



Executive Board of Directors Meeting
Date: Friday March 1, 2019
Location: Oral Roberts University Tulsa, OK

1. Call to order: The monthly meeting of the Executive Board was called to order at by 1944 Erica Jaramillo, President
2. Roll call: The roll was called by Shenishia Booth, Membership Director

President	Erica Jaramillo	Present
1 st Vice President	Jessica Stephens	Present
2 nd Vice President	Giovanna Rauchbach	Present
Treasurer	Richard Womack	Present
Membership Director	Shenishia Booth	Present
Secretary	Marcilee Carmona	Present
Public Relations	Tasha Swallow	Present
Marketing Director	Ma'Rena Henson	Present
News Editor	Michael Baskeyfield	Present
Legislative Director	Kristen Scott	Present
Community Projects Director	Lindsey Couch	Present
Breakthrough to Nursing	Humberto Cervantes	Present
Convention Advisor		
ONA Consultant	Dr. Prentice	Present
OLN Consultant		
Graduate Consultant	Hannah Steen	Present
Presidential Consultant	Tara Konkel	Absent
NEC Northeast	Maddison Vernon	Absent
NEC Northwest		
NEC Southeast		
NEC Southwest		
Resolution Chair 1		
Resolution Chair 2	Joni Welch	Absent
Resolution Chair 3		
Resolution Chair 4		

3. Approval of February Minutes
4. Old Business

a. 5K Update

- i. Discussion – Estimated itemized budget presented to board. 5k date on September 14th, 2019 starting at 0800/0900, River Trails location. Estimated budget of \$6,000. We will need a minimum of 86 people to sign u to break even after subtracting the cost of Damage and Cleaning fee, T-shirts and refreshments/food. Discussion on pricing of vendor between \$25-\$50 and to give proceeds to free clinic.

1. Estimated Cost

- a. OK Runner: \$1,500.00 – Speaker, arch, start/finish line, bibs, measuring the track and tents.
- b. OKC Parks: \$150.00 - \$80 for the park, \$20 for application fee and \$50 for 10 vendors.
- c. Cops \$320.00 - \$160/cop estimating 1-2 cops for the event of minimum of 4 hours.
- d. Porta Potty: \$250.00 – Estimating a minimum of 4; price includes delivery, pickup, cleaning and taxes.
- e. Damage and Cleaning Fee: \$ 300.00 - Refundable
- f. Runner Insurance: \$150.00
- g. T-Shirt: \$2,000.00 - \$8.00/shirt for 250 people
- h. Medals: \$500.00 - \$2.00/ medal for 250 people
- i. Refreshments, Cups, Snacks: \$500.00
- j. Advertising: \$250.00 – All social media, schools, hospital, etc.

ii. 5k budget (**Motion I**)

5. Officer Reports/Budget Proposals

- a. Public relations – Save the dates are done, purchase order is open and needs to be paid. Working on the prospectus for Nationals.
- b. Marketing director – Website is live and working on uploading the bios for each member. Continuing to advertise on all social media platforms except Facebook.
- c. Newsletter – Now has access Facebook to post updated information and advertise events.
- d. Treasurer
 - i. Account Balances
 - 1. Account ending in **1499**: \$7,000
 - 2. Account ending in **6779**: \$35,881.81
 - 3. Savings account **6591**: \$28,952.85
 - 4. PayPal account: \$10,794.24
 - 5. **Total Amount: 82,628.90**
 - ii. Expenses
 - 1. Account ending in **1499**
 - a. No expenses
 - 2. Account ending in **6779**

- a. Storage, Wix (website), Macy's shirt orders, Sam's, Cash, Square, NSNA Hotels, Zoes Kitchen Lunch for Nurses Day at the Capitol, Flights for Nationals, NSNA dues, Interest.
 - 3. Savings account **6591**
 - a. Interest
 - 4. PayPal account
 - a. Convention award, Leadership, Travel reimbursements, Flights.
 - iii. Nonprofit Status – bank statements – CPA cost for nonprofit status. Awaiting to hear back from CPA for a bill. **(Open)**
 - iv. Working on reimbursing everyone for mileage reimbursement from January's meeting. Everyone's flights should be booked by the end of this next week for nationals.
- e. 1st VP – will reach out to schools across Oklahoma to determine the topics of interest for state convention
- f. Legislative day – Day at the Capitol went well. Wanting to help reach out to hospitals to promote 5K's.
- g. Breakthrough to Nursing – Reaching out to another HS to get a BSL event set up for the 2019 summer.
- h. 2nd Vice President – Binder given for information about State Convention. Will be in contact with Factor 110 in the next couple of days to prepare a contract prepared for state convention
- i. Community projects – Organizing a statewide community day for nursing students such as a “#StudentNursesDay” in which the students serve the community. Prosed that we change our leadership scholarship to community day and post on social media for state convention
- j. Membership director – Contact spreadsheet is up-to-date; still missing a few schools. Will be contacting those schools again within the next week. Board of Directors will receive the updated list within the next few weeks for business that may be needed.
- k. President
- i. Nationals – Everyone should be signed up for nationals. If you are a delegate for your schools SNA, you cannot attend the disaster relief due to a schedule conflict with a mandatory meeting.
 - a. National Dress Code – Professional Business, you do not have to wear your name tag and you do not have to match.
 - b. No alcohol on campus of convention or at hotel.
 - c. You are required to go to breakout sessions; it is a part of your duties of being on the board. If you fail to meet these requirements you will be liable to pay 100% of the total cost for nationals.
 - d. Download the National App to plan accordingly for your sessions.

- e. The convention schedule will be able 1-2 weeks prior to convention. Please determine which breakout sessions you're interested in attending so we can plan accordingly when each member will be at the merchandise table to sell product.
- f. Everyone is to be at nationals in Salt Lake City, Utah by Tuesday night or at the latest 12pm on Wednesday.
- g. Everyone is to download Uber/Lift for transportation; we will not have a car available. You may submit for reimbursement for any travel expenses while at Nationals.
- h. Bow will send out per diem of \$60/day to each member a week before Nationals.

6. T-Shirts

- i. Members that do not live in the OKC area will take old t-shirts with them after Leadership Summit and pack the t-shirts with their luggage to bring to nationals.
- ii. Designs
 - a. Discussion if we want to do all 3 t-shirts (**Motion II**)
 - b. Buying a clothing rack to hang all the shirts for display.
- iii. Prices for all 3 shirts (**Motion III**)
 - a. Company 1: all 3 shirts \$4,964.13 (tax not included; will match any price that we get, free shipping, 3 free design edits)
 - b. Company 2: \$4,280.00 (Tax not included)
 - c. Company 3: \$5,612.20 (tax not included)
 - d. Company 4: \$6,340.36 (tax included)
 - e. Company 5: \$5,091.97 (tax included)

7. Voting

- a. **Motion I** – It was moved and carried to reset the budget of \$5,000 to \$6,000 for the first annual 5K to be held on Saturday, September 14, 2019
Submitted by – Ma'Rena Henson **Seconded by** – Tasha Swallow
Action – Carried
- b. **Motion II** – It was moved by blind vote and carried to do two new shirt designs for Nationals, including Cactus in Dark Gray and Rockin' the Nurse Life in Mint, as well as reordering up to 100 shirts of the "Murse" in the sizes that are needed.
Blind Vote – Cactus (**10 votes**), Rockin' the Nurse Life (**7 votes**), and Baseball tee (**4 votes**)
Action – Carried
- c. **Motion III** – It was moved and carried by blind vote to go with Company 1, Underground Printing, for t-shirts and to be price matched to \$4,280.00 from Company 2, Cimarron Printing. This would include free shipping and 3 edits.
Blind Vote – Company 1, Underground Printing (**10 votes**); Company 2, Cimarron Printing (**1 vote**)
Action – Carried

8. **Adjournment:** There being no further business, the meeting was adjourned by President, Erica Jaramillo, at 21:52.