**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, September 8th, 2019 at 17:00 Hr**

**Nursing Department Room**

1. **Call to Order at: 1711**
2. **Quorum? (50% of voting member +1): Yes**
3. **Guest Speakers-Dr. Jarline Ketola, Stacy Indermill, and Deja Hivert**
	1. Nurse Mentoring Connection- Helping new grads to get jobs, 4 phases: 1. Orientation in November (need to be in 4th semester now), 2. Group mentoring in 5th semester (Jan-June, meet once a month for two hours), 3. Transition-start studying for NCLEX and getting job-four workshops 4. Individual meeting. Commitment: must attend the orientation meeting, and have to attend the six group meetings. Contact Dr. Ketola if you are interested and are in your 4th semester: (310)738-8935
4. **Executive Officer & Advisor Reports**
	1. **Faculty Advisor- Dr. Fitzgerald**
	2. **Faculty Advisor- Tina Tolentino-Baldridge**
		1. Travel Nursing Guest Speaker - Natalie Adame, RN
			1. Approximately how many students will attend- November 3rd meeting.
	3. **President - Dalena Nguyen**
		1. The Next Disaster: Emergency Management and Preparedness
			1. Grant approved $83
			2. Powerpoints on BeachBoard>CNSA>The Next Disaster: Emergency Management and Preparedness
				1. Meeting minutes also on Beachboard>CNSA
		2. BLS/ACLS/PALS/EKG sign-up
			1. <https://docs.google.com/document/d/1zpgjP31wXBL0XNqJOnL8z5i1fyh7dxd-fErqxpvG6uY/edit?usp=sharing>
			2. Members only, Dates To be announced
		3. Hearing Voices
			1. Tuesday, October 22nd
			2. <https://docs.google.com/document/d/11ntMRSKqjlZFj2iNB6dFih584DJQKpq9P7a6OFesmm8/edit?usp=sharing>
			3. 1 spot left: 1300-1600- need to have taken Mental Health to volunteer
		4. Fundraiser collaboration with Health Science Student Association and proceeds will go towards NSNA/CSNA conventions
	4. **Vice President - Jenn Thurber**
		1. Talent Show Budget: Venue $200 + Pizza $60 + Flyers/Advertisements $50 + Candy/Snacks $20 + Possible giftcard/trophy $50 = Total $380
			1. Motion for a budget of $380 for the 2019-2020 Talent Show-Jenn motioned budget for $480, budget passed
			2. Possible dates- Fridays good? Nov 22 (Friday before Thanksgiving), Dec 6, Dec 13 (finals) -- Will post a survey link.
			3. Sell merchandise at the talent show
		2. Possible speaker for October (motivational speaker)
	5. **Secretary - Kourtney Gomez**
		1. CNSA Convention (sign-up and fill out liability form by September 10th to receive a potential grant refund of $75/person up to 10 people). The sign-up is through myself and only for the potential reimbursement, registration is done by each student themselves. Registration can be done after this date but there will be no potential refund provided.
			1. Pricing: Members before 9/20/19 is $75 for 3 days, one day is $50.

CNSA member after 9/20/19 is $90 for 3 days, one is $60 (CNSA membership is not the $10/$15 to join the school chapter, this membership costs $40 and works for both NSNA and CNSA)

If not a CNSA member (before 9/20/19): $90 for 3 days, one day is $60

After 9/20/19: $105 for 3 days, one day is $70

* + - 1. Hotels: Only two that are reasonable
				1. Sheraton Fairplex (Where the conference is held, each room is two double beds and a sofa bed). Total for two nights is $350.42 ($87.61 each). The price for just Saturday night is $175.21 ($43.81 each).
				2. Doubletree by Hilton Hotel Ontario (10 miles from conference). Have two options: a double queen bed room that sleeps four or a suite that sleeps six. Double queen bed for two nights is $307 ($76.75 each), for just Saturday night is $153.73 (38.43 each). The suite for two nights is $446.00 ($74.33 each) and for just Saturday night is $222.64 (37.11 each).
		1. NSNA Convention- (sign-up by September 30th to receive potential grant refund of $75/person). The sign-up is through myself and only for the potential reimbursement, registration is done by each student themselves. Registration can be done after this date but there will be no potential refund provided. The convention is Thursday-Saturday (nothing on Sunday). Starts on Thursday around 1PM .
			1. Registration is $75 for members and for non-members is $120 if paid before October 15th.
			2. Flights- Flights to Chicago leaving Wednesday and returning Saturday average about $200-400 per person. (before taxes and fees). If left Thursday morning and came back on Saturday prices are about the same.
			3. Hotels: Hyatt that convention is at will cost $749 ($188 each) for a double queen bed room from Wednesday-Saturday. For Thursday-Saturday will cost $454 ($114 each).

3. Proceeds of Frostbites will go towards travel expenses for CNSA/NSNA conventions

Huge thank you to Jasmine and Kathy for helping me contact places for a fundraiser! Thank you Jasmine for working it out with Frostbites!

* + 1. Tina-Sigma Theta Tau-Sponsor 3 students to go to CNSA convention for one day. $50 scholarship-need to submit a short essay.
			1. Contact iotaetachapter@gmail.com for essay prompt and must submit essay by 9/18
	1. **Treasurer - Tony Nguyen**
		1. Account Balance as of 9-6-19
			1. $10,302.57
		2. If anyone needs flyers to be printed for their events, please send your flyers to my email 2 weeks prior to the actual date of the events.
		3. Voting for New Merch
			1. <https://docs.google.com/document/d/1PfZCriLnfHkwZulreE1KPdmio9p5MkxXGuOQR-2hEVo/edit?usp=sharing>

Jen G. motioned to extend deadline to submit designs until next Sunday (9/15/19) at 5pm electronic vote for 48hours after. Motion passed.

1. **Director Reports**
	1. **Breakthrough to NRSG Director - Joanne Hwang**
		1. Week of Welcome
			1. Very successful! Many pre-nursing students came to the booth. We currently have 125 students who are interested in attending the upcoming pre-nursing workshop.
			2. Passed budget for snacks: $20; Actual budget: $8.39
		2. Pre-Nursing Informational Session
			1. As mentioned before, we have 125 students who are interested in attending a session.
			2. Room is still not confirmed. I have reached out to Mark and Chrissy Sherbanee. There is no space available in the nursing building. Event request form will be turned in this Monday at the latest (September 9, 2019). Will create a sign-up sheet for the event as soon as the room and date is confirmed. Will only need 3 volunteers max.
			3. Have an email on standby to send out to pre-nursing students that has a poll so I can get a count to see how many people will actually be available. Again, will send out when I have the date and room confirmed.
			4. Planning on meeting with an academic advisor for CHHS this Wednesday (September 11, 2019) to confirm minute details. (No longer able to take classes in cc?)-Dr. Fitzgerald confirmed There have been no changes to the pre-requirements and Joanne will no longer be meeting with CHHS.
			5. Suggestion: Pre-nursing students have to be members (paid dues and application form) to attend an informational session. I was planning on letting all pre-nursing members and non-members to be able to attend the first informational session. After that, only members can attend the sessions.
				1. Pros: Only 10 pre-nursing students are members of our club. Feels more exclusive and may encourage even a fraction of those 125 students to join and attend more of our events.
				2. Cons: May discourage students to attend. Or may have a lot in the first meeting but a handful later.
	2. **Community Service Director - Shyla Coley**
		1. NAMI Walk- September 28th, 0600-1200
			1. I talked to Susan Adams on the phone recently and she asked if we come to set up, to come at 0600. I am still debating about whether to change the time. We have a huge sign up for this event (currently 25 people!) and I spoke to her and asked if this is okay. She said “the more the merrier”.
			2. Professor Leever has expressed an interest in having a BBQ after the event at her house. I am still waiting to see how many people volunteering at the event are interested in attending. Professor Leever also expressed an interest in having the psych clinical groups attend for psych clinical hours and I emailed her about this but she hasn’t gotten back to me.
			3. Currently working on carpool situation. I am willing to drive and have another 2 seats in my car as of right now. I am trying to help out the other students with coordinating carpooling.
			4. Motion for $40 to contribute food to BBQ. Motion passed.
			5. Link for sign up: <https://docs.google.com/document/d/1SgUPb8TH7E2SZGGAFsKpdMp1vC1ZGPRRS1unv5Dq_uE/edit>
		2. American Heart Association- Harvard Park Community Celebration Event (BP Screenings)
			1. I contacted Professor Konrad about advertising this event for 1st semester students and she raised some valid concerns about supervision of student nurses and if there would be any healthcare providers there to explain or give information if BP readings were abnormal. I emailed the coordinator and she said there wouldn’t be anyone there to supervise and understood if we couldn’t be a part of the event. I emailed her back and told her we would sit this event out but to think of us in the future and she said she would keep us in mind for future events.
		3. St. Mary’s Food Bank- November 22nd, 0900-1200
			1. The date has completely filled up! :)
			2. I emailed the coordinator a list of the names of the students volunteering at the event.
		4. Second date for St. Mary’s Food Bank- November 8th, 0900-1200
			1. I emailed Tina about this. I opened the google doc the other day, here is the link in case people would like to sign up: <https://docs.google.com/document/d/1rdVcG3K-igD8ISgYXUEWHPHuIzsL_R57VnALhZsu40E/edit>
		5. Still waiting on information about VCH Health fair? Sunday, November 17th. Can take up to 8 people. Hemoglobin check, patient education, flu shots. Dr. Fitzgerald will send Shyla more information.
		6. Working on looking for a place to have medication reconciliation event (will possibly push to Spring)
		7. Working on homeless goody bag event- shooting for December (with finals this may not be possible and I may end up pushing this to Spring Semester as well)
	3. **Fundraising Director - Kathy Hoang**
		1. No fundraising events this month due to multiple events being held
			1. UPCOMING: California Pizza Kitchen (Noted: NOT CNSA event)
				1. Monday, September 9th 2019
				2. Fundraising for CSULB Nursing 1219 Pinning Ceremony
		2. Upcoming events
			1. In contact with Corner Bakery to place an event for October
				1. 15% back with a minimum of $25
			2. Ideas of hosting a Chipotle fundraiser for November/December
				1. Possible dates (Perhaps around finals week)

Some dates booked→ so need options that might work best with others (Monday or Wednesday)

* + - * 1. Six week notice application process
				2. 33% of proceeds donated back however a minimum of $100
	1. **Legislative Director - Jasmine Vu**
		1. Frostbites fundraiser
			1. Still waiting to hear back from the event coordinator following the fundraiser! Will update everyone as soon as I can
	2. **Membership Director - Caren Ly**
		1. Welcome to the first CNSA meeting! If you are not a member and would like to join or have any questions about your membership, please feel free to email me at cnsa.csulb.membershipdirector@gmail.com.
			1. I have extra applications with me today so if you’d like one, please grab them from me!
			2. Membership fee $15 (cash or check ONLY). If you don’t have the money today, just email me and we can schedule a date and time to meet up so I can collect your application and fee.
		2. Events and Hours
			1. Jenn and I came up with a set number of hours to be given for different types of events.
				1. Motion to have this chart serve as a guide for awarding hours. Official document here: [Honor Cord & Medal Guidelines](https://docs.google.com/document/d/1Rkx3Y2EbaK8YTKtNIbVJXvPvCapAgA8OToyPBeZkIa0/edit?usp=sharing)



Motion passed to have eligible events and hours outlined in above chart.

* + 1. Medal and Cord Requirements
			1. For cohorts **1221S and 0521T,** your events will be documented in hours.
				1. Honor cord: Must attend at least 20 hours within 2 consecutive school semesters.
				2. Honor medal: Must attend at least 50 hours over the course of 5 semesters and must show that you are volunteering every semester.
		2. For cohorts prior, your events are documented as events.
			1. Honor cord: Must attend at least 10 events within 2 consecutive school semesters.
			2. Honor medal: Must attend at least 18 events over 2 years and must show that you are volunteering each semester.
		3. Requirements for medal and cord are posted on the event check-in Google Sheets. To navigate the Google Sheets, click on one of the following spreadsheet below, select your cohort code sheet on the bottom, and locate your name (alphabetized by last names).
			1. [Semester Check-In](https://docs.google.com/spreadsheets/d/1p0du8Bz_WZeQLMqjmzD8EislCprKSzsu5Gh8SuB3Atg/edit#gid=2035703094)
			2. [Trimester Check-In](https://docs.google.com/spreadsheets/d/1eABd6uYj6pEXyKZ_qUoAhJGLsQqfACOqx3_dfEa_XQ0/edit#gid=2047186505)
			3. [ADN-BSN, NP, Pre-Nursing, Unknown Check-In](https://docs.google.com/spreadsheets/d/179Fjln3ztVM_N8nC0RSJS3JN-8eZCcwNAkPvqU0giF8/edit#gid=470188436)
	1. **Mentorship Director - Abigail Loo**
		1. Care Plan Workshop
			1. Possible date of Tuesday October 15th from 2:30-3:30 or Wednesday 5-6PM
			2. Motion for a budget of $35 for snacks
				1. Motion passed.
		2. Still waiting to get more mentees signed-up for mentorship program.
	2. **Professional Growth & Development Director - Giovanna Sicolo**
	3. **Public Relation Director - Love Han**
		1. Beach Event w/CSUF
			1. Successful, good relationships made.
			2. Planning an ice skating social with them at the end of the semester. Collaborating with Jenn Thurber. Will determine and motion a budget later on for us to pay for hot chocolate for attendees.-Ice-skating possibly.
		2. Is anyone willing to be recorded and posted on our website?
			1. It will just be a brief “Get to know me and my nursing story” video that I can film after today’s meeting.
		3. Motion to sell merch on our website
			1. We will continue to do pick up only (no shipping).- Motion to sell merchandise online passed.
		4. Reminders
			1. Please give me ~1 week notice if you need help making a flyer.
			2. Feel free to text me if you want me to post anything about your events on our social medias at any time.
		5. Jessie Lekstrom, CSULB SON alumni reached out through Facebook
			1. He is a Cardiothoracic ICU nurse at UCLA (2.5 years)
			2. He would like to offer his time to help out with anything: resume building, speaking panel, Q&A
			3. I have his contact if anyone would like to reach out to him for an event or workshop.
	4. **Student Support Director - Philip Cho**
		1. $18.96 spend on granola bars for week of Aug 26-30
		2. Budget Proposals:
			1. Happy Hour: expanding to all semesters
				1. Motion for budget of $35 for Happy Hour for week of Sept 16-20: granolas, donuts, fruits
				2. “ “ “ “ $35 for Happy Hour for week of Sep 30 – Oct 4: granolas, donuts, fruits
				3. “ “ “ “ $35 for Happy Hour for week of Oct 14-18: granolas, donuts, fruits

Caren motioned on behalf of Phillip of budget of $35 for each week (total of 3 weeks) for happy hours passed.

* + - 1. Motion for Halloween Event budget: $120 ($45 pizza, $20 candies/snacks, $15 drinks, $40 miscellaneous supplies)

Caren Motioned on behalf of Phillip for Halloween event budget of $45 for pizza, $20 for snacks, $15 for drinks ($80) passed.

* + - * 1. Poll for event date/time and activity suggestion: <https://forms.gle/BPdPYvtkfLqVHAx57>

(deadline Friday 09/13)

Oct 25-27 Fri, Sat, or Sun. Unsure about location. If anyone has any suggestions, please contact Philip.

* + - * 1. Food, drinks, candies, costume wearing encouraged, pumpkin decorations
				2. I will update via text or email on event date/time
			1. Motion for $35 budget for October meeting food.-Caren motioned on behalf of Phillip and motion not passed.
		1. Been noticing that emails sent via BeachBoard by CNSA members and even professors/instructors sometimes goes to the Spam box sometimes. This would be good to let cohort representatives know so they can let their peers know on checking spam box every now and then.
			1. Caren - I made a video on behalf of THD to address this problem: [CSULB: How to Add Safe Senders for Outlook on the Web](https://youtu.be/4hnEO69BSIY) Cohort representatives can advise their peers to add beachboard-notify@csulb.edu and professors’ emails to Safe Sender list. I can also make a news item on our CNSA Beachboard site. Caren will post this on BeachBoard as well.
	1. **University Involvement Director - Elaine Tran**
		1. 1st general CHHS meeting is this Wednesday (Sept. 11) . I will provide updates regarding pertinent meeting contents. Let me know if there is anything you want addressed and I will bring it up during the meeting.
	2. **Honorary Board Member-Jennifer Gidaya**
		1. Welcome Reps
			1. Thank you for joining!
1. **Members**
2. **Adjournment:**
	1. 1835
3. **Next Meeting:**
	1. October 6th 2019 5:00 PM