



MARYLAND ASSOCIATION OF NURSING STUDENTS
EXECUTIVE BOARD MEETING
Maryland Nurses Association Headquarters
21 Governor's Court, Suite #195
Baltimore, Maryland 21244-2721

Meeting Minutes

September 11, 2017

I. Call to order

Loah Folole Ieremia, President called to order the regular meeting of the Maryland Association of Nursing Students (MANS) at 1940 on September 11, 2017 at Harford Community College, Room 202C.

II. Roll call

Erin Rodriguez conducted a roll call. The following persons were present: Loah Hunter, President; Amanda Mullins, Vice President; Erin Rodriguez, Secretary; Tony Li, Treasurer; Kelly Alford, Community Chair; Mikki Henninger, Membership Chair; Jenn White, Newsletter Chair; Ari Anderson, Image of Nursing; Tania Raque, Legislative Chair; Joon Kim, Resolutions Chair; Rieanna McClelland, BTN; Dr. Eichenberger, MANS Consultant; Sheila Pierre, RN Consultant and Tess Bailey, RN, State Consultant (both joined by telephone), and Jules Akehurst as a guest from Harford Community College SNA.

III. Approval of minutes from last meeting

Erin Rodriguez read the minutes from the last meeting. The minutes were approved as read. Secretary motioned to approve the last meeting minutes as read. Mikki Henninger seconded the motion. Minutes were open for discussion. None were suggested. It was voted upon and it was unanimously passed.

IV. Open issues

- a) The Secretary received an email from NSNA regarding the previous board's meeting minutes from February, March, and May of 2017. The Secretary

advised NSNA that she would present this to the board and get back to them. The President will investigate this and see if those meeting minutes are available on the Google Drive. If they are available, the President will forward them to the Secretary in order to expedite getting them sent to NSNA.

- b) The Newsletter Editor requested that the board check their emails in the next week to review the newsletter review and approval. She will also email the board the date of the next newsletter.
- c) The President reminded everyone to continue to complete their monthly tasks via the Google drive in order to hand that down to the next board. She would like to ensure the fluidity of the board members and their participation for the remainder of the year.

V. New business

- a) The Image of Nursing presented the completion of the blog which will be posted on September 15, 2017. She will also post to Instagram and she is requesting photos from the board that would include different aspects of nursing. The President asked if a release needed to be signed to use board member's permission to use the photos. The Consultant stated that if there are people in the photos that are not on the board, they would need to sign a waiver. However, if it is only board members, there is no need to sign a release. At any time if it contains others that students, patients, children, etc., they would need to sign a waiver to use the photos. The President also requested that the board send this request out to as many schools in the state as possible to promote the different aspects of the student nursing population. This could be done by posting to the boards at the school as well as social media. The President requested that the same fliers, emails, etc, be used for these posts. The IoN will update the IoN page by the fifteenth of September. She would like approval to follow other college's Instagram pages. The President stated that if it was nursing related, that would be fine. The IoN also added that if anyone wants to be a part of the event
- b) The Advertising Chair would like to know if there is any way that the Facebook page can be more than just edited. The President advised that it is not like a regular Facebook page. All the social media accounts need to remain consistent.
- c) The Legislative Chair is trying to do a voter registration drive at the MANS annual conference. She reached out to Howard County since the conference will be held there. She spoke with the Howard County Board of Elections, who advised that they would be willing to set up a training session during the

evening in order to prepare the board to complete this at the upcoming conference. The Vice President suggested that in order to accomplish this, there would need to be shifts set up. The Legislative Chair asked for volunteers to attend this training session to determine dates and times for the training to take place. Volunteers were the President, the Secretary, the Legislative Chair, and the Community Chair. The Legislative Chair will create a survey via Doodle to see what is the best date and time to accommodate everyone's schedule. The Legislative Chair stated that she is having an issue getting enough people together to attend a town hall meeting. She suggested that a link be added to the MANS website showing who each the representatives are and their contact information. The President stated that she felt that this was a good idea and this will be added to the website. It was then requested that the board provides resources to state issues. The President requested that be sent to her and the consultants for review and approval.

- d) The Vice President presented her report by stating that the first thing she would like to vote on is the convention schedule. She provided three break-out sessions as she could not fit four into the day's events. Changes were made to the HoD time to grant some leeway for the instructor lunch. The next thing that she wanted to discuss was vendor and sponsor contracts. The vendor name badge will include a lunch. There will be two free name badges provided per vendor. The Newsletter Editor will be given information for vendor applications to be submitted no later than January 31, 2018, to guarantee a spot for the vendor. The next order of business was the speaker contract. The board can register speakers, and then that should be forwarded to the Vice President and the Treasurer. The Vice President and President would like eighteen speakers for the break-out sessions instead of the thirty that attended last year to limit the sessions only having a few people attend those sessions. A list will be compiled ahead of time and then the board will vote on the choices to limit the number of speakers for the break-out session. If anyone would like to suggest a panel in lieu of just one speaker, that is permissible. The Vice President motioned to approve the speaker contract, the schedule, and exhibitor contract. The Treasurer seconded the motion. It was open to discussion. There was none. It was put to a vote and passed unanimously. Registration fees from the previous year was then discussed. Early registration will begin in December 2017. The regular registration fees will be as follows: \$35 for non-members of SNA, \$30 for SNA members, \$30 for faculty, \$20 for pre-nursing students, and \$15 for high school students. A group discount will be given for schools that have ten or more registrants. Late registration will start two weeks prior to the conference. It will be \$45 for non-members of SNA, \$40 for SNA members, \$40 for faculty, \$30 for

pre-nursing students, and \$25 for high school students for late registration or at the door registration. The Vice President motioned to approve the registration fees as stated. The membership chair, Mikki Henninger, seconded it. It was open for discussion. There was none. It was put to a vote and passed unanimously. The Vice President plans to contact all the technical trade schools that have health care programs to see share information regarding annual conference information to try and get more high school students to attend the annual conference. The Newsletter Editor suggested that this also be shared with guidance counselors at all the high schools in the state. The IoN has a contact list that she will share with the Vice President to expedite contacting schools via email to spread the word.

- e) A mid-year head count was taken by the President. The Vice President, the Newsletter Editor, the BTN, the Membership Chair, the MANS Consultant, and possibly the Community Chair if the dean of nursing from Towson approves it. Board members can fill out an advanced money request to book a flight, but travel insurance must be purchased in case something happens and cannot attend. MANS will pay for the flight, but not the insurance if the member is unable to attend. Members must register themselves for the mid-year convention and caps are included on the expense spreadsheet.
- f) The November meeting will not be a physical meeting. It will be held at mid-year.
- g) The Resolutions Chair, Joon Kim, suggested that a mock discussion be held in December. He will continue to work on that and report back at the next meeting.
- h) The Treasurer, Tony Li, presented his report. The M & T Bank statement showed \$243.48 in deposits, which includes vendor checks. Ending statement for August 31, 2017, shows a balance of \$58,744.20. Income was at \$60.00. The Treasurer noted that there are no page numbers being listed on the bylaws. He suggested that this be done in order to make it easier to look up specific bylaws by being able to reference page number. The IRS post card must be filed by September, but it has already been filed. Webs price are good for the next two years and the Treasurer will renew that tonight. The next item addressed by the Treasurer were the scholarships that MANS supports. Last year the applications were sent out in January. NSNA sends theirs out in September, the winner is chosen in January, and the awards are given out their annual convention in April. The Vice President suggested that if there was not a lot of editing that needs to be done, it could be posted at the next meeting so that it can be kept in line with the NSNA. The Treasurer then

advised that mid-year is coming up. Flights on Kayak are between \$200-\$400 and reimbursements for flights is only \$500. Registration closes on October 17, 2017, for the group discounts. After that, you must register at the door and it is \$10 more. It is beneficial to register early and reserve a flight. Air B and B would be cheaper than staying at a hotel. If a flight is purchased between now and October 11, 2017, the President and the Consultant can write a reimbursement check at the next MANS meeting. The Treasurer suggested that the board reaches out to . Mikki Henninger will reach out to

- i) The Membership Chair stated that there is still one open position, the Treasurer. Any inquires need to be sent to her. 583 is the total state number for NSA memberships. There are still 29 schools with NSA charters, the number of schools with at least 1 member is 24, and the number of constituent schools is 12. She sent out the updated contact form and has heard back from several schools. She will send out another email from the schools that she has not heard from. There is one membership drive scheduled at Alleghany College and they would like to invite Frostburg University to attend. Eight people replied to the Doodle survey. October 13, 2017, was the date that the majority could attend. She will get back to the board regarding the time. The membership chair motioned to allot for a budget of one hundred dollars to cover light refreshments and travel. The Resolution Chair seconded the motion. It was open to discussion. There was none. It was voted on and passed unanimously. The next membership drive is for Coppin. The date for this drive will be September 21, 2017, from 12pm-1pm. She is requesting that everyone that is going to bring a fully charged laptop to assist with registration. The Newsletter Editor will donate drinks and the IoN will donate food for this event. She reminded the board to dress appropriately and wear their name badge for these events. The last thing that was brought up was the email news blast. It will be kept to one page. The open position will be listed as well as the scholarship information and upcoming events.
- j) The BTN Chair presented the focus of the month, the diversity spot light. This month is national Hispanic/Latino heritage month, she will put a link on the website that is related to this as well as additional resources. It will be listed on the BTN page of the MANS website. October does not have a heritage, so she would like to do Veterans/military. She is planning a visit to an elementary school to teach about germ spreading and hand washing. She will do the black light glitter to show them proper hand hygiene techniques.
- k) The Community Health Chair would like to participate in the Alzheimer's Walk on October 7th at the Ripken Stadium at 10am. There is also Light the Night to raise money for the Leukemia and Lymphoma Society on the

October 21st at the National Mall in DC at 5:30pm. She will try to get the Spotlight to Hellen as soon as possible.

- 1) The MNA convention is looking for volunteers for October 5, 2017, at Martin's West to assist on the day of the event. There is one definite yes and four maybes. Once the MNA liaison has more information, she will forward that information.

VI. Adjournment

Loah Folole Ieremia, President adjourned the meeting at 2019.

Minutes submitted by: Erin Rodriguez

Minutes approved by:

Erin J. Rodriguez, Secretary

Loah Folole Ieremia, President