

Minnesota Student Nurses' Association

Conference Call

August 23, 2009

1) Roll Call

*Adam Young - present
Kelsey Scanlon -present
Eden Sonn -present
Susie Schroeder-not present
Colleen Clark- present*

2) Approval of July 12, 2009 Minutes

Minutes approved. President approved minutes via email

3) Public Relations Director

Website- *work in progress and have encountered issues updating the website. New contact person with AfterCollege to provide assistance.*

Newsletter- *board members will submit their article to Eden no later than September 20, 2009 by 1pm.*

Business Cards- *have received estimates \$25-\$60, will continue to research, order cards and have to each board member by end of September*

4) Treasurer's Report

2 attached documents- "Proposed Budget 2009-2010", "Actual Income and Expenses MSNA 2009-2010"

Account Activity – *refer to the attached documents*

Updated Budget - *refer to the attached documents*

Account Balance -*\$17,036.42*

Cosigning on checks- *cosigner on checkbook is supported by treasurer. Cosigner needs to be close location wise to ensure that MSNA's financial obligations are met in a timely manner.*

Currently, three people have access to the MSNA bank account with TCF- Colleen, Susie and Adam. Cosigner to be added to the account.

Colleen's Access to Online Account – *Colleen will email Adam her mailing address and he will mail Colleen instructions to log in and view the MSNA account online.*

Expense reimbursement- *Expense voucher(s) and receipt(s) to be sent to the treasurer within 30 days for reimbursement.*

2009 NSNA National Convention – Eden will send her expense voucher and receipts to Adam by August 30, 2009.

5) **Convention Committee**

Communication of Convention Committee

Convention Committee will meet in person on August 26, 2009 to discuss MSNA convention and set a game plan for effective communication i.e. email, telephone and in person.

Vote on location

Fairview Southdale Hospital (FVSD) voted 3-yes 0-no for the 2010 location

Date of the convention

February 13, 2010 or February 27, 2010. Kelsey will call Susie to clarify what date she is available and email the board. Kelsey will then contact Jill Voss at FVSD to schedule the convention date as well as follow up with her 1) FVSD providing a free catered breakfast/lunch 2) FVSD offering free parking for attendees

List of objectives – *Set date for the convention, contact vendors & possible speakers, complete vendor/speaker agreement/commitment forms, notify student nurses of the convention, notify your respective schools of the convention,*

Adam and Kelsey will discuss these items at their meeting 8/26/2009 and update the board

Contact list(s) for the convention – *Adam and Kelsey will begin the list of contacts. Kelsey received a list of vendors and speakers from Linda Herrick (previous MSNA advisor). Eden has forwarded speakers contact information to Adam and Kelsey.*

Convention ideas- *Senator Amy Klobuchar as possible keynote speaker. US military vendor- usually provide food, NCLEX review session, specialty nurse speakers,*

Yearly rotation of convention location

Also note, Kelsey received additional electronic MSNA documents from Linda Herrick.

Kelsey will forward these documents to the board. Included in these documents 1) vendor agreement forms that require modification 2) MSNA logo 3) Expense voucher form and others.

6) **Local State Chapter Contacts**

Board members sent via e-mail their updated list and letter template

Each board member will begin to contact their respective schools immediately if they have not already started. Be prepared that some schools do not have an active local NSNA chapter as well contact information may be outdated or absent all together on your list. Recommendation is to contact the secretary for the school of nursing for more information.

7) **MNA**

MNA Deadlines

Day on the Hill planning committee meeting is Sept.25, 1-3pm in St. Paul

Day on the Hill February 23, 2010

Lunch with MNA members on Sunday, October 11, 2009, from 11:30 am to 12:30 pm at the Crowne Plaza Hotel. Deadline to RSVP September 21, 2009

Adam, Kelsey, Eden and can attend the lunch. Susie cannot attend.

MSNA Board meeting has been scheduled for Sunday, October 11, 2009, from 1:30 to 3:30 pm. Deadline is August 28, 2009 if we would like MNA to reserve a room for the meeting.

The room will be reserved for MSNA.

Recognition Reception and Honors and Awards Banquet on Sunday evening, October 11, 2009, beginning at 5:45 pm, at the Crowne Plaza Hotel. Deadline to RSVP by September 21, 2009

Adam, Kelsey and Eden can attend. Susie cannot attend.

Present a five (5) minute address during MNA's annual House of Delegates on Monday, October 12, 2009, at approximately 8:40 am. Additional details will be sent to the person delivering the address at a later time. Overnight hotel room accommodations will be available for the person delivering the address. Deadline is August 28, 2009, as well as hotel accommodation needs.

Unclear who will present the address, MNA to be notified that we will have a presenter.

MNA to be notified by Sept. 15 who the presenter will be.

MNA work plan – funding we can request from MNA. Colleen will resend the template to the board as well as research what the deadline is. Also, MNA requires a plan from MSNA of what the funding would be used for.

Colleen will email this information to the board by. Unclear if there is a set deadline, so requests need to be submitted ASAP after the board has reviewed and approved the request(s).

8) Travel

Annual MidYear Conference in Phoenix, AZ October 29 –Nov 1, 2009.

Board members unsure at this time who will attend. Treasurer can modify travel expenses in budget if approved by the board at the next meeting.

President states she is required to attend as member of COSP-board approves covering her travel costs. Eden will send Susie an email that she can book her flight.

Flight Information/cost -

Hotel Information/cost- NSNA website

9) Northeast Leadership Conference Updates

Kelsey attended the conference and was provided with NSNA contact information as well as hardcopy information of 1) treasure position 2) secretary position 3) convention election 4)emergency preparedness information.

Kelsey will email Adam and Eden the NSNA treasure/secretary contact(Denise Landers). At the convention chair meeting 8/26/09, the treasure information is to be given to Adam.

*Eden and Kelsey will set up a time to meet.
The board appreciates Kelsey attendance of the conference.*

10) **Linda Herrick-** *previous MSNA faculty advisor (year?) Met with Kelsey, convention section for notes. Stated there is/was a jump drive with MSNA forms etc that is to be passed on to each year. 2007 President Brian Wood, last known board member to have the jump drive. Eden will contact prior board members Andrea Simonson and Mary Patterson to obtain his contact information.*

11) Next meeting date

In person meeting before September 21, 2009. Location tentatively in the Twin Cities. The board will e-mail Eden their schedules to coordinate the next meeting.

12) Adjourn

6:41pm

Signed by Susie Schroeder, MSNA President