

Minnesota Student Nurses Association

Finance / Convention Update Meeting

June 30, 2009

Roll Call:

Adam Young – Treasurer

Eden Sonn- Public Relations Director, Secretary

Kelsey Scanlon-Community Projects Assistant Director

1) Convention Update

Kelsey and Eden meet with Jill Voss, Public Relations Director with Fairview Southdale Hospital on June 30, 2009.

i) Dates available is open so far. Saturdays work best. Scheduling for 2010 begins Sep. 1st, 2009

ii) Can have rooms booked all day able reserved the Friday before for set up. Biggest room can hold 100 people classroom style (just chairs in a row), one room can hold 40, three rooms can 25 and one room can 15. All estimates are classroom style setting. Jill was going to check and see if there could be video and audio sent to the other room (s) for overflow for main speakers etc from the largest room. They have speakers, microphones, pull down screens etc.

iii) The rooms are located by each other and there is a long wide hallway that can accommodate 10 vendor tables.

iv) The space is free, and Jill is looking into possible donation of catered lunch and validated onsite parking.

v) FVSD would like to be a part of the convention, job recruiters, possible speakers etc.

vi) If we think the space is not large enough, FVSD has a partnership with Fairview University. Jill is going to email the contact info

vii) Adam is also going to meet with Jill Voss on Wednesday July 1, 2009 and will update the board.

2)MSNA finances

- i) Clarification on co-signers on MSNA checking account. Also, does the treasurer and/or board think there should be a co-signer on the checks as recommended by MNA

Per Adam, currently there are three people on the MSNA account: Susie Schroeder, Adam Young Colleen Clark. Currently, there is only one signature required on checks. This will be discussed at the next board meeting, date to be determined.

- ii) What is the current balance in the MSNA account

Per Adam, current MSNA checking account balance is around \$16,000

- iii) What is the budget for the 2009-2010 year

Adam is currently working on the budget for the 2009-2010 year and stated it would be completed and mailed to current board members by next week (week of July 5, 2009)

- iv) Past years finances need to be organized

Adam is in the process of getting ready to organize the past years finances, as they are in great need to be. Deadline for organization has been set for August 1 , 2009 and this will also be discussed at the next board meeting, date to be determined. Kelsey and Eden both offered Adam their time and assistance with this project. Adam stated he has a plan to organize everything and will contact either party if assistance is required in order to meet said deadlines.

- v) Secure storage site of financial documents

Also a topic to be discussed at the next board meeting, initial thoughts are to keep 2008-2009 financials with the treasurer and to store the past years, treasurer has financials dating back to 2001, at Minnesota Nurses Association.

- vi) Independent audit of finances

Per recommendation of MNA, an independent audit of financials to be completed each year. Adam could find no record that such activity has ever occurred. To be discussed at next board Meeting, what action would the board like to take with regard to an independent audit.

- vii) When is MSNA required to file taxes? We are now incorporated, when/ did past boards file?

Adam stated, he did not find any tax filing documentation. He is however in the process of organizing past years financials and may come across such information. Research of tax filing

laws and deadlines will be completed by Adam, he also stated that he will e-mail Susie with regard to this as well since she completed the paperwork for incorporation. Kelsey and Eden offered assistance in researching these topics as well. Adam stated if he did require assistance, he would contact either party.

3) MSNA website and newsletter

- i) Eden has been working with Nick at aftercollege, the website has been locked and unavailable.
- ii) A new name for the newsletter will be presented at the next board meeting for a vote
- iii) Suggestions for board member bios on the website
- iv) Modification of current newsletter articles to be discussed at the next board meeting. Ideas include – welcome letter from the president, Adam reworking his submitted article about the convention etc, newest board Kelsey Scanlon writing an article about emergency preparedness and Eden writing an article about the importance of community service and volunteering.
- v) Business cards to be ordered soon. Contact information and design ideas.

Black and white design with name, board position, e-mail and phone number. Also to be covered board meeting.

Adjourn 6:25pm

Signed by Susie Schroeder, MSNA President