**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, NOVEMBER 4th, 2018 at 17:00 Hr**

**Nursing Department Room 66**

1. **Call to Order at: 5:01pm**
2. **Opening**
3. **Role Call**
4. **Guest Announcements** 
   1. Adam Botello
      1. Life Stream Blood Donation

* Tuesday Feb 19, Wed Feb 20th, 8am-6pm, USU ballroom, may also be a bus near CBA building (cement pad near track and parking structure).
* Needs CNSA involvement for promoting the blood drive.
* Located in San Bernadino, biggest partners: Loma Linda University Medical Center, USC, VA.
* Needs 500 donations per day to stock hospitals, 1 donation=3 saved lives (platelets, RBCs, plasma).
* Goal: 100 donations/day, 200 for both days, need 400 people to sign up (appointments).
* Sign up tables\*\*\* (Lifestream will help and bring cookies), social media, classroom presentations, texts, emails.
* Online sign-ups [www.lstream.org](http://www.lstream.org), prefer to use handwritten sign-ups, website sign-ups are new. Update Adam weekly with sign-ups.
* Guidelines for donation: parental consent if under 18, 110lbs and feeling well, need photo ID, tattoos and piercings okay (@licensed shop, and healed), website for medications (no blood thinners/antibiotics), eat and drink plenty of water (post day before).
* ExpressPass (lstream.org/expresspass) starting at midnight night before donation.
* Floor general (1-2 floaters help run the show), hand holders (5-12 keep donors calm, clench body muscles to keep from fainting, walk to canteen area), canteen workers for 15 mins (4-5 after donation @ food tables).
* Blood drive committee (meet 6wks prior to event, start advertising 4wks before event).
* Blood drive is open to the public
  1. Dr. Rannalli

Observing the meeting, she will be taking over for Professor Ketola next year.

1. **Success Stories** 
   1. Merch Sale
      1. Special thanks to Alex, Dalena, Florenzo, Nissa and our board members for your time to help with the presale and to spread the word!
      2. Expect merchandise mid-November
   2. Halloween Potluck / The Conjuring Movie Night!!
   3. New Student Interviews
      1. Watch for another new student orientation and interview sign-ups.
2. **Executive Officer & Advisor Reports** 
   1. **President - Tony Nguyen** 
      1. Need Your Flyers Printed For Your Events?
         * Please send it my way at least 3 weeks before the actual start date of the event so I can print it all on time.
         * Do not give out printed flyers to students, just hang them up around the nursing buildings.
      2. BLS Renewal & ACLS Initial (Maybe EKG class)
         * Preferred date. Weekdays VS Weekend; at school VS off site; BLS & ACLS combo or BLS, ACLS and EKG?
         * Depends on prices
         * Saturdays and Sundays
         * Will present pricings on Dec meeting
      3. CNSA/CSULB NRSG branded table cloth & IG photobooth
         * <https://www.crowdsigns.com/products/new-instagram?variant=20145416198>
         * <https://www.4imprint.com/product/8922-32/Economy-Retractor-Banner-Display-31-12>
         * <https://www.4imprint.com/product/2212/Closed-Back-Table-Throw-6>
      4. Jen Gidaya
         * Can you please bring up the possibility of wearing the new gray fleece jacket to the undergraduate meeting? I already spoke to Dr. Dyo and she is aware. Once you bring it up, the faculty will have a discussion. Thank you!
      5. Farrah
         * Potential contracts with other hospitals
         * I have a potential mental health/psych site and Dr. Dyo is aware
         * MLK in east LA
   2. **Vice President - Farrah Llanes** 
      1. Talent Show Updates
         * Met today
         * Under new business
      2. Study Rooms
         * What times/days prefer?
         * First week of finals, mid afternoon
      3. Class Reps – Welcome
         * Mat and Kerry, Gill, Diana, RN-BSN Trisha, Pheobe
      4. Pinning Ceremony Discussion
   3. **Secretary - Jenn Thurber** 
      1. I have not been able to email the minutes, I will just be posting them on Beachboard.
   4. **Treasurer - Florenzo Fejeran** 
      1. CNSA account balance as of Oct. 30 - $8,163.04
         * This balance is after paying for the merchandise =)
      2. Pre-Merch Sale
         * Was a really big success - like Tony mentioned, thank you all who helped.
         * Total sales - $5,804.00
         * Final invoice order was total of $4,163.21
           + Current profit: $1,640.79
           + We ordered some add’l sizes to those who couldn’t make it to the pre-merch period, and to sell at events/new student orientation.
           + Should expect more profit when additional products sell.
         * Quick tid bit on checks
           + If board member is collecting a check, please make sure the check has no errors, mistakes, and is signed.
           + ASI business dept. is very particular and will return it.
   5. **Faculty Advisor - Dr. Ketola** 
      1. “CNSA is doing a great job!”
   6. **Student Advisor - Shealyn Engfer**
   7. **Mascot - Dr. Fitzgerald**
3. **Director Reports** 
   1. **Breakthrough to NRSG Director - Katherine Dawson** 
      1. Pre-Nursing Info Session was success!
         * Lots of people turned out, both nursing students to share their stories/advice and around 25 pre-nursing students.
         * Spent $10 on cookies
           + Will bring receipt to Flo on Wednesday
   2. **Community Service Director - Maeve Castleberry** 
      1. St Luke’s Dates
         * November 24th (Saturday after thanksgiving) & December 22nd (during winter break)
         * The dates for next semester are posted as well!
      2. VCH Health Fair
         * UCLA VCH, flu shots, hemoglobin checks and education about iron
         * Done quarterly, keep in contact with them
         * 80% Vietnamese speaking
      3. Winter Clothing Drive for The Village
         * Shoes, Coats, Long Sleeve Shirts, Scarves/hats, blankets, socks (winter clothes)
         * Men’s Clothing and Larger Women’s Clothing needed
         * How should we give CNSA credit?
         * 1 bag=1 hour, 2 hours max
         * Dates tbd- soon
   3. **Fundraising Director - Janessa Deleon** 
      1. Tax ID #
         * Christina Limon
         * All fundraising ideas, please go to Janessa so she can bring it up to Christina to prevent complications.
         * No false advertisement!!!!!!!
         * WHO should contact Christina Limon?
      2. We have two fundraising events for CNSA coming up
         * Raising Cane’s fundraiser (15% will be given back for each purchase)

November 8 from 12-5 pm in Lakewood!

* + - * Yalla fundraiser(50% will be given back)

November 13th ALL DAY in Seal Beach.

Flyers thanks to Tony (don’t hand to students, post)

Chipotle on 11/12 for pinning ceremonies

Class reps announce!

Hours? Picture on social media (Instagram: beach\_CNSA), photo of receipt to Janessa

* 1. **Legislative Director - Jen Gidaya** 
     1. C&B
        + Celia has not gotten a response from the director. I emailed her last week and she said she will notify me once she gets a response.
     2. Updates in the meeting:
        + Notified the faculty about the upcoming fundraisers/sale of merch
     3. Update C&B about appointing advisor
     4. Faculty meetings
        + Changes in the NCLEX exam (questions changing in complexity next year)
          1. Select all that apply 10-15 options
          2. Story and selection of meds that shouldn’t be given and why
          3. April 2019 date of change (tentative)
          4. Slowly changing the test
          5. Prioritization and content based
          6. Lots of work for faculty to do, team effort
        + Moving classes in different semesters (OB moved)
        + Thank you from the faculty for the interviews!!!!!!
     5. New event!
        + March 15 3-5pm health and human services tour of the facility/showcase open house for faculty and staff!
        + Info meeting 2nd Wednesday of November 14th 1245-130
        + Need volunteers!! Look for sign-up sheet.
  2. **Membership Director - Nissa Araque** 
     1. 26 new members!!
     2. Thanks to merchandise sales
     3. Request to tweak the membership application form, mainly:
        + Expected graduation, put month and year, leave blanks
        + Joining a committee, change wording
        + Change $10-$15
        + Tony seconds, all in favor, motion approved
  3. **Mentorship Director - Adrian Fajardo** 
     1. Mentorship pairing cut-off date
     2. 2 weeks after the first day of school
  4. **Professional Growth & Development Director - Dalena Nguyen** 
     1. Mock Interviews Fall 2018
        + 29 students got to practice interviews
     2. How to get a Job Workshop Fall 2018
        + Thursday November 8th 5:30-7:30 pm
        + 4 RN alumni
        + Tony, did your nurse reply? She cannot come.
  5. **Public Relation Director - Reyna Bhakta** 
     1. New fundraising event for upcoming pinning ceremonies - need approval before publicizing
     2. November 14th at chick-fil-a for pinning ceremony
  6. **Student Support Director - Alexandra Cao** 
     1. Happy Hours
        + Tuesday 11/15 1-2PM outside NRSG 66
        + Monday 11/26 in the LC (learning center) time tbd (before noon), waiting for Mo’s reply (last one of the semester!)
     2. Halloween
        + Thanks to those of you who came to the social! :)
     3. Holiday brunch/dinner for CNSA board/directors before/after finals?
        + Time/place can be confirmed @ December meeting if anyone is interested
  7. **University Involvement Director - Kaelyn Miller** 
     1. THANK YOU DALENA AND TONY! You guys are so awesome, and I really appreciate you for picking up my slack.
        + Nissa is set for November 14th (also a HUGE thank you:)--- Will be in PSY 155 at 6 pm (might not need to go)
        + I am set for December 12th! And I may also be able to cover the November 28th meeting as well.

\*NOTE: These meetings, formerly known as ASI meetings are now called CHHSSC meetings.

* + 1. Updates thanks to these stellar humans:
       - Request Guest Speaker Parking-Submit 2 weeks before the event (Dalena reached out Celia regarding this form for the RN’s that are coming to speak at the “How to Get A Job Workshop.” I found multiple forms on their website including the Guest Speaker Parking and the Event Proposal ones, so if anyone needs these let me know!)
       - Food handling permit [without permit, we cannot sell pizza--- we can only can give it to members for free, we can sell prepackaged food or restaurant food (ex. Krispy kreme donuts), we can sell fruits but they cannot be cut up]
       - New: Movie screenings: only if you can find it free on Youtube. Otherwise, you can't show a movie because we need the copyrights to the movie. You canNOT use DVD, Netflix, Hulu.
       - Tax ID: Contact Christina Limon

1. **New Business:**
   1. Fundraising Events
   2. How to Get a Job Workshop
   3. Talent Show
      1. Prizes
         * 2 Free raffle tickets per performer
         * Cost
           + $2 ticket each. 3 tickets for $5

Need to sell **35 tickets** to breakeven

* + - * Items
        + 3 Tumblr $7x3=$21
        + 2 License plate holders $10x2 = $20
        + 3 Badge reels $5x3 = $15
        + 1 t-shirts $15x1=$15

**TOTAL: $71**

* + - * Winners
        + Crowd Favorite Certificate - Jen will do

Bragging rights

* + 1. Need to approximate cost
       - $71 for prizes and $30 for paper = $105 $315 total
       - Farrah proposed, Maeve seconds, all in favor, motion passed
    2. **Deadline to sign up: November 26**
  1. Merch pick up :) Mid-November

1. **Old Business:**
   1. Merch sales
   2. Halloween Movie Night / Potluck
   3. New Student Interviews
   4. Past birthday gifts

Pinning ceremony (Farrah)

Cohorts have been using our tax codes, Chipotle only allows one fundraiser per year

Suggest pinning ceremonies to become part of CNSA

Prof Ketola- Tony call Anna (from ASI), grants for pinning ceremonies from ASI through CNSA (not spring allocation), could mean more money per cohort

Pinning ceremonies committee, one rep from each cohort

Who should be able to use the tax ID? Only Janessa, talk to Shaelyn directly.

1. **Adjournment: 06:26pm**
2. **Next Meeting:**
   1. December 2, 2018 Potluck