

MINNESOTA STUDENT NURSES ASSOCIATION

Executive Board of Directors Meeting

Saint Paul College

Thursday, January 20th 2011

- 1) **Call to Order:** The monthly meeting of the executive board was called to order at 5:42 pm by Stephanie Revermann President
- 2) **Roll Call:** The roll was called by Stephanie Revermann, President
Those present: Stephanie Revermann, President; Hailey Pearson, North regional director; Josh Wallenstein, South regional director; Betsy Richter, Secretary and treasurer; Jaime Stanczyk, Director of Communications; Mona Shirazi, Convention Chair; and Gary Gillitzer, Faculty Advisor
Those absent: Linda Mash, MNA Liaison and Gary Gillitzer, Faculty Advisor.
- 3) **Minutes:** The minutes from the December 19, 2010 executive board meeting were distributed via email and read.

Motion: It was moved and seconded to accept the minutes of the December 19, 2010 executive board meeting.

Submitted by: Jaime Stanczyk and seconded by Hailey Pearson. Action: Carried.

- 4) **Report of the Treasurer:** The report was given by Betsy Richter and a written report was distributed and is attached to the minutes. Highlights of the report included:
 - a) Current accounts paid and received reviewed. As of January 19, 2011 balance is \$15,963.92.

Motion: It was moved and seconded to accept the report of the treasurer.

Submitted by: Jaime Stanczyk and seconded by Hailey Pearson. Action: Carried.

- 5) **Reports from officers and committee chairs:**
 - a) **Report of the President:** The report was given by Stephanie Revermann. Highlights included:
 - Purchased a copy of Robert's Rules of Orders, cost was around \$10.
 - b) **Report of the Convention Chair:**
 - Nothing new to report. More discussion on convention to follow.
 - c) **Report of the Director of North:** The report was given by Hailey Pearson. Highlights included:
 - Update on communication with schools: Will be sending out postcards and e-mails to all related schools this week

d) Report of the Director of South: The report was given by Josh Wallenstein. Highlights included

- Update on communication with schools: Sent out postcards to all schools.
- Has been in contact with Presentation College. They are planning to bring all 58 students and 3 faculty to convention. They will not be paying online as the school is paying. They will be sending the money to Josh via mail.

e) Report of the Director of Communications: The report was given by Jaime Stanczyk. Highlights included:

- Website: Has been keeping main and convention page updated
- Newsletter: Sent out newsletter today. Went to all members as an invitation to convention with newsletter attached.

6) Unfinished business:

a) None to report.

7) Items for Discussion:

a) Convention

1. Schedule: Nothing has changed since last meeting. Up to date on website.
2. Ballots: Steph Revermann will put together when she receives applications and bios from candidates.
3. Menu: Chosen by board via e-mail. For breakfast, continental style without fruit to save \$2.00 per person. Sandwiches for lunch. Chicago-style popcorn for snack.
4. Speakers: Need to re-send invite for Kelsey Scanlon to attend our convention. If they do not receive it, she cannot attend. Betsy Richter will be sending that.
 - Panel: About 8 confirmed. Will continue looking for more, goal of 12.
5. Vendors: About 10 confirmed. Joshua Wallenstein has confirmed a scrubs vendor who will be coming and selling scrubs. Stephanie Revermann has been in contact with Scrubs and Beyond and they will be a sponsor in exchange for door prizes/bags/etc. Hailey Pearson has been in contact with Scrubadoo who has donated gift cards in exchange for a mention of their name in a website/program. Will list them as an "other" sponsor. Mona Shirazi is in contact with Life Uniform. They are interested in possibly sponsoring. Board decided to encourage organizations to sponsor lunch/speaker/snack. Now have 8 resume reviewers confirmed.
6. T-shirts: Stephanie Revermann has been working with the t-shirt place at CSB. It has been decided to order 150 red t-shirts. Will send an e-mail tonight about prices to make sure it is doable.
7. Registration
 - Volunteers: 3rd District will be sending two, Mona Shirazi has one, Betsy Richter has a few, possibly Kelsey Scanlon and Hailey Pearson's moms. Separate check-in booth for vendors and speakers as they will be coming in throughout the day. Make a list of all people coming that lists where they will be set up/where to go.

- Nametags: Will order 100 to match the retractable badges from last year. Stephanie Revermann and Hailey Pearson will work on.
8. Advertisement
- Postcards: Went out yesterday.
 - Program: Need lobbyist bio and Kelsey Scanlon's bio. Will have a paper insert to list all panel members as they are subject to last minute changes. Any info to be submitted to program needs to be submitted by the 5th.
 - Sponsorship: Need to have lunch sponsored. Josh Wallenstein has been trying to get in contact with Navy who has expressed interest but he has not been able to get a hold of her. Gary Gillitzer will contact SJU ROTC and get back to Josh on Monday.
 - Door prizes: We have lots so do not need to ask for more. Will be done using tickets in a nurse's hat at end of convention. Must be present to win. MSNA will provide the grand prize of registration to national
 - Bags/handouts: Will receive 50 bags from Allina and 250-300 from Scrubs and Beyond.
9. Other: Mona Shirazi will make a master list of vendors/speakers. She will also place vendors and decide what time everyone needs to arrive. Parking is currently being redone to make it like a parking ramp. Paul said we will be able to purchase day passes from the college which we will hand out at lunchtime.

8) New business:

- **Statewide event:** More discussion about this after convention
- **Awards:** Board will work on bylaws award this next week. Will present HALT challenge at convention. Participants/school will get a prize if X amount of people participant.
- **Resolution:** Will not be doing one this year.
- **Online Portfolio:** Josh discussed with board. Wants to put on website for members.
- **Annual Convention, Salt Lake City / Board transition:** Discussion about sending a board member to convention to help the new board/transition

9) Date/Time/Place of next meeting:

Next meeting phone conference February 13th at 6:00 via phone conference.

10) Adjournment: The meeting was adjourned by the president at 7:18 pm.