

Georgia Association of Nursing Students

Executive Board Meeting

NSNA MidYear - San Diego, CA

[11/4/2017]

Teleconference

Call to order: Katherine Tipton, president, called the meeting to order at 9:05am Pacific Time (12:05 Eastern Time) on November 4, 2017

Roll call: Secretary, Molly Bracknell

- a) **President**, Katherine Tipton (P)(V), 0 miles
- b) **1st Vice President**, Mica David (P)(V), 0 miles
- c) **2nd Vice President**, Tamara Bean (P)(V), 0 miles
- d) **Secretary**, Molly Bracknell (P) (V), 0 miles
- e) **Treasurer**, Lara Deal (P) (V), 0 miles
- f) **Breakthrough to Nursing Director**, () (V), 0 miles
- g) **Community Health Director**, Tyshawna Cooke (P) (V), 0 miles
- h) **Legislative Director**, Rachel Kang (UA)(V), 0 miles
- i) **Publications Director**, () (V), 0 miles
- j) **Public Relations Director**, Jordan Bell (P) (V), 0 miles
- k) **North District Director**, () (V), 0 miles
- l) **South District Director**, Akouma Akondu (P) (V), 0 miles
- m) **East District Director**, LaShea Strickland (P) (V), 0 miles
- n) **West District Director**, Morgan Wade (P) (V), 0 miles
- o) **NEC North**, () (NV), 0 miles
- p) **NEC South**, Christopher Cary (P) (NV), 0 miles
- q) **NEC East**, Emily Lewis, Chair (P) (V), 0 miles
- r) **NEC West**, Ashley Estep (P) (NV), 0 miles
- s) **COSP Chair**, Shannon Williams (P) (NV), 0 miles
- t) **Assistant to Executive Board**, () (NV), 0 miles
- u) **Assistant to District Directors**, , () (NV), 0 miles
- v) **Retired Board Member**, William London (UA) (NV), 0 miles
- w) **GNA Consultant**, Jill Ray (P) (NV), 0 miles
- x) **GANE Consultant**, Dr. Laura Madden, (P) (NV), 0 miles
- y) **Presidential Advisor**, ()(NV), 0 miles
- z) **Guests:**

Quorum: Katherine Tipton, President, declared that quorum is present.

Proposed Meeting Agenda:

1. Recruitment flyer: **ASSIGN (TABLED UNTIL DECEMBER)**
2. Reach out to under-represented schools and figure out why their students are non interested in being members: **ASSIGNED TO DISTRICT DIRECTORS**

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3. Create specific, comprehensive list of the different types of memberships, as well as detailed instructions on how to apply for each: **ASSIGN (TABLED UNTIL DECEMBER)** → then give this to EKG to be posted on the website
 - a. Note: this is different than what's already in the Bylaws. This will be something much easier for people to read and understand, with direct links for applying and everything. No detective work -- that deters people from wanting to participate. Once we've captivated their interest, THEN they can read the bylaws.
 - b. Encourage members to purchase membership dues through NSNA because through NSNA, they get national, state, and local memberships.
4. Provide detailed instructions on how to attend meetings through video conference, so that non-board members can attend without having to travel: **ASSIGNED TO SECRETARY** → then send to EKG to put on website

Committee Meetings: *NONE DUE TO MEETING BEING A TELECONFERENCE*

1. Convention Planning

- Chair: TBD
- Members: TBD
- Accomplishments:
- Plan of Action:
- Additional Information:

2. Breakthrough to Nursing

- Chair: TBD
- Members: TBD
- Accomplishments:
- Plan of Action:
- Additional Information:

3. COSL Planning:

- Chair: TBD
- Members: TBD
- Accomplishments:
- Plan of Action:
- Additional Information:

4. Finance/Fundraising:

- Chair: TBD
- Members: TBD
- Accomplishments:
- Plan of Action:
- Additional Information:

5. Community Health

- Chair: TBD
- Members: TBD
- Accomplishments:

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- Plan of Action:
- Additional Information:
- 6. **Legislative**
 - Chair: TBD
 - Members: TBD
 - Accomplishments:
 - Plan of Action:
 - Additional Information:

- 7. **Publications**
 - Chair: TBD
 - Members: TBD
 - Accomplishments:
 - Plan of Action:
 - Additional Information:

Reports of the Officers:

- **President, Katherine Tipton, (V)**
 - i. Position Accomplishments:
 1. Met with Mica and discussed our plans and what our goals are
 2. Recruited fellow Emory students for open positions
 3. Started planning recruitment road trips to the south with Mica to visit Akuoma and schools in her district
 4. Started working with NSNA Legislative Director on recording breakout sessions for informational and recruitment purposes
 - ii. Plan of Action for this month:
 1. Will work with Mica to establish a detailed document with all responsibilities and deadlines for each position
 2. Get a new storage unit: Work with Mica and William to close the old unit and move everything into the new one. Discuss the Xmas (Ugly Sweater?) Storage Unit Party
 3. Work with Akuoma to coordinate trips
 4. Planning to come up with short, detailed list of duties for each position, along with due dates. President will keep a running list of these due dates and will follow up with respective members to see if any duties need to be delegated to other members.
 5. Will reach out to past board members and get feedback.
 - iii. Additional Information:
 1. Everyone should write up something SHORT (or long, if they'd prefer) of things they'd like to accomplish this year. For example, I'm passionate about education reform, community service, and disparity awareness. Pretty soon we will be working on these

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initiatives. Is there anything anyone else would like to add to this agenda? What can I do to help you accomplish this? This can be as short or long as you want it to be, in bullet points or paragraph. (Shoutout to Mica for coming up with this awesome idea!)

- a. Send to both Mica and Katherine
 2. Rules of Engagement need to be updated at the beginning of each election year
 3. Discuss conflict management and resolution, professional conduct, etc
 4. Delegating committee chairs and members. List will be distributed in December
 5. EBlast HAS to happen
 - a. Everyone send in anything you would like to be included (Community service, new people recruited, etc.)
 - b. Work together and coordinate duties in order to make this happen each month
 6. Discuss contracts to be signed at December meeting
- **1st Vice President, Mica David, (V)**
 - i. Position Accomplishments:
 1. Working on proposals for convention locations and themes
 2. Wrapping up the previous convention
 3. Working on a monthly program proposal initiative?
 - ii. Plan of Action for this month:
 1. Start brainstorming convention planning ideas
 - a. Send out proposals to potential convention locations in Metro Atlanta and Athens area
 - b. Will have more solidified proposals in December
 - c. Working on themes already in order to create a year long push for convention - put convention on the radar
 - i. Email possible theme ideas to gans1stvp@gmail.com by next meeting
 - d. Target convention date: First or second week in October
 - e. MidYear next year: Nov 8
 2. Send any invoices you are still receiving to Mica and Lara ASAP
 - a. gans1stvp@gmail.com and gans.treasurer@gmail.com
 3. Work on monthly themes
 4. Will work on surveys with Jordan and Tamara
 - iii. Additional Information:
 1. How do you define success in your role? (See President Additional Notes above)
 2. Need to have a list of contact information for board members from local chapters

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- iv. Assignment from President:
- **2nd Vice President, Tamara Bean, (V)**
 - i. Position Accomplishments:
 - 1. Put together a spreadsheet consisting of past speakers as well as potential future speakers
 - 2. Worked with the retired board to get contact info for the speakers we had at the convention
 - ii. Plan of Action for this month:
 - 1. Continue to gather contact information
 - 2. Send emails to each individual speaker from the 65th Convention to thank them for attending and get feedback on what was good and what they would like to see changed
 - 3. Transcribe the feedback to use in a future meeting and use the input to help guide our planning of the 66th convention
 - iii. Additional Information:
 - 1. Everyone look through your emails and see if you have any speaker information. If you do, please forward this information to Tamara so she can reach out and send thank you letters to all speakers.
 - a. Do this by the end of this week. If you do not see anything, send her an email letting her know that you looked
 - b. Joint "Thank you letters" to speakers and sponsors to make it standard and uniform?
 - 2. Will create survey for participants to fill out
 - a. Contact information for participants in Eventbee
 - b. Is there a survey we have used in the past?
 - i. If yes: can have survey done in a week
 - iv. Assignment from President:
- **Secretary, Molly Bracknell, (V)**
 - i. Position Accomplishments:
 - 1. Ordered name tags and business cards
 - 2. Started working on editing convention script
 - a. Waiting on former Secretary to add motions to the script before I can finalize minutes
 - 3. Currently attending NSNA Mid-Year
 - 4. Created board Facebook Page for easier communication
 - 5. Created a Twitter for GANS
 - ii. Plan of Action for this month:
 - 1. Order more graduation cords
 - 2. Continue working through and editing convention script to submit to NSNA by deadline
 - 3. Work with Lara to start sending out mileage reimbursement checks to former board members

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4. Work on switching from PO Box to FedEx Box
 5. Will submit NSNA updated membership form ASAP
 6. Working on a “Google Hangout How-To” to send out to non-board members who would like to attend board meetings via conference call
- iii. Additional Information:
 1. If you have to miss a meeting, you must email both me and Katherine with your excuse
 - iv. Assignment from President:
- **Treasurer, Lara Deal, (V)**
 - i. Position Accomplishments:
 1. Business Checking: \$12,979.37
 - a. Has check in lockbox for \$5000 that will be deposited first thing monday
 - ii. Plan of Action for this month:
 1. Writing check for Make-A-Wish Foundation next week
 2. Will work with Molly to distribute reimbursement checks
 3. Will determine how much we made at GANS
 - a. Will reach out to William and Erin
 - iii. Additional Information:
 1. Business Market Rate Savings: \$10,022.08
 2. Interest: \$1.31
 - iv. Assignment from President:
 - **Breakthrough to Nursing Director, (V)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
 - **Community Health Director, Tyshawna Cooke (V)**
 - i. Position Accomplishments:
 1. Began compiling a contact list of references for easy access to community contacts
 2. Reached out to organizations to begin receiving information about upcoming community service opportunities
 3. November Community Service Flyer completed
 - ii. Plan of Action for this month:
 1. Distribute November Flyer with service opportunities to our district directors for the month of November
 2. Expand our “GANS Community” social media presence
 3. Cultivate relationships with established contacts
 4. Establish new relationships with Georgia community service organizations

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5. Begin to compile opportunities for December so that flyers are ready to be distributed the first week of December
 6. Will reach out and see who would be interested in a Toys for Tots drive
 - a. NEC and District Directors - look for an email for an informational letter on this Drive to send to respective schools
 7. Make Community service page Public vs Private
- iii. Additional Information:
1. Everyone join the Community Service page and invite people as needed
 2. Would like to be admin on District Pages
- iv. Assignment from President:
- **Legislative Director, Rachel Kang, (V)**
 - i. Position Accomplishments:
 1. Met with GANS legislative director from 5 years ago and discussed resolution writing and submission to NSNA
 2. Sent a list of participating schools in GANS to Ashley Estep for further position recruitment
 - ii. Plan of Action for this month:
 1. Try reaching out to Georgia Nursing Association legislative director. Needs to locate contact information
 2. Decide on a topic and begin drafting the resolution
 - iii. Additional Information:
 - iv. Assignment from President:
 - **Publications Director, (V)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
 - **Public Relations Director, Jordan Bell, (V)**
 - i. Position Accomplishments:
 1. Began working of a formal letterhead for the GANS board to utilize
 2. Compiled a contact list for all of the sponsors from the 2017 convention
 3. Created a "Thank You" letter to send out to past and current sponsors
 4. Created a survey for anyone who would like to leave feedback regarding the 2017 convention, their experiences, and expectations with the organization
 5. Updated the website by adding our current sponsors, updating the 2017-2018 state board information, and removing any unnecessary

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information

6. Created an Instagram for GANS
- ii. Plan of Action for this month:
 1. Will send out “Thank You” letters to all sponsors that donated to the 2017 convention, reach out to past sponsors to regain support, and think of creative and personal ways to garner new sponsorship
 2. Will send out survey to vendors and sponsors
 3. Will link all GANS district and community services pages to the main GANS page
- iii. Additional Information:
 1. Plan on taking a professional headshot at the meeting in December for us to update the website!
 2. Delegate work from Publications director until this position is filled.
 3. Weekly GANS Member Spotlight
 - a. Member who has shined or been heavily involved in Community Service that deserves to be recognized
 - b. Can be added to resume
 4. Follow new social media pages
- iv. Assignment from President:
- **North District Director, (V)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- **South District Director, Akouma Akondu, (V)**
 - i. Position Accomplishments:
 1. Attended GANS Convention
 - ii. Plan of Action for this month:
 1. Will begin reaching out to other schools in order to increase GANS membership
 - a. Want to get more south district schools involved in convention
 2. Mica and Katherine will travel down and help Akouma recruit south district members
 - iii. Additional Information:
 - iv. Assignment from President:
- **East District Director, LaShea Strickland, (V)**
 - i. Position Accomplishments:
 1. Initiated communication with Chamberlain School of Nursing and Athens Technical College
 2. Working on scheduling and appointment to visit Chamberlain
 - ii. Plan of Action for this month:

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1. In the process of compiling emails from other schools in order to continue reaching out
 2. Work on updating contact list and making it more organized
 3. Planning meeting with Georgia Gwinnett College
- iii. Additional Information:
 - iv. Assignment from President:
- **West District Director , Morgan Wade (V)**
 - i. Position Accomplishments:
 1. Still adjusting to role and figuring out what her job encompasses. She is looking back through past emails to try to get an idea of this role.
 2. Plans on meeting with Emily Thompson, former WDD, before next meeting to solidify position roles.
 - ii. Plan of Action for this month:
 1. Being reaching out to schools and introducing herself, as well become familiar with local chapters and what they have going on at the end of the year. She would like to visit each of the schools before the end of the month, but it might possibly take until February
 2. Work on conference feedback survey with Jordan and Tamara
 3. Work on survey to send to schools who were NOT able to attend convention and get feedback on their feedback on why they were unable to attend convention and what we can do to help bring them to convention
 - iii. Additional Information:
 1. Volunteered to put together, design, and submit Eblast until publications director appointed
 - iv. Assignment from President:
 - **NEC North, (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
 - **NEC South, Christopher Cary, (NV)**
 - i. Position Accomplishments:
 1. Tying up loose ends and working on completing the transition process
 - ii. Plan of Action for this month:
 1. Start working with Akuoma and other south chapters for officer recruitment and cultivation
 2. Begin coordinating with other NEC members and integrate into the team
 3. Has potential candidate for publications and will update us as soon as he hears more

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- iii. Additional Information:
- iv. Assignment from President:
- **NEC East, Emily Lewis, (V - Chair)**
 - i. Position Accomplishments:
 1. Strategized with East District Director on formulating recruitment plan
 2. Conducted review of old applications
 3. Informal NEC meeting
 4. Followed up with Amy Lau, Kennesaw State, who is interested in running for North District Director
 - ii. Plan of Action for this month:
 1. Continue to reach out to underrepresented schools and try to raise candidate support
 2. Assist East District Director with clarifying school contacts
 3. North District Directors and BTN positions remain priority to fill
 - iii. Additional Information:
 - iv. Assignment from President:
- **NEC West, Ashley Estep (NV)**
 - i. Position Accomplishments:
 1. Traveled to several nursing schools in the North District and recruited students for open positions
 2. Assisted prospective candidates with the application process
 3. Contacted several deans to make plans to visit respective campuses to inform students about GANS and positions needed to be filled
 4. Worked with the executive board to increase communication
 5. Assisted public relations with posting minutes to the website.
 - ii. Plan of Action for this month:
 1. Help fill any other open seats as necessary
 2. Reformat application to make it more accessible to Deans, advisors, and SGA presidents, in addition to nursing students
 3. Visit Kennesaw State University with Katherine to recruit
 4. Visit Berry College and provide information on how to become a constituent chapter
 5. Have potential candidates for NEC North and BTN
 - iii. Additional Information:
 - iv. Assignment from President:
- **COSP Chair, Shannon Williams (NV)**
 - i. Position Accomplishments:
 1. Posted survey on COSP Facebook page asking all presidents how their pinning ceremony is funded (either by fundraiser or by other means). If other is selected, the presidents were asked to give details.
 2. Reviewed all past COSP documents pertaining to COSL planning.

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- ii. Plan of Action for this month:
 - 1. Start creating GANS e-mails for each nursing school to be accessed and utilized by school presidents.
 - 2. Will be getting in contact with local presidents who are not yet members of the Facebook page
- iii. Additional Information:
- iv. Assignment from President:
- **Assistant to Executive Board, (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- **Assistant to District Directors, (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- **Retired Board Member, William London (NV) -- Absent, no report sent**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- **GNA Consultant Professor, Jill Ray (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - 1. Still waiting to hear from GNA to see if she's appointed as the GNA consultant
 - 2. Off to a great start, just know what your role is and read the bylaws so you know what your responsibilities are
 - iv. Assignment from President:
- **GANE Consultant, Dr. Laura Madden (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - 1. Understand that there is not money in the budget to pay for travel for recruitment. All travel should be done on volunteer basis.
 - iv. Assignment from President:
- **Presidential Advisor, (NV)**
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:

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iv. Assignment from President:

New Business:

1. Move to approve October meeting minutes
 - a. Narrator : Molly Bracknell
 - b. Second : Katherine Tipton
 - c. Vote : approved by I's, 0 abstentions
 - d. Status : carries

Unfinished Business:

Announcements:

Date, time, and place for next meeting: December 2nd, 2017 @ Georgia Gwinnett College from 10am-3pm. Arrive no later than 9:45am.

Adjournment: Meeting adjourned at 10:17am Pacific Time, 1:17pm Eastern Time.