**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, August 26, 2018 at 17:00 Hr**

**CSULB Nursing Department Room 66**

# **Call to Order at: 1700**

1. **Opening**
2. **Roll Call**
	1. Do we have a quorum?

Look into changing the bylaws, as we rarely have a quorum.

* + 1. 50% plus one of the voting membership
1. **Guest Announcements**
2. **Success Stories**
	1. Pinning Ceremony. Thank you to those that attended. Great venue!

Fashionable venue, think about venue far in advance for future classes.

* 1. White Coat Ceremony.
1. **Executive Officer and Advisor Reports**
	1. *President* — Tony Nguyen
		1. Communication is KEY, promote involvement from members
			1. Jenn Thurber will send mass emails out to Semester/Trimester students regarding meeting dates, events, locations, meeting minutes, new merchandise availability, etc. Will get you access to the Trimester page on BB.

Contact Dr. Fitzgerald to get added to trimester to send email to all students- completed.

* + 1. How to reserve a room for meeting or events within the NRSG Building?
			1. Jenn Thurber, can I delegate this task to you? Yes
* Contact Mark Vela and Facilities Management (Page 9)
	+ <https://docs.google.com/document/d/1_cxbxPjXS8f28Bmiba3EU1sFZhGQzATmXzN8amVwJyU/edit?usp=sharing>
		1. ASI Student Life & Development Advisor
			1. Celia Mejia
* Event planning process and approves it, reimbursement, locations of events, etc. These questions can go to her for clarification but we’re also here for help.
* Office: USU RM 215
* Email: celia.mejia@csulb.edu
* 562-985-4181
* Also contact Tony or Farrah for help
	+ 1. How to target your audience, publish announcement on CNSA BB, and forward CSULB emails to personal emails.
			1. <https://docs.google.com/document/d/1_cxbxPjXS8f28Bmiba3EU1sFZhGQzATmXzN8amVwJyU/edit?usp=sharing>
* Go to page 5
	+ 1. Starting Next month, I would like to try something new with the updates for our agenda. I will send every officer, board members and faculty a link to put updates on there and what they would like to present. I will do a final revision to have it ready for everyone on time.
	1. *Vice President* — Farrah Llanes
		1. Continue to print the event sign in sheet, make sure you have this during your event and have your volunteers sign in to get their credits. Take a picture of the sign in sheet and email it to cnsa.vp@gmail.com WITHIN 72 hours of the event. I will have it uploaded on BB within a week. Link to the sign in sheet is below.
			1. <https://drive.google.com/file/d/1ngRo_opRpJ_4truXlNMhZpJtFt8CwVNj/view?usp=sharin>
			2. To check how many credits you have, visit:
* <https://drive.google.com/drive/folders/1qor_1ydAb70Ys-FOH63rNLJPsqFrQ_b6?usp=sharing>
	+ 1. Everything an officer needs to know to be successful
			1. <https://docs.google.com/document/d/1_cxbxPjXS8f28Bmiba3EU1sFZhGQzATmXzN8amVwJyU/edit?usp=sharing>
* Check this website out, Farrah, Flo and I spent several hours with Dr. Ketola to organize this cheat sheet but Farrah did the most work in making it looking flawless. Thanks Farrah!
	1. *Secretary* — Jenn Thurber
		1. No update!
	2. *Treasurer* — Florenzo Fejeran
		1. Increase membership dues, $15 or $20 and members get discounts on merchandise

Based on research, ours haven’t changed, looking to increase fund for merchandise and better events.

Think about more incentives for being in CNSA, advertise more, get more interest. What does CNSA provide? Looking towards $15 rather than $20. Bring up at next month’s meeting. Motioned to discuss this topic by Flo, seconded by Jen. Majority voted yes to discuss raising membership fee to $15.

* 1. *Mascot* — Dr. Fitzgerald
		1. St. Luke Shower Project
			1. Link to the sign up sheet below
* <https://docs.google.com/document/d/1ZxsXk4ht9VzvNi0verSit03SsAbxfBpgPtzfkLOAJiA/edit>
* CNSA hours to be given to those who participate

\*CNSA very important for resume bumping, looks good, and feels good to participate in volunteer activities.

* 1. *Faculty Advisor* — Professor Ketola
		1. No update!
	2. *Student Advisor ­*— Shealyn Engfer
		1. No update!
1. **Director Reports**
	1. *Breakthrough to Nursing Director* — Katherine Dawson
		1. Week Of Welcome (Sept 5/Wed & 6/Thurs) From 1100 – 1400. Central Quad
			1. Already have a table reserved for both days. Sign in sheet for volunteers will be sent soon. Posted below.

<https://docs.google.com/document/d/1k9v-uByu0BijgnMavlxJD34BC8bcNfy0IU_FfjlsRO0/edit?usp=sharing>

* 1. *Community Service* *Director* — Maeve Castleberry
		1. No update!
	2. *Fundraising Director* — Irene Simental
		1. Please coordinate with Flo regarding donations, such as restaurants or other small businesses. These businesses can claim charitable deduction on their taxes.
			1. Check this CSULB website regarding fundraising for our organization. Contact Christina Limon in USU 313 for more info.
* <https://web.csulb.edu/divisions/students/sld/student_organizations/org_development/documents/FundraisingHandout.pdf>
* Look into this, have to go through university first, do not go straight to the business, need to research who we can talk to first by looking into these resources.
	1. *Legislative Director* — Jen Gidaya
		1. Robert’s Rule
			1. <https://drive.google.com/file/d/0B7celcnHq42sUV9MYUVrUzZ1TWJRUmdfaEE1VDlBNTcwSS1r/view?usp=sharing>
			2. PPT
* <https://docs.google.com/presentation/d/1hKuLllX9P30Oj1wh3Oz2s_c3n3GVZBADrl3HzmhTLXI/edit#slide=id.g35f391192_00>
* Jen went through PowerPoint presentation, and handed out handy flyers with the Robert’s Rules explained.
	+ 1. Bylaws
			1. Please continue to edit the current bylaws and make changes as necessary to fit the culture of CNSA. Submit to Celia before the Oct 1st deadline.

Open up discussion to change bylaws regarding: voting membership, executive board absences (replacement, absence, excused absence, unexcused absence) in order to have a quorum to vote.

Need to determine voting members to figure out if we have a quorum each meeting. Find exact number of CNSA members who have paid dues, and who still go to CSULB. Maybe using class representatives as part of voting quorum. Discuss board members not being able to be class representatives as well as holding board positions, conflict with voting. Need accurate representation.

Maybe do voting online, survey monkey, to get more involvement. Would send link to vote only to CNSA members. Though, online voting could discourage people coming to meetings. Need to find out if people want to vote or not. Maybe send out an email to see who wants to be a voting member. Incentivize voting in the email with bullet pointing future voting topics. Look into perks of being a member. Bring up this discussion next meeting.

* 1. *Membership Director* — Nissa Araque
		1. No update!
	2. *Mentorship Director* — Adrian Fejardo
		1. Finished the pairing process between mentors and mentees. YAY! Both parties have been emailed about the pairing process and the mentors should be getting in contact with their mentees soon
			1. Link to view the pairing
* <https://docs.google.com/spreadsheets/d/1G9ztybXE53YF-mH1XdVps0yE2JeIaaa_bYEX6mo-pW4/edit?usp=sharing>
	1. *Professional Growth and Development* *Director* – Dalena Nguyen
		1. In the process of organizing resume workshop.
			1. Projected to be on Sept 19th from 1700 - 1900 in NRSG room 64. Will confirm this information in Sept meeting.
* If Dr. Fitzgerald and Dr. Ketola can help us recruit more faculty for this event it would be life changing.
	1. *Public Relations Director* — Reyna Bhakta
		1. No update!
	2. *Student Support* *Director* — Alex Cao
		1. Happy Hours for this month
			1. Sept 4 and 6
* Free food and refreshments
* Tuesday Sept. 4th (1130) and Thursday Sept 6th (1430), post advertising on social media, and post flyers for future Happy Hours.
	1. *University Involvement Director* — Kaelyn Miller
		1. No update!

Might not be able to make all Wednesday 1730-1900 meetings, needs help to attend meetings, contact Kaelyn.

millerkm11@yahoo.com

1. **New Business:**
	1. Upcoming happy hours, new merchandise, Happy Fall semester, ACLS/BLS group class soon, will present more in Sept. ;) Yay!

Voted for merchandise options.

Shirts: Between options 2 ($15) and 13 ($13)

Sweater: Option 11 (remove LB State on front, add LB on back middle under collar) decide between grey sweater with black letters, or black sweater with gold letters. Look into prices for this sweater.

Badge reel: Between all black or metallic and black. Decide if we want to purchase these.

Final decision votes for new merchandise will happen at the September meeting.

1. **Old Business:** Summer is OFFICIALLY over ;(.
2. Adjournment: 1824
3. Next Meeting: Sept. 9th at 5pm