



**Arkansas State University Student Nurses' Association
Strategic Planning Meeting for 2021-2022 Board of Directors
May 4th, 2021
Location: Reynolds 331**

1) **Call to Order: 8:24**

2) **Roll Call:**

President: Emma Farmer - Present
Vice President: Abigail Gatlin - Present
Secretary: Kayte Cook - Present
Treasurer: Hannah Farmer - Present
Nominations and Elections Chair: Blakeleigh Garrison - Present
Breakthrough to Nursing: Madison Terrell - Present
Webmaster: Ashton Archer - Present
Public Relations: Heath Alexander - Present
Senior Representative: Zack Spann - Present
Junior Representative: Macey Jones - Present
Sophomore Representative: VACANT
Accelerated Representative: VACANT
Faculty Advisor: Addie Fleming - Present
Faculty Advisor: Kayla Travis - Present
Visitors:

3) **Announcements**

a) **Welcome**

i) This is the first official meeting of the 2021-2022 Board of Directors for the A-State Student Nurses' Association. The officers listed above are the newly instated board members and all board members from the previous 2020-2021 year relinquish their duties and office to the officers listed above.

b) **Robert's Rules of Order**

-Roberts Rules of Order will be followed during the 2021-2022 school year.

-Robert's Rules of Order are rules regulating parliamentary procedure and used by most organizations.

-By laws (or rules) found on the website: astatesna.org

-Video of previous board members demonstrating these set rules is as well found on the website: astatesna.org

-Major rule we are held accountable for is don't speak out of turn!

c) Professionalism

- i) Professionalism is expected during meetings and functions of SNA at the local, state, and national level by how you speak, dress, and act.
 - (1) We will be presented to the faculty in the next faculty meeting, therefore it's important to be professional since we are recognized as leaders.
 - (2) Make sure social media is kept clean, promote our organization in a professional manner.

d) Website Information and Bylaws

- i) Bylaws and website information can be found at: astatesna.org
 - (1) A few bylaws to remember are:
 - (a) Your allowed two unexcused absences, if you have an excused absence communicate with Emma (President) or Advisors
 - (b) Must maintain a minimum passing average of a 78% to maintain board seat.
 - (c) Must maintain a record free professional behavior documentation within the last 12 months

-New Business

e) Updating the Website

- i) Everyone needs to send Ashton a little write up about themselves discussing future plans, to post on the Astate SNA Website.
- ii) Headshots for the website
- iii) Try to be more active on Social Media this year.

f) Bank Information

- i) Switching current banking account to on-campus Centennial bank.
 - (1) Will make the switch during the summer.
- ii) Cash App account
 - (1) **Macey makes a motion to create an SBA CashApp account and open a new bank account dedicated to fundraising. Zach seconds. No opposed. Motion passed.**

g) Sophomore Orientation (August 23rd)

- i) Macey will contact Textbook Brokers about donations.
- ii) All members of the board need to be present to distribute nursing kits and to help with fundraiser events.
- iii) Raffle Basket
 - (1) See Fundraising Section
- iv) **Abigail makes a motion for the food budget not to exceed \$300. Macey seconds. No opposed. Motion carries on 05/04.**

h) Welcome Week Activity

- i) Friday, August 27th, 12:30-2:30
- ii) Partnered with Sigma Theta Tau

- iii) Breakthrough to Nursing Committee
 - iv) Admission tickets will help raise money for community outreach
 - v) Theme:
 - vi) Coordinator: Madison Terrell with BTN Committee Members: Macey Jones, Kayte Cook, and Heath Alexander
- i) Nurse Essential Kits**
- i) Put together the morning of orientation on Monday
- j) General meetings**
- i) All meetings will be open meetings
 - ii) Allowed to miss 2 meetings per year
 - iii) Discuss possible dates and times for the next few months
- k) Expectations for the year**
- l) State Convention**
- i) **Date:** TBD
 - ii) **Location:** TBD
 - iii) **Awards**
 - iv) Two days in October
- m) Fundraising**
- i) Plan for T-Shirt Fundraiser to be ready by Sophomore Orientation, will send design in groupme.
 - (1) T-Shirt Committee: Ashton, Blakeleigh, and Abigail
 - (2) Raffle Basket: Products off of Amazon will be purchased
 - ii) Ideas discussed for fundraising:
 - (1) Texas Roadhouse rolls
 - (2) Corn hole tournament
 - (3) Andy's Benefit Night
 - (4) "Amazing Race" or Community scavenger hunt
 - (5) Lost Pizza
- n) Resolution**
- i) A resolution is written by 2 authors to be presented and accepted at Nationals for the Board of Nursing associates to approve.
 - ii) Presenting in front of the House of Delegates
 - iii) Cannot be similar to previous resolutions that have been passed within the last 5 years.
 - iv) Resolution needs to be finished by January 2022
- o) National Convention**
- i) Fundraising (Nursing Kits, Texas Roadhouse rolls, Andy's, Lost Pizza, incentive for help from nursing students, "Amazing Race," Corn-hole Tournament)
 - ii) Goal: \$10,000
 - iii) April 6-10, 2022 in Salt Lake City, UT
- p) Stellar School Chapter**
- i) National SNA program
 - ii) Application (letters of support, fundraising activities the past 5 years)
 - iii) List of Stellar School Chapters are on the NSNA website

q) Pins and Cords Ceremony

- i) a date needs to be selected
 - (1) Graduation: May 7th
 - (2) Pinning Ceremony: May 6th
 - (3) Fowler's Center needs to be notified soon
- ii) The cords are purchased at the National Convention. Pins need to be purchased as well.
- iii) Senior Rep., Zach Spann, will be in charge of this.

r) Budget Approval

- i) The Board needs to approve the operating budget for the upcoming year.
 - (1) Maintain an operating budget above \$13,000.
- ii) How much money is in the bank account now?
 - (1) \$16,267.26
- iii) Set a budget aside for occasional meeting lunches/refreshments

s) BTN Committee

- i) Macey Jones, Kayte Cook, and Heath Alexander
- ii) **Macey Jones makes a motion to approve Macey, Kayte, and Heath as BTN Committee members. Madison Terrell seconds. No opposed. Motion passes on 05/04.**
- iii) Ideas for this committee is:
 - (1) Video of local nurses
 - (2) Reaching out to high schools

t) ROO System

- i) Report Of Office
- ii) ANSA does this and it's a great way to ensure that every board member is on task and doing his/her job
- iii) Every member sends his or her "ROO" to the secretary at least 24 hours before each meeting. The secretary then attaches each member's ROO to the end of the meeting minutes. When roll is called at the beginning of each meeting, the member reads his or her ROO after saying "present"

u) GroupMe

- i) Check GroupMe frequently in the summer for dates, events, and voting.

4) Discussion

Discussion on each one of these topics

- Ms. Travis and Mrs. Fleming applied for a grant for virtual CPR certification as well as covering dues for certification, will update in July if approved.
- Optional zooms once a month to give advice to sophomores
- Carrying mentors into sophomore year

5) Any other topics to discuss.

- a) Pinning Ceremony
 - i) BOD members that are helping need to be in Riceland Hall by 5:00pm on Friday, May 7th.
 - (1) Ordering of graduates
 - (2) Temperature checks
 - (3) Mask mandate

Macey makes a motion to adjourn the meeting at 11:57am. Zach seconds. No opposed. Motion carries. Meeting adjourned at 11:57am.

Important Dates:

1. Nursing Essential Kit Order Due for Accelerated: **May 27th**
2. Build Nursing Essential Kits for Accelerated: **week of June 21st**
3. Build Nursing Essential Kits for Traditional: **week of August 16th**
4. Next Meeting: **August 23rd**
5. Sophomore Orientation: **August 23rd**

Tasks to get done this summer in preparation for Orientation Week:

1. One member needs to speak to local businesses about donating lunch for Sophomore Orientation (Larrys, Dominos, LostPizza), remember we can get multiple businesses to donate.
2. T-shirts need to be ordered for Sophomore orientation
 - a. Comfort Color (Charcoal grey?) pocket shirt with SNA logo
3. Raffle prizes (IV start kit, Fundies red bag, tumblers, masks, clinical goggles, scrubs, clinical shoes)
4. Door prizes (Shadrachs gift card, Healthware donations)
5. Make sure to send a short description about yourself to Ashton for the website
6. Switching current banking account to on-campus Centennial bank.
7. Send Kayte your ROO before August 23rd of any tasks you accomplish during the summer