



Board of Directors Meeting
Date: 6/22/19
Location: Oral Roberts University

1. Call to order: The monthly meeting of the Executive Board was called to order at 1228 by Erica Jaramillo, President
2. Roll call: The roll was called by Marcilee Carmona, Secretary

President	Erica Jaramillo	Present
1 st Vice President	Jessica Stephens	Present
2 nd Vice President	Giovanna Rauchbach	Absent
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	Absent
Community Projects Director	Lindsay Couch	Present
Breakthrough to Nursing	Humberto Cervantes	Absent
Convention Advisor		
ONA Consultant	Dr. Prentice	Present
OLN Consultant		
Graduate Consultant	Hannah Steen	Present
Presidential Consultant	Tara Conkel	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. Quorum: Yes
4. Approval of Minutes: It was moved and motioned to approve the minutes from the BOD May meeting.
5. Officer Reports
 - a. **President**
 - i. Updates on Goals: Policy and Procedures rough draft completed by *July* and completed by *August*. Contact Rebecca Love regarding keynote speaker with her proposal
 - ii. Factor 110 contract has been signed and submitted. They will be letting us know whether or not we can have a possible discount on our price since ONA will be there right before us.
 - iii. Kathy Smith has been contacting about her application approval for OLN consultant. Awaiting response from her.
 - iv. 3M Littman reached out to me about coming to convention as a vendor. Prospectus was sent to them.
 - v. Policies and Procedures are still a work in progress. Hope to have rough draft completed by the July meeting.
 - vi. I have reached out to Rebecca Love on LinkedIn and am waiting for a response.
 - vii. Update/Discussion: Brad POC for Factor 110. Contract is for 40 vendors. As convention draws near may cut back on vendors or add more and have our cost adjusted. Need to get with Brad to discussion booth size, dimensions, for better idea of number of vendors. ONA no cost, Military no cost to be vendors. Meeting with Embassy (Dee) of walk through for ideas of layout. GiGi will be POC moving forward with Embassy (Dee). Further discussion of food and other minor details for convention.
 - b. **1st Vice President**
 - i. Updates on Goals: I have reached out to several people to receive ideas of keynote speakers. I have several names and am working on contacting them currently to find out what they are about and what their stance is. I want to make sure they will be encouraging and exciting to build out constituents up and help them be excited about being student nurses and entering the workforce soon.
 - ii. I have received files and contacts for previous speakers and previous layout of the schedule from the former 1st VP, Ms. Jaramillo. I am working on putting together an email to send out to repeat session speakers to see if they are still wanting to attend this next convention.
 - iii. I have contacts for other sessions that have been sent to me from board members to include an OB session with specifics in lactation specialty by Sierra Elsey, flight nurse section by Summer with Survival Flight Company, a session for diversion and prevention in substance use disorders and how to keep staff and patients safe by Sheila at OU Medicine, and Mr. Lucas Walker-Richardson who is on the ONA board and works with renal patients and dialysis patients. A few speaker suggestions received from Dr. Shelly Wells of ONA include Nancy Spector who is the Transition to Practice official at the National Council of State Boards of Nursing, Lisa Rother is the director of nurse residency programs at Integris, Heather Meadows who had a session last year, and Jennifer Booms who is on the ONA board as Emerging Nurse Director.

- iv. I have a copy of the layout for the facility to plan which rooms will be best for what sessions.
- v. I would like an update as to if we have decided or found out if we can have a CEU section for faculty or not and if I need to be the one to be in contact with whoever for that.
- vi. Work with 2nd VP as far as vendors and other speakers are concerned.
- vii. **Update/Discussion: Keep sessions at 50min rather than 30min. Need contact information of some potential speakers. DNP speakers for self care and another DNP to talk about resiliency. Will begin building schedule. Will need to work with Dr. Prentice for CEU opportunities for faculty. Potentially open breakout sessions to keynote speaker. Heather Meadows would be a wonderful keynote speaker - will continue to look into possible speakers**

c. 2nd Vice President

- i. **Updates on Goals: Review features of Yapp App and begin building the convention program within the application working with 1st VP (speakers) and PR (vendors).**
- ii. **Plan of Action:** Contact treasurer again to learn how to use the app to create the convention program.
- iii. **Required Resources:** Access to the app login
- iv. **Challenges/Barriers:** Didn't receive the information about the app
- v. **Tasks Completed:** Received the Factor 110 contract with the updated changes. Visited the hotel.
- vi. **Update/Discussion: Bow and Gigi to work together about Yapp App. Contact with Factor 110 and signed contract. Bow to receive invoice for Factor 110. Discussion with factor 110 about costs.**

d. Secretary

- i. **Updates on Goals: Submit minutes from January to April to NSNA.**
- ii. All minutes from January to April 2019 have been submitted as well as the executive meeting held at the beginning of May 2019.
- iii. **Update/Discussion:** to send erica, Bobby's contact information for Nursing Times. Send Mikey Bobby's contact too as a reference for newsletter

e. Treasurer

- i. **Updates on Goals: Remove treasurer email for inquiries and replace with marketing director's email as primary/sole email. Completed. Submit application to reserve park for September 14th. Completed. Contact with hospitals about 5K event should be in motion. In progress. Create eventzilla for 5K and place link on website/promote on social media. Provide 2nd VP with login/account information for Yapp App. Not Completed** Have information about insurance for the park and race by June 6th and will be able to present the information at the next meeting June 22nd. Race ins. \$150-\$200 for up to 250 runners. National and State fees. US track and Field
- ii. **Update/Discussion:** \$35 will cover tshirt and medals. 300 runners or less \$1k (includes insurance). Park booked from 0600 (run starts at 0800) to 1200 for clean up. Creating website link for registration. Speaking with NRHS about sponsoring the event. Larger institutions contribute more at a national level rather than local. Possibly incorporating ONA into planning/sponsoring (water station, tshirts, etc.)

	A	B	C	D	E	F	G	H
1	Account	Starting						Ending
2	1499	8000						8000
3	6591	28965.15	11.9					28977.05
4	6779	27425.83	-5000	-43	-734.06	80	7.11	21,735.88
5	Paypal	2380.21	776.36					3156.57
6								
7	6591		Interest					
8	6779		Embassy	Storage	Printing '18	NSNA State Dues	Interest	
9	Paypal		Vendor					

	A	B	C	D	E	F	G
1	Account	Starting					Ending
2	1499	8000	-1000				7000
3	6779	21,735.88	1000	-43	-655		22,037.88
4	6591	28,989.36					28,989.36
5	Paypal	3156.57	-133.4	-202.83	-110	-247.04	2,463.30
6							
7	1499		Transfer				
8	6779		Transfer	Storage	Park (5K)		
9	6561						

- iii. Things that need to be done: Using board members to help reach out to contacts at different hospitals. Creating a flyer for runners to help advertise the event. Creating the page on our website to be able to sign up runners and be able to take payment. Think about ideas where to hold packet pick up and choose a tshirt company and medal company for runners.

f. Marketing Director

- i. Updates on Goals: Email Think Nurse to accept offer of sponsoring bags for state convention. Post on social media at least once a week; newsletter editor to post on facebook once a week - coordinate for content if needed. Need to upload pictures of Treasurer, Presidential Consultant, Graduate Consultant, and ONA Consultant to website. Update events on website with specific dates. Contact Jon Haws and Saunders Author regarding keynote speaker with proposals.
- ii. Update/Discussion: Updates have been made to the webiste. Will add 5K info and where to register. Pulse Point is good to advertise on website and social media. Possibly hold off posting minutes on website until submitted to nationals. Maintain open communication with Marci regarding minutes. Will need to send contact list of vendors to Tasha. Think Nurse will send bags 2 weeks before the convention.

g. Public Relations

- i. Update: Meeting with Embassy discussed Save the dates and correcting the information. Will not print out Save the Dates, but will create an electronic

version to post on social media. Will continue to work with designer of Save the Dates to make corrections. Once electronic version is complete will be sent out to all board members post on social media as well. Barriers with communication with Woodward Hospital. Needs access to vendors who have already registered for convention, President will get that information to her. President to also give contact info for 3M Littman for PR to followup with about vendor booth at convention.

h. Membership Director

i. Updates on Goals: Look into NSNA bylaws for specific requirements of state chapters (officer list, bylaws, minutes).

a. Update:

- I have spoken with both Cathy and Tiffany from NSNA as well as read through their bylaws 3 times there is no requirement for local school SNA chapters to send us their bylaws from the national level. **They just need to submit this information as a school to the national level to maintain constituency.**
- Our bylaws, do not say anything about us obtain school's bylaws, but a list of current officers and staff members overseeing the school's SNA chapter. **If we would like to obtain schools bylaws to make sure the important issues align with our State bylaws we need to submit to add this to our bylaws to be voted on at State Convention.**

ii. All Schools have been contacted to obtain bylaws, a current officer list and to schedule school visits to get the word out about ONSA.

a. Challenges/Barriers:

- Most employees that have access to this information is out for the summer until early August. **Schools will be contacted again in August to get the list and bylaws.**
- Orientation visits are not available due to most schools doing them at the end of May. However, schools are willing to allow us to visit their SNA meetings. **Dates will be available early August and visits will occur in August and September.**

iii. update/discussion: Need to add in our bylaws that schools need to send ONSA school chapter's bylaws. will create additional lists of officers. 8/12/19 ECU has invited ONSA to attend orientation of SNA meeting to discussion. Most orientations occurred in May looking into attending SNA meetings for engagement and recruitment. May be in our best interest to divide and conquer attending SNA meetings divide by region and send a representative(s) for engagement. ONSA bylaws does state that school chapters will need to send their bylaws - possibly clarifying our bylaws to avoid any additional confusion. Article 3 Section 1. Barriers with Langston University.

i. Newsletter Editor

i. Updates on Goals: Summer newsletter needs to be published by the June meeting.

ii. Update/Discussion: Updating Facebook and responding to messages on facebook. Posted Pulse Point for Summer edition. strive for a 2pg minimum for Pulse Point. Kristen working on code of conduct for HOD to be highlighted in fall edition. Feature keynote speaker. Redirect to website for further information.

Will begin to post about keynote and speakers on facebook. Possibly self care article. Fall edition to be posted at the end of August 30th/31st

j. Legislative Director

- i. **Updates on Goals: Research Robert's Rule of Order.**
- ii. Plan of Action: Familiarize myself with Roberts Rule of order. Create the packet and establish the code of conduct for house of delegates. I am also going to start brainstorming some ideas for a resolution and I will have options at July's meeting.
- iii. Update/Discussion: Will be in contact with Erica to discussion Roberts Rule and familiarize. Will send out information to board about Roberts Rule. Kristen to be moderator during HOD. Create packet for delegates and send information to schools prior as well as providing packet to delegates upon arrival to convention. Researching resolutions and brainstorming ideas - to reference NSNA website. May adopt the same resolutions as NSNA, but at state level.

k. Breakthrough to Nursing

- i. **Updates on Goals: Provide more information on training requirements (individual/group). Get in contact with local chapter that is interested in partnering with ONSA for an educational event. Schedule a tentative date for the event.**
- ii. I talked to Bob Bock over the phone. We discussed some of the details but he was wanting some information on the whole event through email. Before I do that, I am going to talk to my Nursing Program Director in order to see if we can have a certain time slot available to use our simulation lab and figure out the specifics of parking. All the trainings are free and not all of us have to be certified so all it would really would be some time on our part. I was thinking of maybe getting this event running in late July. I'm finally finished with my internship so I can focus more of my time on this.
- iii. **Update/Discussion:**

l. Community Projects Director

- i. **Updates on Goals: Write community projects blurb for newsletter. Brainstorm hashtag ideas.**

Update: Blurb written and submitted to Newsletter. Hashtag #ONSAinAction, welcome to criticism or alternate suggestions. Have already looked into it and there is no other organization using it as of now.

Plan: Get with Marketing/PR and start planning biweekly(?) posts about September initiative. Draft a more formal letter to send to all chapters about our initiative, and set up a timeline to maintain contact/interest about event.

Update/Discussion: Will need to work with Ma'Rena regarding social media blasts about #ONSAinAction as well as sending out formal letter to school chapters for engagement. Potentially send letter in August as well as September. More frequent post about community project and increasing posts as month of September draws closer

6. Other Discussion Topics

- a. **5k:** Will continue to reach out to hospitals in the state for donations/sponsorship/volunteer. Jessica to reach out to Integris Enid. Post flyers around hospitals (breakrooms/newsboard/etc.). Erica to reach out to St. Anthony's, OU/OU Childrens, etc. Reach out to schools for students to volunteer. Looking at all

health professions for involvement. Goal of flyers next week to begin posting on social media and at facilities

- b. Keynote Speaker: NRSING may already be booked. Would like to be a vendor and have a breakout or keynote speaker. Emergency Board open to keynote (send to Jessica information). Waiting for response from Rebecca Love possible issue with availability. Will need to have keynote speaker by July meeting. If voting is necessary will vote during meeting to establish keynote speaker. Open to utilize possible keynotes as breakout session speakers if need be.
- c. SNA Engagement - may be best to set up regions for board members to meet with schools. Obtain list schools interested then assign board members to visit. Possibly develop a recruitment budget.
- d. Convention: Planning committee (Erica, Jessica, Gigi, Tasha, Marci, Ma'Rena) present prior to convention dates (10/3 - 10/5). Everyone needs to be present the night before the convention begins. (Ma'Rena cannot guarantee presence until July) Bow needs to be present for merchandise table for ONA
- e. It was moved and motioned to go into an executive session 1403
- f. executive session ended at 1505
- g. The Membership of our President and Secretary and the validity of the offices they hold was called into question by a member in an email with our 1st VP, Membership Director, Treasurer, as well as a member of NSNA.

The board went into executive session and looked into both state and national bylaws as well as the repercussions of all different courses of action. The two options discussed for resolving the issue called for (1) the President and Secretary vacating their positions or (2) have the President and Secretary remain in their position until new elections at State Convention in addition to having no voting privileges and financial reimbursement, and not interacting on behalf of ONSA on a national level. After much discussion about the two options, aligning ONSA and NSNA Bylaw, and in the best interests of the organizations and the students of Oklahoma, the board (minus the President and Secretary) voted to ask for the President and Secretary to step down. The 1st Vice President will take over the responsibilities of the President and the Treasurer will take on Secretarial duties. The issues with the bylaws will be addressed at our House of Delegates meeting October 4, 2019.

7. **Adjournment:** There being no further business, the meeting was adjourned by President, Erica Jaramillo, at 1514.

*****Minutes approved on August 21, 2019*****



President: Jessica Stephens

Shenishia Booth 8/24/2019
Membership Director: Shenishia Booth