San Diego State University

School of Nursing

General Body Meeting Minutes

Date: 08/20/2020

Place: Zoom Meeting

Time: 9:10am

Attendance: Sarah Faucheux, Fernando Garces, Ashley Jackson, Hannah Veneracion, Michael Taningco, Andrea Lapuz, Kia Sartip, Julia Marie Andres, Brianna Hall, Kaelin Ayap, Alyssa Gines, Tommi Bowers, Alyssa Laske, JR Ortiz, Megan Johnston, Kasey Bethel, Danica Chun, Dr. Kristiana Cullum, Professor Concilio

Excused:

Absent:

|  |  |  |  |
| --- | --- | --- | --- |
| Board Member | Topic | Discussion | Action |
| President:  Sarah Faucheux | Thank You Card  NSNA Business Meeting  CHHS Council Representative  UPC and Faculty Meetings Rep  Sigma Theta Tau  Board Meeting Expectations  Reminders  Guest Speakers Suggestions  Virtual Office Hours  Freshman NSO | Card/gift card for Samir   * Cannot use university funds to pay for gift card because he’s an employee * Can use chapter funds * $100 Amazon gift card * Will not be reimbursed until recognized as RSO by AS   Need one more delegate to volunteer   * Register by 8/20 by 9pm * Meeting is from 1-3pm   Need someone to attend meetings   * First Meeting, Wednesday September 2 at 11am via zoom * Danica volunteered * Can be more than one person and can rotate   Need someone to attend meetings   * UPC Meetings 10am-12pm on Tuesdays * Faculty Meetings once a month on Tuesdays * Great place to share thoughts about your experience as a student to faculty   Meetings   * Recap of meeting with Annika and Vyanna, the Directors of Programs * Next group meeting September 14, 6pm – second Monday of every month   Expectations   * Mandatory Attendance to meetings and certain events. * Have agendas filled out by 2pm day of meeting. * 2 excused absences are allowed if within a 24hr notice to Sarah   Reminders   * N499 Class enrollment * NSNA membership renewal   Speaker Suggestions   * Message Sarah for any suggestions for speakers to fill time at meetings   Virtual Office Hours   * Utilize Zoom to create online hours for people to ask questions, discuss event planning, and mentorship * Ask cohort reps for involvement * Signup sheet will be shared later   Next SNA event: FNSO (9/11)   * Slides will be available to fill out in the next week * There will be small group breakouts for Q&A | Prof. Concilio will send gift card via text after board member purchases it.  Michael will check if cohort reps are available to attend.  Danica will attend CHHS Council Meetings as SNA representative.  A BOD will attend UPC meetings and/or Faculty meetings with Sarah.  BOD will attend mandatory meetings and certain events.  BOD will have agendas filled out by 2pm day of meeting.  BOD will enroll into N499 class to satisfy SNA credit.  BOD will renew NSNA membership if expiration is during the term.  BOD will message Sarah for guest speaker suggestions.  Cohort reps will be asked for availability of participation in virtual office hours.  Sarah will provide a signup sheet at a later time.  Sarah will send out slides to fill out in the next week. |
| Vice President:  Fernando Garces | NSO Update | NSO Update   * Thanks to everyone who helped put on the event |  |
| Treasurer:  Ashley Jackson | Vote on Budget  Venmo  Check Request  Question  Thanks | Budget for 2020-2021   * Working Budget with details provided:   Current Venmo Name   * @sdsusna * Will return to @ashley-jackson-148 on 8/22 * Students can use her phone number to find Venmo * Remind members to pay with appropriate description (i.e. “SNA chapter dues, “SNA merch”) * Make sure members use the correct Venmo. Give by exact username.   New Check Request Form   * All check requests are now paperless. * Fill out as outlined and email to Ashley as PDF. * Links can also be found on the banking website: <https://as.sdsu.edu/useruploads/files/forms/checkrequest-studentorg.pdf> * Contact Ashley for reimbursement if not received from AS within 2 weeks.   Question   * Is the SNA members list up to date? - yes * It is used to verify students purchasing merchandise at member price. * Mentor and Membership will share updated list with Kaelin, Alyssa, and Ashley   Thanks to   * Danica for last minute help with Nurse Appreciation Week. Nurses all loved their care packages ☺ * Michael for all the hard work on the resolution | Budget 2020-2021 is approved.  BOD will provide the exact Venmo username for less confusion.  BOD will remind students to pay with appropriate payment descriptions.  Mentor and Membership will share updated member list with Kaelin, Alyssa, and Ashley. |
| Secretary:  Hannah Veneracion | Spring 2020 Cords  50 and 100 cord points  Question  Thanks | Spring 2020 Cords   * Will send to members in a special care package   50 and 100 Cord Points   * Seven people have reached 50 and one person is almost at 100. * Thinking of some way to congratulate them for their active involvement. * Special pin, certificate, or shoutout on social media   Question   * Who to coordinate with about inviting guest speakers? And time allowance? * Talk to Sarah about finding the right date and will allow 20 minutes for speaker. Can adjust accordingly.   Thanks to   * Megan and JR for a successful Medical Spanish semester! | Hannah will send out cords in a special care package. |
| Legislative Directors:  Michael Taningco | Cohort Rep Updates  Resolution Updates  Question | Cohort Rep Updates   * Congratulate the new reps. * They will be more active.   Share recommendations on how they can be successful online this semester.   * RN-BSN is the only cohort without a rep. Position will be filled when school starts. * Reach out to applicants for committees and projects.   Resolution Updates   * Topic: Increasing Student Nurse Awareness of Nurse Unions’ Roles in Health Advocacy * First draft due 8/21, Final draft 9/11   Question   * Do we need to make adjustments to the bylaws roles due to online situation? – No, we will make something similar to CNSA Board Manual * Did we set a final edited set of bylaws? – Yes, finalized and will be forwarded and uploaded as a PDF to the website | BOD will reach out to cohort rep applicants for committees and projects.  Michael will forward the finalized bylaws as a PDF to Kasey for uploading on the website. |
| Community Health Directors:  Andrea Lapuz & Kia Sartip | Collaboration Event | Collaboration Event   * In contact with California Black Women’s Health Project (CABWHP) for a virtual event in October * Addressing health disparities and how to be better future nurses |  |
| BTN Directors:  Julia Marie Andres & Brianna Hall | FACES High School  High School Presentations  Email Blast | FACES High School   * Possibly creating a video presentation * Details being worked out * Connect with Julia and Bri if interested   High School Presentations   * Helix High School presentation 8/20   Email Blast   * Sending a google poll inviting members to join the BTN committee | BOD will contact Julia and Bri if they are interested in helping with the FACES video presentation.  Julia and Bri will send out a google poll invite for members to join BTN. |
| Fundraising:  Kaelin Ayap & Alyssa Gines | BLM Fundraiser Update  Spring 2020 Orders  Order Updates  BOD Jackets | Black Lives Matter Fundraiser Update   * Raised $2,111.93 * Donated to the NAACP and the California Black Women’s Health Project   Spring 2020 Orders   * Still being distributed with last scheduled pick-up day for August 29 1-3pm. * Need one person to help out. * Will follow up with people who are still not available for pickup.   Order Updates   * NSO will have mix of old and new merch * Fall will have majority new merch compared to NSO * Planning to release fall order form after first General Board Meeting (GBM) * Due the Friday/Saturday after the meeting   BOD Jackets   * Looking into getting jackets for BOD. * Suggestion of antimicrobial for clinical use | Kaelin and Alyssa will release the Fall Order form after the first GBM and due the weekend following. |
| Membership/Mentorship Director:  Tommi Bowers & Alyssa Laske | Facebook Pages  Email Blast | Facebook Pages   * Already set up for both incoming freshman class and the sophomore/transfer class * Forward information to M&M if anything will be shared to the page   Email Blast   * Email M&M for questions about membership expiration * QR code for the mentorship google form will be updated and included for NSO and email blasts | BOD will forward information to M&M if anything will be shared to the page  Tommi & Alyssa will update QR code for the mentorship google form. |
| Global Initiatives Directors:  JR Ortiz & Megan Johnston | Medical Spanish Update | Medical Spanish Update   * 43 students successfully finished the course * Working on making certificates * Will send out a Fall Medical Spanish interest form soon | JR & Megan will send out certificates and a Fall Medical Spanish interest form soon. |
| Communications Director:  Kasey Bethel | Engagement  Reminder for Email Blasts  Social Media Posting  Note | Engagement for Instagram   * Send sticker question ideas to Kasey * “Quarantine favorites” * Online study tips, self- care tips   Reminder for Email Blasts   * Kasey will send one out 8/21, add what you need by 9am * Send info by Wednesday for GBM reviews * Email blast document is in the same folder as agenda on google drive   Social Media Posting   * Send it to Kasey for easier sharing. Text is best   Note   * Reach out if you need anything ☺ | BOD will add announcements and information to the email blast document by Wednesday for general board meeting recaps.  BOD will send announcements and information to Kasey for easier social media posting. |
| Image of Nursing Director:  Danica Chun | Video Ideas  Semester Giveaway  Event Photos  Dance Marathon  Note | Video Ideas   * How the Coronavirus pandemic has impacted nursing school/How we’re impacted. Includes students, professors, staff, alumni? Interviews conducted through Zoom * Continue “Day/Week in The Life of a Nursing Student” vlogs   Semester Giveaway   * Possibly the first week of September * Alumni reached out to Kasey about donating a collapsible clipboard * Pens/Pencils, planner? * Increase engagement and motivation for the semester   Event Photos   * Send in screenshots of zooms or events from the past semester for the display case in SON   Dance Marathon   * Registration is $20. Join if you can   Note   * Reach out if you need/want help ☺ | Danica will make a semester giveaway possible the first week of semester.  BOD will send event photos to Danica for the display case in SON. |
| Faculty Advisors:  Dr. Kristiana Cullum | IRA Funding  Question  Thanks | IRA Funding   * Received $1625 * It will cover 25 students for CNSA state virtual registration   Question   * “Does anyone have info on the state conference?” * Yes, Convention will be on October 2-4 * Registration fee is still in question * “Can IRA Funds be used for NSNA if virtual?” * Not sure, will look into   Thanks to   * Fernie for supply work! * Kaelin and Alyssa for the merchandise pick up and mailings | Dr. Cullum will find out if IRA funds can be used for NSNA if it is virtual. |

Motion to adjourn the meeting at 11:00am

**Respectfully submitted by Hannah Veneracion**