

UTAH STUDENT NURSES ASSOCIATION
 MEETING OF BOARD OF DIRECTORS
 DATE: August 20, 2011
 TIME: 0800
 PLACE: Emily's house in Cedar City

MINUTES

Meeting called to order at 0819 with Suzanne Camp conducting

Members Present: Emily Chappell, Jennifer Riedel, Bryn Wood, Cressa Yardley, Suzanne Camp and Karisa Wilcken via Skype.

Excused Members: Selwyn Layton, Chanda Hutchings

Visitors: None

Minutes

- Minutes: It was moved that this meeting would be an informal Board of Directors meeting, submitted by: Suzanne Camp seconded by Cressa Y Farnsworth
Action: Carried Unanimous in the affirmation

Agenda	Discussion of Topics	Action
1- Cressa	Minutes from June 4 th Meeting	Suzanne motioned to vote on minutes Cressa 2 nd Vote unanimous
2- Cressa	Pass list around to get current and updated contact list including email, address, and phone number.	
3- Suzanne	New advisor is needed. David Workman from Fortis is being relocated and needs to be replaced. Suzanne will talk with UVU to try to get an advisor there because the convention is there.	
4- Karisa	There was an unpaid bill from SUU for the 2011 convention. The bill is \$3072.86. Bill will be paid after meeting.	Karisa motioned to vote to pay the bill Emily 2 nd motion Vote unanimous
5- Karisa	Discussion of an audit had taken place in a previous meeting. Karisa discussed it would be \$10,000 or more to get an audit done. Article 5	No vote was taken but a unanimous decision was made to keep paying taxes

	<p>Section 3 in the bi-laws says there needs to be one but with such little money it shouldn't be necessary.</p> <p>Suzanne will talk at the NSNA meeting to get bi-laws changed and reviewed.</p>	<p>and let everyone know everything that goes in and out of the account, and make clear descriptions of money being taken out of the account if done.</p>
6- Karisa	<p>Expense Report</p> <p>PO Box for 2 semesters \$25.00 copy of the receipt to Karisa</p> <p>See attachment</p>	<p>Karisa motioned to vote on expense report for July</p> <p>Suzanne 2nd motion</p> <p>Vote Unanimous</p>
7- Cressa	<p>Who has and has not received welcome emails from NSNA for their USNA positions. Bryn, Suzanne, and Karisa had not seen them. It was one big email and needs to be forward to them.</p>	
8- Suzanne	<p>Who is /has graduated?</p> <p>-Emily, Karisa, Cressa Graduate in December 2011</p> <p>-Suzanne Graduates in February 2012</p> <p>-Chanda Graduates in May 2012</p> <p>-Bryn & Jen Graduate in December 2012</p> <p>Information needed to be known for re-election purposes.</p> <p>Suzanne was also going to talk to NSNA to change TERM OF OFFICE in the bi-laws Section 15 stating we will stay to help with our positions through the 1st 3 months after term of position.</p>	
9- Emily	<p>Nominations & Elections Committee</p> <ul style="list-style-type: none"> • Emily would like Vice President Chanda to be the chair of the N & E committee • Chanda can call Suzanne for help • Change due date for candidates information to be in on January 13, 2012 instead of January 17, 2012 <p>Kaplin (Taylor)</p> <ul style="list-style-type: none"> • Mini NCLEX review and testing strategy seminar • Use mini NCLEX review as a promotion • Do promotional items for free to get their name out there <p>Certificate of Attendance</p> <ul style="list-style-type: none"> • Emily has those made just needs Suzanne 	

	<p>to send Emily her signature to put on certificate.</p> <p>Vendors</p> <ul style="list-style-type: none"> • Everyone contact schools to have them to be vendors or put an ad in the program • Everyone get 10 vendors or sponsors that support nursing around the schools that you got your contact information for and give to Emily and she will make a list of people she wants us to contact. Email them to her by the 8th of September. • Cressa will send out an email reminding everyone to get vendors/sponsors to Emily <p>Presenters</p> <ul style="list-style-type: none"> • Key note Speaker-Jen has her information and will talk to her about the options of being a presenter. <p>Folders</p> <ul style="list-style-type: none"> • Get pens, paper, and folders for convention. Plan on 350. 	
10- Bryn	We had website requests from Elsevier, malenursingscholarships.com, and bestmastersinnursing.com and we discussed getting USNA on Elsevier's website as well as them on ours. No thank you letters will be sent to the other websites.	
11- Bryn	School Contact Project -Welcome letter to all schools that Bryn will edit and adjust and email adjusted letter to us to read over before sending	
12- Bryn	New Website -Our website has been switched over to the new format. It still is the same website.	
13- Bryn & Jennifer	Making pamphlets about USNA/NSNA memberships. Also having pamphlets about Regional Reps and Nominations & Elections committee. -Nursing departments are having a hard time knowing how to start a new chapter at their school and they need a simple packet to start. Bryn, Emily, and Jen will work on the packet for next meeting.	

14- Jennifer	-BTN welcome email -Recommend a simple leader to get pre-nursing people for each school and send to student advisor to say in their meetings Johnson & Johnson sent her 200 flash drives to send to the presidents -color books were also given to but are for children so donation to the ER was discussed.	
15- Jennifer	Talked and got prices for T-shirts and Sweats with the USNA logo on them \$20 for the print fee \$3-4 for shirts \$15 for sweats -she will get more information and a quote for next meeting	Unanimous vote for no polo shirts for USNA board members
16- Suzanne	Unfinished business -Her school is doing fill the bus for school supplies and things and maybe we can do this as a project for USNA -Put it on the website for other schools to do as well.	

Next meeting: September 24, 2012 in Cedar at Emily's house with Suzanne via Skype at 0800.

Motion was moved that the meeting officially be closed at 1034, submitted by: Suzanne Camp seconded by Cressa Y Farnsworth

- **Motion: Carried**

Meeting close at 1034

Cressa Y Farnsworth USNA Secretary

Emily Chappell USNA Convention Director