

May 3, 2009

Conference call

Minnesota Student Nurses' Association

1. Call to order

3:06 pm

2. Roll Call 2009/2010 Board

President: Susie Schroder- present

Communications /Public Relations/Secretary: Eden R. Sonn - present

Treasurer: Adam Young - present

Faculty Advisor: Colleen Clark – not present

2008/2009 Board

Communications: Mary Patterson -present

Treasurer: Andrea Simonson- not present

3. President's Items

Confirm that each board member received the agenda via email.

- Bylaw revisions

Susie's professor at Saint John's University, Ellen Ellickson, has previous experience revising bylaws. She has agreed to assist with the revision this upcoming Monday (May 4, 2009) and /or Tuesday (May 5, 2009). The board updated via email on the process of bylaw revisions. Will keep the board updated and will work on creating an electronic file of the bylaws, currently there is only a hard copy.

- Is MSNA incorporated?

Email has been sent to the head of NSNA bylaws department, can't recall NSNA contact name at this time. So far, have not received a response as of today's meeting and will send follow up email within the next week.

- 990-N file

Waiting on email response on 990- N sent to Carol Feters Anderson on April 29, 2009. Unclear if past boards have been filing tax returns. Is MSNA inc, if so, is this current and has the inc./non- profit status expired etc. What follow up paperwork, if any, is to be completed? Follow up email sent if no response received in the next week. Susie will cc the board on future emails with regards to inc. status and tax filing information.

- State Dues

State dues deadline is May 1. Susan Wong will be contacted via email about what we owe for state dues (rates etc). Mary unclear about state dues, past treasurer, Andrea Simonson may have information about them. Susan Wong will be contacted with regard to this topic to assure accurate information.

- NSNA Official Roster

NSNA official roster deadline for the MSNA board is May 1, 2009.

Required is all previous board members, who to include directed to Mary. She has previous member's names, contact numbers and schools. Mary does not have their mailing addresses or NSNA member numbers. Mary will email Susie this information. Adam and Eden will send mailing address, phone number, school name and NSNA membership number to Susie so the MSNA official roster can be completed and Susie can send it to NSNA by the deadline of May 1, 2009.

Will wait to hear if additional info is required for the roster. Important that update treasurer information is sent - so the current treasurer receives mail, checks etc and not the previous board member.

- New Business

Per Mary – Kelly Smith, copied one of her professor in email about MSNA being out of compliance due to the new roster not being submitted to NSNA. Unclear on why the outgoing 2008/2009 board was not notified of this. Mary will send to Susie Kelly Smith's email address but unclear if she still has it. Susie will contact Colleen for the Kelly's email address and then send an email to Kelly introducing the new board and will cc us. Mary is unclear on what Kelly's role is or will be. She was not active on previous year's board.

Per Mary, previous board attempted to figure out tax situation. Contacted Minnesota Nurses Association (MNA) and did not hear back from them. Several inquire were sent with no response from MNA. Communication was a serious problem with MNA for last year's board.

4. Communication Items

- MSNA Newsletter, MSNA website

Have not received pictures from the NSNA convention that was requested from anyone but Adam. Please send these pictures ASAP. Each board member to write an article for the newsletter- specific area of interest each board member would like to write about; the NSNA convention etc, speakers the experience as a whole, letter from president, self-introduction of each new board member. Goals -communication to follow via email in the next 2 weeks about article topics etc. Important to have the website updated to present a fresh and exciting MSNA place that people want to

visit. Goal is to have the website updated prior to sending out the newsletter blast as we will be directing them to the website.

Email communication established with Nick After College, about info and passwords for website. This will be my focus after school is over. Would like to have the newsletter go out after the website is updated. Newsletter deadline is also dependant on receiving board members articles for the newsletter as well as pictures from the NSNA conference.

As the next meeting will be in person, Adam's father, Mike Young, has professional photography equipment and is willing to take a group picture and individual pictures for the website and newsletter. This is to provide a professional look for the new board. Tentatively the next meeting will be the first week of June and he is available at that time.

- Blast e-mail account
No info has been received from Andrea with regard to the blast email that has been requested. Where is the info? Do I need to research and sign up for myself, what is the process? Per Mary, when people register for after college, we can email them but a portion of NSNA only, but is an option if needed. Susie will add this question i the email to Susan Wong about this, I will be cc's and she will directed to contact me about the blast email
- New Business – potential MSNA board member
U of MN Rochester BSN student, Kelsey Scanlon, interested in MSNA board position, letter of interest sent to Susie and Adam. Note: Did not send letter of interest to Mary as unclear if she was to receive it. Confirmation that board members have received the letter and have reviewed it. Per her letter, she has previous fundraising experience. What position could she fill? Susie will get back to the board on what role she could potentially fill. Susie is looking over current positions in the bylaws. Boards that have a smaller number of executive members can reorganize/ combine roles etc. Susie will be considering this while reviewing/revising the current bylaws - creating/naming positions for smaller board. Kelsey will be invited to attend the next board meeting in June. I will contact her to see what her availability is will communicate this with the board.

5. Treasurer/Convention Items

- Fairview South Convention Update
Currently does not have contact person at Fairview Southdale Hospital (FVSD). Previous contact person provided by 2008 board, John, has not responded to email as of yet. Mary will email Adam the contact information she for a Nurse recruiter at FVSD that may be able to offer assistance in establishing the right contact person.

- Budget/Finance Information
Adam has not been trained in by the previous treasurer, Andrea, hence has no information to provide at the meeting with regard to the budget or current balance of account. He has been corresponding via email to set this up with Andrea. At the next meeting will present the board with budget forecast and current MSNA account balance. Also speak to the previous treasurer about 2008 convention costs, even though it didn't occur, may be information about estimated costs etc.
- New Business
Convention ideas ; NCLEX review, speakers that can provide an area of excitement i.e. cutting edge research etc. Contract to be created to use with convention speakers etc. Susie will email Adam what her school currently uses and the board will modify as needed. In addition, to be discussed in upcoming meetings, what will be provided to speakers etc i.e. hotel accommodations, gift certificates etc?

6. Mission of MSNA

- A. Who are we...what are our goals?
Mission etc – state current mission statement and goals - here “ Do we want to modify/change it etc? Does current mission/goals statement accurately reflect previous board's activities? Per Mary, previous board did not fulfill any part of the MSNA mission statement or goals. Fundraising was planned for the convention, as was After College registration, but the convention did not occur. No other plans were created or completed outside the convention by the 2008 board.
- How can we can promote community service involvement and activity to NSNA school chapters? How we can promote this? What is the benefit of MSNA? What can we do outside of the convention?*
- MSNA will not offer scholarships to schools or students. This topic was brought up at a meeting with graduating nursing students at the NSNA convention in Nashville. We do not have the funding or a scholarship board to carry out such a task. How will the current MSNA board going to fulfill the current mission and purpose etc? Possibly organize smaller events with other schools. In the newsletter and website, highlight local chapter activities, such as fundraising, community service or school/chapter trips.*

7. Contact School Chapters

Susie: Northern Minnesota, Eden: Twin Cities area and Adam has Southern Minnesota.

13 or 14 school chapters per each board member to contact via email, USPS and by phone. Can reorganize schools assigned if in person visits are needed.

- Comprise a document used for contacting each school

Introduction letter to be used by each board member will be comprised of

1) Introduction of board member making initial contact

2) Introduction of new MSNA board

3) Notify them of the upcoming newsletter

4) Direct them to the website for additional information and updates

5) MSNA mission and goals

6) Convention information, most importantly that there will be one tentatively planned for February 2010

7) Request local NSNA chapter president information

Susie will create the template and email to the board. Suggestions/revisions can be made the board will decide the final template.

- **Executive Consultant Position**

Mary is interested in this role and will provide a letter of interest to the board in the next week. The letter will be reviewed by the board and a vote will take place at the next meeting.

- **Summer Goals**

June/ July- send out newsletter and update website. June set up contact with schools. July/August come up with fundraising ideas.

- **Schedule next meeting (in person or conference call)**

First week of June – will contact potential board member Kelsey Scanlon to attend. Meeting set for Rochester area so pictures can be taken for website etc.

Adjourn 4:21 pm

Signed by Susie Schroeder, MSNA President