

Wisconsin Student Nurses Association

Executive Board Meeting

WNA Office

Madison, WI

June 24, 2006

I. Call to Order: The meeting was called to order at 10:06a.m. by Rachel Norman, President.

II. Roll Call: Breana Ohlemiller, Secretary called the Roll.

Those Present: Rachel Norman, President; Breana Ohlemiller, Secretary; Eileen Bauer, Executive Vice President, Rachel Larsen, Nominations Director; Missy Wagner, BTN Director; Sarah Atchison, STAT Editor; Vicki Hutterer, Northern Regional Director; Christine Johnsen, Southern Regional Director; Matthew Grevenow, Western Regional Director; Sharon Vandenberg, Webmaster; Shawn Waldron, Elected Consultant; Nancy Noble, WNA Consultant; Twila Sheskey, WLN Consultant.

Those Absent: Molly Lappe, Legislative Vice President (excused); Kori Auner, Treasurer (excused); Kimberly Gudlin, Projects Director (excused); Jennifer Plaza, Eastern Regional Director (unexcused); Andi Lahart, Parliamentarian (excused).

III. Approval of Minutes from February 3rd, 2006: Board members were presented with copies of the minutes from the Executive Board Meeting on April 22nd 2006 and allowed time to review and note any necessary changes.

Motion: Christine Johnsen, Southern Regional Director motioned to accept the April 22nd 2006 Executive Board Meeting minutes as presented. Sarah Atchison, STAT Editor seconded the motion.

Motion Carries.

IV. Treasurer's Report: Rachel Norman, President provided board members with a printed copy of the current budget. According to the budget the general checking account has approximately \$9,283.19 and the savings account has \$38,340.82. Rachel Norman read a letter from Kori explaining how Kori worked on the budget and found that NSNA dues were added twice and that it was missing a check from August 2005. Board members discussed these amounts and determined that these values are still inaccurate. Christine Johnsen, Southern Regional Director offered to meet with Kori Auner, Treasurer to work on the budget. If no solution is resolved then another meeting will be held.

Motion: Christine Johnsen, Southern Regional Director motioned to put the current budget on the table until the next meeting. Rachel Larsen, Nominations Director seconded the motion.

Motion Carries.

Mileage Reimbursement: Christine Johnsen, Southern Regional Director stated that Federal Reimbursement is at fourteen cents per mile. Under Policies and Procedures Section four, article D: number 3 it is shown that the Board of Directors is able to vote for this change.

Motion: Christine Johnsen, Southern Regional Director motioned to increase mileage reimbursement from ten cents to fourteen cents retroactive of today's arrival until June 1st 2007. Eileen Bauer, Executive Vice President seconded the motion.

Motion Carries.

V. Old Business:

A. Tax Exempt Status: Tina Stanul, Tax Exempt Consultant (2004-2005) and Kori Auner, Treasurer have been mailing this back and forth. Rachel Norman, President will call Tina Stanul and request that she will fill out the papers in hopes that she has all the information. If this is unsuccessful, Rachel Norman is willing to sit down with someone until the budget is set straight.

B. Latest STAT Mailing: The Board of Directors commented that the STAT mailing looked great. Sarah Atchison, STAT Editor is going to follow up with Kori Auner, Treasurer about reimbursements.

C. Resolutions from HOD- Implementation: Shawn Waldron sent everything out by mail. The only thing that needs to be sent is Thank You letters. The Bylaw changes have been sent to NSNA. The Board of Directors needs to read through these and decide what needs to be changed.

VI. New Business:

A. BOD goals for 2006-2007: The Board of Directors discussed ideas for the 2006-2007 goals and came up with ten.

1. 100% attendance.
2. Increase attendance at mid year convention.
Discussion was held for new members about what midyear convention is all about. This is where the elect positions are elected. This is a convention between WNA and WSNA.
3. Increase attendance at annual convention.
4. Reach tax exempt status.
5. Increase attendance at National Convention.
6. Reply to any email sent to you from Board of Directors.
7. Maintain lines of communication with Board of Directors and the members.
8. Straighten out budget.
9. Make and meet dead lines on projects.
10. Keep website updated.

B. BTN Project: Missy Wagner, BTN Director discussed some ideas for projects.

Reaching high school students would be a good way to spread the word about nursing. Going to career fairs and nursing camps was also discussed. The Board decided that reaching kids who do not know what career they want to follow would be the best. This would be high school kids as well as middle school kids. The disbursement of approximately six hundred scrubs was also discussed.

C. Project Topic for 2006-2007: Rachel Norman, President discussed some of the ideas that Kimberly Gudlin, Projects Director came up with. Breast Cancer, Donor Awareness, and Obesity were a few topics discussed. The Board of Directors decided that Donor Awareness would be the best way to go. Speaker ideas were also discussed. Anyone with speaker ideas are supposed to email t them to Rachel Norman, President who will in return email them to Kimberly Gudlin.

D. Fall Mailing: Everyone received a copy of the Fall mailing list. The Person responsible needs to bring eighty copies of the mailing which can be in any color. These need to be done by the August 12th. The deadline for the mailing is September 1st. Included in the fall mailing will be the convention brochure.

E. Next STAT mailing: This next STAT will contain the midyear convention information. Sarah Atchison, STAT Editor will also need the Board of Directors reports before the next meeting. Email is the easiest way to send the reports. The STAT will be sent out by September 15th.

F. Website: Rachel Norman, President pointed out that there is one mistake under the About Us tab. "Anyone who is a member of NSNA is a member of WSNA. This should be switched. Rachel Norman will also email Sharon Vandenberg, Webmaster the updated constitution, resolutions, project information, calendar, spring STAT, and convention information. Sharon Vandenberg requested that everyone take a picture today for the website. She would also like to set up a tutorial to help other schools set up websites. One thing that was discussed is making the discussion board bigger.

G. Resolutions for Midyear Convention: There were a few things that the Board of Directors discussed to change at midyear. The first was wether the Board of directors can vote on positions if there is not quorum. The other thing that will be voted on at midyear is changing webmaster to Website Administrator. Rachel Norman, President handed out Welcome Letters to the Board of Directors to keep in their portfolios. She is also going to send thank you letters to outgoing Board Members. NSNA sent out a sheet of responsibilities that WSNA will be putting in their contract. Communication with NSNA, State Constituency Status, Submissions of State Bylaws, and State Board Rosters are the main things that need to be done.

H. NSNA Midyear Convention, November 2-5 2006: The convention will be held in Atlanta Georgia. Any members who are going have \$1,500 to split

amongst themselves. Rachel Norman, Rachel Larsen, Matt Grevenow, Twila Sheskey, and Missy Wagner are considering attending.

I. WNA/WSNA joint convention, October 19-21, 2006: This convention will be held in Appleton Wisconsin. It will be held at the Paper Valley Radisson. The Board of Directors Meeting will be Thursday October 19th at 8:00 p.m. Board of Directors Members the may need a room are: Rachel Norman, Missy Wagner, Rachel Larsen, Molly Lappe, Andi Lahart, Sarah Atchison, Breana Ohlemiller, Eileen Bauer, Vicki Hutterer, Christine Johnsen, Matthew Grevenow, and Shawn Waldron.

J. WSNA 59th Annual Convention: This convention will be held at the Kalahari in Wisconsin Dells February 2nd -4th 2007. Eileen Bauer, Executive Vice President looked into menus, speakers, themes, and rooms. Blue Harbor was not a big enough motel for the convention. Eileen Bauer gave board members a copy of the menu which will also be disbursed in the convention packet in hopes to save money. This way students know what food will be offered and they won't mark that meal if they don't plan on eating it. The Board decided that having a vegetarian meal option would save money because they are cheaper than the other meals. The following are speaker ideas that the Board came up with: transport nurse, community nurse, emergency medical nursing, pediatrics, Kaplan, flight nursing, travel nursing, donor services, assessments, parish nursing, first year as an RN, medical errors, lab values, research nursing, wound care, nursing skills, and tubes. The Board discussed have a mixture of speakers that would reach all levels of students. Everyone needs to send one theme name idea by July 1st. These are to be reply to all. Organ Donor is the main theme we are to work off of. The Board of Directors will have three huts and one lodge to stay in. The Board of Directors meeting will be on Friday at 11:00 am but we are going to book the meeting room for 8:00 am until we are done. Based on the comments from last year, there will be no entertainment. The water park will take place for entertainment. Any person that receives checks for the convention needs to turn them in to Kori Auner. Discussion about vendors took place because last year we were short rooms. The Board of directors decided that they needed more rooms than last year, so Eileen Bauer is going to book 80 rooms for Friday and 70 rooms for Saturday. The Board of Directors is also considering blocking rooms at another hotel incase there are not enough rooms at the Kalahari.

Motion: Christine Johnsen, Southern Regional Director motions to give goals and board reports to the Secretary, Breana Ohlemiller. Matthew Grevenow, Western Regional Director seconded the motion.

Motion Carries.

VII. Board Reports:

A. President (Rachel Norman): Organized WSNA materials, Created agenda, updated BOD on current WSNA business, made copies of

- materials for meeting, and maintained lines of communication
- B. Secretary (Breana Ohlemiller):** Made copies of the April minutes and WSNA contact list.
 - C. Legislative Vice President (Molly Lappe):**
 - D. Executive Vice President (Eileen Bauer):** Put together forms and worked on getting things ready for convention.
 - E. Treasurer (Kori Auner):**
 - F. Nominations Director (Rachel Larsen):** Reviewed Boxes, disk and displays from previous director. Continuing to identify gaps in transferred information on duties.
 - G. Projects Director (Kimberly Gudlin):**
 - H. BTN Director (Missy Wagner):** Contact with Alaska's BTN director. They suggested posters and video. Currently researching, but doubtful that our budget allows for it. Considering a high school/ middle school program.
 - I. STAT Editor (Sarah Atchison):** Put together and sent out the spring STAT by the deadline that was set at the April meeting. Have been pricing copies of MS publisher, but have not yet purchased a copy. I have been doing research so that I may write articles as needed to fill in the fall and winter STAT. Contacted NSNA before sending out spring STAT to obtain new contact list. I shopped around and priced printers in order to find the highest quality, lowest priced printer available for the spring STAT.
 - J. Eastern Regional Director (Jennifer Plaza):**
 - K. Northern Regional Director (Vicki Hutterer):** Viewed information in box.
 - L. Southern Regional Director (Christine Johnsen):**
 - M. Western Regional Director (Matthew Grevenow):** Started organizing fall mailing material. Ran contact list and attempted to contact board members of local chapters.
 - N. Webmaster (Sharon Vandenberg):** Updated pert. information. I analyzed documents and considered additions to site.
 - O. Elected Consultant (Shawn Waldron):** Wrote an article for the STAT.
 - P. WNA Consultant (Nancy Noble):** Maintained communication with WNA. Worked with President Rachel Norman on various concerns. Submitted article to STAT Editor.
 - Q. WLN Consultant (Twila Sheskey):** The WLN Fall Program "Diversity in Education- Whats in it for me". Application for fall scholarships, two awards were mailed to the deans in May and due in July.
 - R. Parliamentarian (Andi Lahart):**

VIII. Goals (from incoming board members):

- A. President (Rachel Norman):** Stay organized, keep lines of communication open, follow through on all business noted in minutes, continue to work with Executive Vice President, Eileen Bauer on goals for the annual convention.
- B. Secretary (Breana Ohlemiller):** Type up minutes and get them

out as soon as possible.

- C. Legislative Vice President (Molly Lappe):**
- D. Executive Vice President (Eileen Bauer):** Finalize contract with Kalahari. Mail out letter to potential sponsors/exhibitors. Get exhibitor packets printed. Figure out speakers and entertainment.
- E. Treasurer (Kori Auner):**
- F. Nominations Director (Rachel Larsen):** Contact NSNA regarding membership questions and current recruitment materials. Initiate dialogue (email) amongst board directors. Possibility of Tele conferencing and camera acquisition.
- G. Projects Director (Kimberly Gudlin):**
- H. BTN Director (Missy Wagner):** Obtaining more contacts with other BTN directors in other states. Researching the possibility of attending high school career fairs. Will work to get a program together.
- I. STAT Editor (Sarah Atchison):** Buy a copy of MS publisher and become familiar with it so I can use it for the fall and winter mailings. Begin contacting other WSNA members/board members to solicit articles for the fall mailing. Do research and other work as needed to help Executive Vice President plan the convention.
- J. Eastern Regional Director (Jennifer Plaza):**
- K. Northern Regional Director (Vicki Hutterer):** Get to know the advisors and president and keep in contact. Try to get more schools involved.
- L. Western Regional Director (Matt Grevenow):** Contacting all schools in my region. Checking with advising/student affairs for changes in chapter board for contact information. Start organizing and copying for fall mailing. Contact other regional directors to brain storm ideas for the upcoming year.
- M. Southern Regional Director (Christine Johnsen):**
- N. Webmaster (Sharon Vandenberg):** Create a Board of Directors picture page. For those who prefer not to have their image on the internet, "image not available" will appear in place of their image. (Possible to have college attending) Create a tutorial page to help other SNA's make their own sites (with resources for page storage). Travel to assist if necessary.
- O. Elected Consultant (Shawn Waldron):** Ideas for transition to RN from GN/SN
- P. Parliamentarian (Andi Lahart):**

IX. Miscellaneous:

A. Polaroid Camera: Rachel Larsen, Nominations Director suggested having a Polaroid camera for pictures at convention.

B. Tele conferencing: The board decided it is a good idea but the only concern is attendance at the meetings. Guidelines for using the Tele conferencing would need to be set. It is important that people know this is a possibility because then more people might be willing to join the board of directors.

C. Library: Rachel Norman, President is going to check into using the library for meetings due to space at the WNA office.

D. Next meeting: The next meeting will be August 12th at 10:00 am. It will be held at the WNA office in Madison.

X. Adjourn: A motion was made by Christine Johnsen, Southern Regional Director and seconded by Sharon Vandenberg, Webmaster to adjourn the meeting at 12:39 pm.

Motion Carries.

Breana Ohlemiller, Secretary

Rachel Norman, President