - An **absence** is defined as lack of presence physically, emotionally, mentally, and/or financially.
    - An **excused absence** is defined as any absence in which a member of the executive board or committee director is not present due to compelling, emergent reasons, such as death, injury, or mental health necessity, etc.
    - An **unexcused absence** is defined as any absence in which a member of the executive board or committee director is not present due to reasons that could have been avoided due to foresight.
* Rationale: A lot of times we don’t reach a quorum to vote on important topics. Therefore, we proposed that if a director cannot attend the monthly meetings, they must notify the president ahead of time before that scheduled meeting with their updates, a name of their replacement and contact information. This way, it will allow the us to reach a consistent quorum during every monthly meetings.

ONLINE VOTING – Decided that this will not be an option.

Online voting may be conducted only with the use of a web-based platform approved by the Office of Student Life and Development. The online ballot access information will be sent via email to the email addresses of eligible voting members according to the organization’s records.

* 1. *Membership Director* — Nissa Araque
     1. One new member (personally contacted me)!
        1. Will check with Mo tomorrow for more forms
     2. Anybody have forms to give to me?
        1. Week of Welcome?
     3. Updated the CNSA email list--how to upload to Beachboard?
  2. *Mentorship Director* — Adrian Fajardo
     1. No updates!
  3. *Professional Growth and Development* *Director* – Dalena Nguyen
     1. Resume Workshop Wednesday September 19th 5:00-7:00 pm Nursing Room 64- Have resume printed out.
        1. 3 Faculty Members signed up (Jarline Ketola, Kholoud Khalil, Joy Goebel), if student count is a lot, presentation on Wednesday and ask faculty about meeting with students during their time?

      b) Advertisement: Email Monday (get count of students), Flyer sent to Reyna (posted, student count google doc), Nursing Building

      c) Budget: $51: Thank you card ($1 pack), gift cards ($10x3 faculty), refreshment ($20 Costco, suggestions?/bottled water in closet, receipt to Flo?) Budget motioned for $51 was passed.

* + 1. Christina Limon-Lara Donations from businesses-no reply to email x2 (Fundraiser follow-up)-Will keep trying
    2. Mock Interviews- Wants to motion a budget for $70 for the faculty ($10 each giftcard). Motion was passed.

1. Still don’t know when Contract interviews are. Contacted Michelle Cline and Mona Lisa; Information session Sept 24th and 26th
2. 3 Faculty Members signed up (AJ Jaddalla, Wendy Dugan, Dianne Leever) dependent on faculty time
3. Thinking of sending out another email to get more faculty members, maybe extend this to two weeks for flexibility
   * 1. How to get a job workshop
4. No reply from Alumni Representative Alex (better contact info.?)
5. HR Long Beach Memorial (no call yet, will follow up)
6. Brandi Magana Clinical Recruiter Memorial Care (need to finalize day/time) 2nd or 3rd week of October
   1. *Public Relations Director* — Reyna Bhakta
      1. Remember to send me any event photos or flyers so I can publicize them to our social media!
   2. *Student Support* *Director* — Alex Cao
      1. HAPPY HOURS! :)
         1. Thank you for helping make possible: Dr. Fitzgerald, Reyna, Maeve, Jenn T

* We were able to get about a dozen student on board as new CNSA members, Maeve has their fees and forms! – 11 new CNSA members, all want a mentor, need more mentors-message Adrien to sign up.
  + All are very eager to have a mentor, I did let them know that we have a shortage of mentors. Please let Adrian know if you are interested in mentoring/would be willing to take a second mentee or know somebody able to take a mentee ASAP
    - 1. Next Happy hour TBD (Pending 10/2 outside of NRSG66) @1100
    1. ***Potential*** Halloween Party the week of Halloween or the week before Halloween, will notify Mark Vela and Celia on **room request**/event **approval**/grant **funding**, and follow up next meeting
       1. Planned Budget: 50$ (3 Costco pizzas)- Motion for $75 budget for Costco pizzas for Halloween party was passed.
       2. IDEAS: Costume contest? Scary movie? Potluck? – Looking at doing costume contest and board games, Halloween games. Contact Alex with ideas for this party.
          1. I would like some input and help brainstorming ideas, as well as help planning and setting up event! Please contact me (949)231-7219 or [alexandracao55@gmail.com](mailto:alexandracao55@gmail.com) if interested in being in the student support committee for future events
  1. *University Involvement Director* — Kaelyn Miller

1.   Having guest speakers?

1. ASI will pay the parking fee for your guest speakers (if they are not charging our organization) to come in and talk, such as the panel of guest speaker at the *How To Get a Job Workshop.* Go to Beach Sync and under CHHSSC, they have the form.

* Let Celia know and submit this form in to her a month in advance.

2.   Having foods at your events?

1. Make sure you have a sign in sheet at your event to have the money reimbursed.

* <https://drive.google.com/file/d/1_rj53MedVqKVgMle79Ri3FlaleaoPvSi/view?usp=sharing>

3.

* + - 1. **CHHSSC (College of Health and Human Services Student Council) Meeting 9/5/18**

Instagram for student council: csulb\_chhssc (GO FOLLOW J)

Email: lbsuchhssc@gmail.com

* --- Celia Mejia--- Point of contact (SLD- student life director)
* 1 Representative per meeting--- For grants!! YAY GRANTS!  (Next Meeting: Sept 19th @ 6pm in USU 306)
* Beach Sync: Search “College of Health and Human Services Council” → “Join” →  “Documents” (FOR ALL DOCUMENTS YOU’RE GOING TO NEED)- If still can’t find the documents you need e-mail Tony.

https://csulb.campuslabs.com/engage/organization/college-of-health-and-human-services-student-council-chhssc

* Information for treasurer → Agency account application and agreement form to be submitted to Celia’s box (USU 215 Office)
* Office Leadership Summit→ 2 need to attend (with treasurer?) to be able to get a room reserved on campus
* Events (LARGE): Tell SLD 4 weeks in advance
* Events (SMALL): Tell SLD 2 weeks in advance
* \*\*\* Only need to notify SLD using budget form of event when monetary component!!! Only fill out event agenda otherwise.
* Reimbursement form: Need receipts, sign in sheet, etc. (Please be organized and familiar with this form :) )
* Fundraisers: Need tax ID’s. Person of contact Christina Limon.
* I GOT INFO ON GRANTS! Tony will debrief with me on this when it gets closer to the time to submit--- March. I will try to schedule a meeting with Celia when filling in the form for the grant so that we know it is done properly.

1. **New Business:**
   1. New Student Interviews
      1. Wednesday, October 17th from 0900 to 1700. Sign-in sheet will be sending to trimester and semester groups via BB sometime during the first week of October. Tony will send out a sign-up sheet
2. **Old Business:** Week of Welcome!
3. Adjournment: 6:51 PM
4. Next Meeting: October 7th