**CSULB School of Nursing**

**CNSA - Board Meeting Agenda**

**Sunday, October 7th, 2018 at 17:00 Hr**

**CSULB Nursing Department Room 66**

# **Call to Order at: 5pm**

1. **Opening**
2. **Roll Call**
3. **Guest Announcements None**
4. **Success Stories**
   1. Resume workshop, mock interviews, care plan workshop
   2. Very helpful, what not to do, fix poorly written resumes
   3. Mock interviews: nice reassurance, tips on what to do and say
   4. Care plan workshop: people who attended were thankful, about 10 people
5. **Executive Officer and Advisor Reports**
   1. *President* — Tony Nguyen
      1. Merchandise Sale
         * In the process of putting an order through 4Imprint, waiting on the licensing department at our school to approve our designs before the company can print it and payment method from Celia. Thanks Flo for coordinating with Celia and our designers for submitting their designs.

* I will create a pre-sale google doc soon and post ads up around SON buildings to see the projected amount of quantity we should order for each item: short sleeve, long sleeve, fleece, and badge holder.
* Waiting on pre-sales, how much to really order, in talks with Celia, meet with her then get reimbursement, don’t know date of new merchandise release until pre-sales are in
  + 1. New Student Interviews
       - Oct 17 - Wednesday from 0900 - 1700
         * Still waiting on the final schedule from Dr. Fitzgerald. Once I have this, I will make a google doc sign in sheet. Will have this send out sometime next week.

<https://docs.google.com/document/d/1Jz2bIU6l6U7K0D8sE430AM_fcxkh4PaMhcdS7KdS-uo/edit>

* + 1. BLS/ACLS Classes
       - Called and emailed several local companies but still waiting for more answers to get the cheapest rate possible for us students.
* Have a date in mind? Please discuss and put in this agenda so I can arrange a day.
* Sunday afternoon
* Prices below are from PRO-CPR and do not include text book

[5 stars - 97 reviews on Yelp! in LB :) ]

* BLS renewal - $45
* ACLS initial - $144
* Unsure if ACLS is a one day or two day class
* Both BLS / ACLS - $160
  + 1. Thank you Janessa for stepping in as a Fundraiser Director. :) I only received Janessa’s application and thanks for securing our 2 fundraising events in November.
       - Motion to make Janessa the Fundraising Director: Kaelyn, Maeve second, everyone approved
  1. *Vice President* — Farrah Llanes
     1. BeachBoard Site Update
        + Recommendations
          - Volunteer Opportunities
          - New Members
          - Event Flyers/ Announcements
          - Calendar of Events
        + Farrah showed us how to post items on BeachBoard
        + Professor Ketola will look into making Farrah and Tony instructors so they can change board to TAs (done) Jenn T. made instructor as well
        + Updated calendar in BB
     2. Talent Show - first meeting earlier today
        + USU Beach Auditorium on Wednesday Dec 5. Doors open at 6:30PM
        + Event Planners & performers Links are on BB
        + Please Spread the Word!!
        + I (Jen G.) motion: $210 for CNSA talent show, 2nd Maeve, no discussion, all in favor
        + 12-13 open spots, looking for performers and volunteers
        + Budget: no grant, from funds, room $147 (USU), pizza $50, candy $13, raffle tickets, $210 for total
     3. Honor Cords & medals
        + Emailed 3-4th semester/ trimester students!
     4. Event-Planning
        + Cool poster making website: postermywall.com
     5. Filling in Positions
        + We need class reps
     6. Classroom Requests
        + One-Time Request Forms / Semester Meeting Room Requests
        + Forms need to be photocopied and turned in to USU conference and events in USU 232A
        + Takes about 1-2 weeks to process!
        + They will confirm by contacting. If they don’t contact, that means you didn’t get it
        + Ideas:
          - Study rooms during finals week?

Tony seconds this :)

Everyone at meeting is interested in this

* 1. *Secretary* — Jenn Thurber
     1. Drive for blankets and clothes for St. Luke’s project as the weather gets colder
        + Maeve will look into this
     2. Upgrade nursing courtyards
        + More shade, seating and tables
     3. Help with deleting people who have graduated off CNSA BeachBoard
        + Farrah gave me (Jenn T.) instructor access to do this
  2. *Treasurer* — Florenzo Fejeran
     1. Current Account Balance as of 10/2/18: $6,990.25
     2. Grants
        + We only have two grants for this year:
          - Mentorship Program

Applied $80. Got $ 67.44

* + - * + Pinning Ceremony

Applied $2,660.00. Got $1,361.00 DIVIDED among 4 cohorts.

$348 per cohort for ceremonies

* + - * Recurring grants have to be applied for during spring allocations with CHHSSC
        + Renewed in the spring
        + MUST BE IN GOOD STANDING (miss no more than 3 meetings in an academic year OR we lose funding)
        + Needs to be done in Spring, cannot miss more than 3 meetings
      * Grants that are applied in any other time are ONLY for new events (programs).
        + If you’re doing this, please make an appointment with Celia and go

through them with her so you don’t have to do it twice and get it rejected

can try renaming event

* + - * These are found via beachsync or CHHSSC
    1. CNSA Grant Application and Agreement Form
       - To be filled out front/back and dropped off to Celia’s box
       - December/January talk about which grants we want to apply for in Spring: talent show, pinning ceremonies, high-ball budget

3. Pricing of New CNSA Merchandise

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Badge Reels | Short Sleeve T-shirt | Long Sleeve -T-shirt | Men/Women Fleece Jacket |
| Avg. Price per unit | $1.83 | $9.35 | $14.97 | $18.10 |
| Member | $5.00 | $15.00 | $20.00 | $35.00 |
| Non-member | $8.00 | $20.00 | $25.00 | $40.00 |

* 1. *Mascot* — Dr. Fitzgerald
     1. No updates
  2. *Faculty Advisor* — Professor Ketola
     1. I would like to ask if CNSA would be willing to help with “Hearing Voices”. This is a student assignment in N341 that requires 6 - 8 students to assist.
* Event during 341, cancelled, but trying to reschedule, need helpers, 6-8 students, all in one day, probably on a Tuesday. Couple of hours, playing roles, games. Students understand how it feels to function under hearing internal voices. Don’t need to have experience to volunteer. Leadership. Morning 9-12, or afternoon 2-5.
  1. *Student Advisor* — Shealyn Engfer
     1. No updates

1. **Director Reports**
   1. *Breakthrough to Nursing Director* — Katherine Dawson
      1. Pre-Nursing Info Session
         1. WHEN: Tuesday October 16th
            * Set up time 4:15-4:30, start time is 4:30, ends around 5:30PM
            * NRSG room 64; confirmed with Mark Vella
         2. ADVERTISEMENT: will advertise on FB page, email pre-nursing students directly, instagram page.
         3. BUDGET: estimated budget $30 (3 boxes costco cookies); dependent on number of pre-nursing students who sign up.
         4. Motion: kaylen seconded. Volunteer, 2-3. Sign up sheet will be sent out.
         5. VOLUNTEERS: I need 2 or 3 nursing students to volunteer to present with me about nursing application/journey.
            * Already have 10 volunteers (10 Max)

<https://docs.google.com/document/d/17N862XxKgq4rA-ryHymzMgN-o-vDCxbJ_euyy2SH9U8/edit>

* 1. *Community Service* *Director* — Maeve Castleberry
     1. Next St. Luke’s Shower Project: October 27th
     2. VCH Health Fair: November 4th
        1. We had more than enough people sign up! I will send an email to volunteers as we get closer to the event.
     3. Rock & Roll LA ½ Marathon
        1. When: Sunday, October 28th
* Near Staples Center
* Medical Team: Triage & First aid
* <http://competitorgroupinc.volunteerlocal.com/volunteer/?id=30706>
  1. *Fundraising Director* — Janessa Deleon
     1. WELCOME OUR NEW FUNDRAISING DIRECTOR!
        1. Hi all, thanks Tony & Farrah for giving me this opportunity! I’ve been working on reaching out to multiple restaurants and places for fundraisers. The places I have reached out to so far: **Yalla** in Seal Beach (50% give back), **Zero Express** by campus(% unknown), **CPK** off PCH(20% give back), **Raising Cane’s** in Lakewood(15% giveback), and **Chick-fil-A** by the traffic circle(15% give back).
* Between the 5 places, 2 have been confirmed so far: Yalla (November 13th ALL DAY) & Raising Cane’s (November 8th from 12-5pm). These two events are to raise money for CNSA as a whole club.
* There are flyers for both the Yalla and Raising Cane’s fundraisers as I encourage everyone to share via social media, friends, or family. It is key to advertise these events in advance, and the week of to get as many people to go!
  + 1. I’ve been keeping in touch with Christina Limon, the woman that has access to our tax info. I have been cc’ing Tony and Farrah to keep record because I have heard she can be difficult to reach at times and to remain persistent.
* For the other restaurants that I’m waiting to hear back from, Farrah brought up a good idea to maybe switch the purpose of those fundraisers to raise money for our pinning ceremony.

3.

1. Upcoming fundraising event from Audiences Unlimited this upcoming Friday 10/12 for America’s Funniest Videos in Manhattan Beach. We just need at least 5 people to attend, and then they will donate $16 per person who shows up.
2. The breakdown for the 1:30-2:30 OR 3-5:30pm tapings:

5-9 ppl = $16 per person  
10-14 ppl = $18 per person  
15 or more ppl = $20 per person

c) The breakdown for the 7- 9:30 pm tapings

5-9 ppl = $14 per person  
 10-14 ppl = $16 per person  
 15 or more ppl = $18 per person

* 1. *Legislative Director* — Jen Gidaya
     1. By-laws were turned in last month. Green light by Celia and now just need final approval. :D
  2. *Membership Director* — Nissa Araque

1. 7 new members since last meeting :D = $70
2. The BeachBoard issue - still trying to get editing access
   1. Would like to add/remove students - is there a list of graduates?
   2. Upload new email list
   3. Dr. Ketola, can you give us board members administrative role on the CNSA BB site to upload news, add/remove students, and etc?
3. Farrah - updating member statuses on cord/medal check-in list
4. Official announcement for CNSA membership price increase?
   1. Should be posted on Semester, Trimester, and ADN programs
   2. Announced in class
   3. Nissa will work on making a flyer and Farrah will post
   4. *Mentorship Director* — Adrian Fajardo
      1. Care Plan Workshop - 10/5/18
      2. Asking about mentors, asking Lauren about how it works. Think about window period as deadline for wanting mentors. Max of 2 mentees per mentor.
   5. *Professional Growth and Development* *Director* – Dalena Nguyen
      1. Mock Interview Extension Budget (19 students last week, 7 scheduled this week, more appointments available!)

<https://docs.google.com/document/d/1GkcuQ4eDKcihHgZymtuo-jdPycQ6lh3QZAFRAbI-hrs/edit>

* + - 1. Extended for another week
      2. Budget approval of $30
      3. Proposed, second Adrian, all in favor
    1. How to get a Workshop Budget Approval
       1. $110 ($70 gift cards +$40 refreshments + thank you cards)
       2. $110 budget proposed by Dalena, Katherine second, all in favor
    2. ADN-BSN
       1. They are interested in CNSA events-email them as well
       2. Get access to ADN-BSN group on BeachBoard from Mark Vela
       3. Need to work on getting ADN students into CNSA BeachBoard, email their BeachBoard directly
    3. Research assistant for cultural sensitivity, sign-up will be sent by email

* 1. *Public Relations Director* — Reyna Bhakta
     1. If I am unable to attend an event, please send me more group photos of events so I can make our social media pages look better/more appealing to the newer students!
     2. Want to add more pictures to BB to make it more exciting
  2. *Student Support* *Director* — Alex Cao
     1. Happy hours
        1. 10/9 11AM nursing courtyard
        2. 10/17 5PM NRSG62 After NSO
     2. Halloween Social
        1. **Friday, October 26th NRSG64 6pm-8:30pm**
* Pizza, Potluck, and snacks
* Costume contest [DIY photobooth-esque station minus the printer]
  + gift card prize for most creative costume
* Family friendly, mentor-mentee event
* cookie decorating, Pictionary in teams, other games (operation?)
* Spread the word please :) Tell your clinical groups to come! And they can bring family too
  1. *University Involvement Director* — Kaelyn Miller

**THANK YOU FARRAH AND JEN!!!!!!**

* + 1. PEARLS from the meeting
       1. Attendance in the beginning
       2. SUPER FUN!
       3. If you feel passionately about certain issues → write our ASI senators. They write resolutions
    2. 17th and 31st Next meetings
    3. NEWS & Upcoming Events
       1. **CHHS Meeting Mixer** on October 31 @ 6 P in USU-306 (room may change)
          - Attendance is mandatory
          - Open to \_\_\_ members in each org
          - Beachsync for any comments and picking time that works
       2. CHHSSC Treasurer app in Beachsync
          - Spring Allocation
       3. Models Audition Tuesday 4-6PM for fashion show
       4. Grade Appeals
          - malicious/ capricious grades
          - Due date for last semester: 40 instruction days (sometime in Oct)
          - Disclaimer: Can’t get a lower score than received from last semester
       5. Beach Pride
          - TODAY: A star is born
          - NEXT WED
          - Free for all Cal State students
       6. Aromatherapy 6-7 q - Monday in Beach Balance
       7. CAREER DEVELOPMENT CENTER: Internships between all colleges ( Jan 2018 - present)
          - Application: % highest college wins competition
          - Released in November???

3 mo to fill out surveys

* + - * + Networking event with neutral sponsors + companies from this college

Invitation only survey

* + 1. TO DOs
* JENN/ TONY/ KAELYN
  + Upload General Meeting Times on Beachsync
    - Upload PDF of room reservations
* Email student council gmail account - REYNA!
  + Future events & fundraisers
  + Social media account
* Community Service from other clubs IDEAS - MAEVE
  + Alzheimer’s Walk?
  + Ronald McDonald - Health Science
  + LB Cleaning - PT Ed
* **Constitution** SUBMITTED???---NEED TO BE SENT to CELIA ASAP!! - JEN yeee sent last month
* **Food Handling Workshop**: one member needs to go
  + Required for any student organization planning even where food needing refrigeration or heating will be served or sold to non-organizational members.
    - Not required for pizza/ sandwiches
    - Not required if not advertising the event; only for membership
  + Sign up with RSVP link:<https://csulb.campuslabs.com/engage/events?query=food%20handling>
    - Wed, Oct 17 at 1000; USU - 303
    - Wed, Oct 31 at 1000; USU-303
    - Wed, Nov 7 at 1000; USU-303: Maybe Alex
* **ASI GRANT** - FLO
  + Only signed by attendees of leadership summit (Flo, Tony, Farrah)
  + Access to grants & account
  + Turn in to Celia ASAP for reimbursement

1. **New Business:** 
   1. 2 fundraising events in November, Tony will print ads and put up flyers.
   2. Student Interviews
   3. Halloween Social
   4. Merchandise!
2. **Old Business:**
3. Care plan workshop
4. Resume workshop and mock interviews
5. Adjournment: 17:56
6. Next Meeting: November 4th @ 1700



