



**BOD MEETING MINUTES  
16DEC2018**

**A. Meeting Called to Order at 1523**

**B. Roll Call (Secretary)**

President	Erica Jaramillo	Present
1 <sup>st</sup> Vice President	Ginnifer Fenwick	Present (phone)
2 <sup>nd</sup> Vice President	Giovanna Rauchbach	Present
Treasurer	Bow Womack	Present
Membership Director	Shenisha Booth	Present
Secretary	Marcilee Carmona	Present
Public Relations	Tosha Swallow	Present
Marketing Director	MaRena Henson	Absent
News Editor	Mike Baskeyfield	Present
Legislative Director	Kristen Scott	Present
Community Projects Director	Lindsey Couch	Absent
Breakthrough to Nursing	Humberto Cervantes	Present at 1540
Convention Advisor		Vacant
ONA Consultant	Dean Prentice	Present
OLN Consultant		Vacant
Graduate Consultant	Hannah Steen	Absent
Presidential Consultant	Tara	Absent
NEC Northeast	Maddison Vernon	Absent
NEC Northwest	Delta Sheta	Absent
NEC Southeast		Vacant
NEC Southwest		Vacant
Resolution Chair 1	Raychel Risner	Present
Resolution Chair 2	Joni Welch	Absent
Resolution Chair 3	Jessica Weidner	Absent
Resolution Chair 4		Vacant

**C. Quorum Check - Yes**

**D. Approval of Minutes**

## E. Old News

### ONSA Convention

**Pricing** (2018) - \$75 individual, \$85 day of, \$65 group rate (25 or more registrations)

**Suggestions** – lowering cost, decrease registration price by \$20 to help increase registration, lower the number of students needed for group rate (past 25, proposed 15), advertising lower registration price

**Questions** – profit made per registration, deciding date to determine cost of registration

**Concerns** – impact of lowering registration prices without maintaining/increasing number of students registered to yearly budget, decrease in registration affecting budget for ONSA events and participation at national convention

**Comments** – historically raise \$15,000 - \$20,000 from convention, prospectus price is good, one of the more expensive conventions – has higher turnout than other states

**Programs** – received invoice

**Breakdown of cost** - \$150 for save the date postcard (billed March 2018), \$1200 for program design, \$2566.28 for printing of programs, \$150 for flyers

**Total cost** - \$4666.28

### Awards

Types of awards to be presented, eliminate of awards, advertisement of awards, etc. – bring ideas to Jan 2019 meeting

### Prospectus & Pricing

### ONSA Paperwork

Letter of good standing and letter of recommendation past due

Submit letters to President by the end of the month

Completed submissions – Shenishia Booth, Michael Baskeyfield, MaRena Henson, Kristen Scott, Raychel Risner, Marcilee Carmona

### 5K Event

**Committee members** – Bow, Michael, Lindsay, MaRena, Erica

**Barriers** – unavailability due to completing current semester (finals)

**Comments** – will be in contact with Red Coyote and/or OK Runner about sponsorship, volunteers, etc.; donating earnings to charities or developing a scholarship fund

**Suggestions** – offer service learning hours to students volunteering; specialized bibs to build engagement with others; offer t-shirts/medals as 5k grows with popularity; reach out to hospitals/companies for donations/sponsors

## F. Officer Reports

### **a. President**

**What are you working on? When is it due?**

Date	Project
Dec 2019	Tax exempt and nonprofit status
Jan 2019	Develop policies and procedures manual

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **b. 1<sup>st</sup> Vice President**

**What are you working on? When is it due?**

Date	Project
Dec 2018	Prospectus for paid speakers

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **c. 2<sup>nd</sup> Vice President**

**What are you working on? When is it due?**

Date	Project
Dec 2018	Communicate with Factor 110 about availability and layout for vendors

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

#### **d. Treasurer**

**What are you working on? When is it due?**

Date	Project
Jan 2019	Payment to NCED
Jan 2019	Tax exempt and nonprofit status
Jan 2019	Payment for convention programs

**What have you accomplished?**

- Payment to Factor 110

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

#### **e. Secretary**

**What are you working on? When is it due?**

Date	Project
Jan 2019	November and December minutes – complete and approve

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

**f. Membership Director**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

**g. Public Relations Director**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

**h. Newsletter Editor**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **i. Marketing Director**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **j. Legislative Director**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **k. Community Projects Director**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **l. Breakthrough to Nursing**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

Notes/ anything you need on the agenda:

**m. OLN Consultant**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

Notes/ anything you need on the agenda:

**n. ONA Consultant**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

Notes/ anything you need on the agenda:

**o. Presidential Consultant**

**What are you working on? When is it due?**



Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **p. Graduate Consultant**

**What are you working on? When is it due?**

Date	Project

**What have you accomplished?**

**Committee meetings held/attended since last BOD meeting:**

**Decisions made at committee meetings and follow-up needed:**

**Correspondence for ONSA:**

**Suggestions:**

**Notes/ anything you need on the agenda:**

### **G. New Business**

#### **ONSA Website**

- Domain name and logo purchased
- Contract ends with current website coordinator February 1, 2019
  - Barriers – late fees, errors on website
  - Comments – time for change with other changes occurring with ONSA
- Obtain three quotes for new website coordinator
  - Bow, Erica, MaRena

**Nurses Day at the Capitol**

- Monday, February 25<sup>th</sup> – Dinner with ONA
  - Check ONSA email for invitation to RSVP
- ONSA duties include creating packets of informational folders for attendees
- Tuesday, February 26<sup>th</sup> – legislative day

#### ONA Magazine

- Quarterly magazine – ONSA may submit article for each quarter
  - Topics related to nursing students
  - 250-375 words per article
- Deadline for first quarter's article January 2<sup>nd</sup>
- Deadline for second quarter's article April 3<sup>rd</sup>
- Email ONA consultant at [ONSAONA@gmail.com](mailto:ONSAONA@gmail.com) with content
  - Content – perspective of nursing student walking onto unit for the first time (expectations, fears, etc.)

#### NSNA Convention

- April 3<sup>rd</sup>-7<sup>th</sup> in Salt Lake City, Utah
  - Not necessary for all members to be present on first day
- Review budget and determine overall cost for board members to attend
- Breakout sessions offered for specific roles

## H. Announcements

#### NSNA Roster

- Submit following items to President by Wednesday, December 19, 2018
  - NSNA membership number and expiration date, email used to register for NSNA membership, address, phone number, school – campus, and projected date of graduation

#### January Retreat

- January 11<sup>th</sup>-12<sup>th</sup> in OKC
  - 11<sup>th</sup> – team building
  - 12<sup>th</sup> – board meeting
- RSVP president

#### February Meeting

- February 9<sup>th</sup> at 1300 in Tulsa on ORU campus

#### Leadership Summit

- March 1<sup>st</sup>-2<sup>nd</sup> in Tulsa at ORU

## I. Motions

Motion I – It was moved and carried to change website designer after fulfillment of current contract.

**Submitted by** – Shenishia Booth **Seconded by** – Bow Womack

**Action** – Carried

Motion II – It was moved and carried to set a \$800 budget for ONSA retreat in January 2019.

**Submitted by** – Bow Womack    **Seconded by** – Michael Baskeyfield  
**Action** – Carried

**Adjourned: 1702**