



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

## ***Meeting Minutes***

July 10, 2017

### **I. Call to order**

Amanda Mullins called to order the regular meeting of the Maryland Association of Nursing Students at 1912 on July 10, 2017 at Howard County Community College.

### **II. Roll call**

Erin Rodriguez conducted a roll call. The following persons were present: Amanda Mullins, Vice President; Mikki Henninger, Membership Chair; Rienna McClelland, BTN Chair; Kelly Alford, Community Health; Ari Anderson, Image of Nursing; Tania Roque, Legislative Chair; Tony Li, Treasurer; Dr. Eichenberger, Faculty Advisor; Shae Taylor, MNA Student Liaison; Joon Kim, Resolutions Chair; Marie Saladord (Guest), Hellen Lougon (Guest), and Heidi Hamil (Guest) with Ms. Pierre, RN Consultant via the phone.

### **III. Approval of minutes from last meeting**

Erin Rodriguez read the minutes from the last meeting. The Membership Chair made a motion to approve the minutes as read. The Treasurer seconded the motion. Vice President asked if there were any abstentions or objection. None were given. Motion was carried and the minutes were approved as read.

#### Open issues

- a) The Membership Chair stated that there were two open positions for the board. The Newsletter Editor and the Public Relations Chair. The Membership Chair motioned to elect Jen White as the Newsletter Editor. The Community Health Chair seconded the motion. It was open for discussion and carried to a vote. The Vice President called for a vote and it was unanimous. Since the Newsletter Editor elect was not in attendance, the Membership Chair will email Ms. White to let her know that she was voted in. The Membership Chair motioned to elect Hellen Lougon as the Public Relations chair. The Community Health Chair seconded the motion. It was open for



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- discussion. The Vice President called for a vote. It was unanimous. Motion was carried and Ms. Lougon was called back into the meeting and advised that she had been voted as the Public Relations Chair. The monthly report for NSNA was then presented by the Membership Chair. She stated that there are currently 598 members for the state. Total number of schools is 29. Number of schools with one member is 22. Ten schools have at least 20 members. She is currently working on a faculty list and will give that to the Faculty Advisor upon completion. The Membership Chair will contact NSNA about the email blasts. One monthly email blast is included and any additional will be an additional cost, but she would like to reach out to NSNA to get details on that.
- b) Secretary motioned to order the grey business cards. The Community Health Chair seconded the motion. It was open for discussion. The Legislative Chair asked if the cards from the previous board could be edited. The Vice President took a vote. There were five members in favor, two members objected, two members abstained. Motion was carried. The Secretary will order the grey business cards. The Faculty Consultant will get 100 cards, seventy-five cards will be ordered for the President, the Public Relations Chair, and the Resolutions Chair. Fifty cards will be ordered for the rest of the board members and twenty-five cards will be ordered for the State Consultant and the RN Consultant.
- a) The Vice President shared information on behalf of the President regarding their visit with Mr. Richardson (Breakthrough to Nursing Chair NSNA). The Resolutions Chair spoke about his experience with Mr. Richardson who stated that he felt that we need to be more social within MANS. He suggested using an app called Hootsuite. The Legislative Chair went on to add that Mr. Richards suggested reaching more students in schools across the state. Mr. Richards stated that we need to make it about them and not about the board, the network that it creates, as well as the job opportunities and doors that it can open to students by being part of MANS.
- b) The head count for attendance of NSNA conference was taken. A total of 8 board members are planning on attending. It starts at 8:30am on July 28, 2017, at Mt. Sinai.



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The board members who are attending will meet at a designated place at 8am on that date. The State Consultant reviewed the dress code attire that is expected to be worn on the day of the conference. If anyone has any questions, they can use the NSNA website as a resource.

- c) A reminder was given about when board members are communicating internally or externally, all three consultants must be carbon copied to all three consultants and the President. Please respond with "okay" or "received" with the time constraint parameters. Any externally emails should utilize formal language and people should be addressed as "Mr." and "Mrs.". Try to keep phone conversions to a minimum. Make a transcript of the conversation and send to the consultants and the President.
- d) The State Consultant will be submitting the name tag badges. The Treasurer will be writing a check for the name badges. The new name badges will be distributed at the summer conference.
- e) The next meeting will be held on August 14, 2017, at CCBC – Essex at 1900-2300. The Faculty Consultant will email the room number to the board members. The President will send out an email reminder once week prior to the meeting.
- f) The Vice President asked for themes for the convention. She presented past convention themes and then suggested her own theme of Shaping the Next Generation of Nursing Leaders. It will be voted on officially at the August meeting. She would like three to four potential locations to host the convention. Howard and Harford Community Colleges were suggested and it was asked of the board if they had any suggestions, but none were given. She then suggested a date of February 17, 2018, with a snow date February 24, 2018. The Membership Chair made a motion to accept those dates. The Legislative Chair seconded the motion. It was open for discussion. The Legislative Chair asked if there was any way that it could be held in April. The Treasurer stated that Annual Convention is on April 4-8, 2018. Then the Legislative Chair then suggested using the 24<sup>th</sup> of February as the official date of the convention and using a date in March as the snow date. Ms. Bailey commented that



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- if convention is a priority, then they will make the effort to attend even if it is during their scheduled spring break. The Faculty Consultant agreed with the State Consultant and added that it may make it easier if it was held during spring break because then students would have less conflicts. The State Consultant suggested using survey monkey to have people vote on the dates. The Vice President suggested to have the annual of March 17, 2018, with a snow date of March 24, 2018. It was motioned by the Membership Chair to have the convention on March 17, 2018. The Secretary seconded the motion. The Vice President opened it for discussion. It was put to a vote and the vote was unanimous. Motion was carried.
- g) Exhibit rates for previous contracts with exhibitors had some things crossed out by the exhibitors and by previous Vice President. Portions were redacted. It is not clear as to why this was done. The State Consultant suggested having two members of the board sign the contracts with the exhibitors. The Vice President wants the sponsorships to be addressed. Platinum sponsorship is \$5000 for, but there were no platinum sponsors last year. Closer proximity for \$100 will be done away with. Packages and contracts will be reviewed. Panel of specialty nurses and a new graduate panel was suggested by the Vice President. If anyone has any ideas about speakers, professor, leader, sponsors, exhibits, etc, please let the Vice President know. The RN Consultant suggested that a spreadsheet should be made to disburse the job of finding speakers to all members of the board. The Vice President will put that together and email it via Goggle Docs to all the board members.
- h) The Treasurer gave his report. We are down \$100.00 from the last meeting, which puts us at \$57,000. The expense report was sent out electronically via email. June 2017 food expense report is required from the President and the past President needs to be reimbursed for purchases made last year. The treasurer provided all board members with hard copies of the MANS Advance form. Tickets are still \$200-\$290 for mid-year (Nov. 2-5, 2017). You must register by July 25, 2017, for summer leadership on July 28, 2017. Each board member that attends will need to submit an expense report with physical receipts to cover their costs with a limit of \$100.00 to reimbursed.



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- i) The Vice President shared that the President will be meeting the previous newsletter chair. It was suggested that the new Newsletter Editor should attend that meeting. Each board member is required to submit a professional head shot and five-six sentences about themselves in third person by July 14, 2017. In the individual bio, please include school, graduation date, nursing specialty, goals for your term, and previous boards bios can be used as guidelines. If you would like to submit an article for the newsletter, email the Newsletter Editor, and carbon copy the President and the three Consultants by July 18, 2017, stating that you would like to submit an article. The first draft is due by July 25, 2017. Articles that the President would like to see in the newsletter, by the Image of Nursing, a Q & A article featuring a student for August and September. For the Membership Chair, write something about why people should join, how someone can join, and the benefits of being a member. The summer conference article will be written by the Image of Nursing about the Board's experience at Mt. Sinai. If MANS will be hosting or participating in any events in the fall, an email should be sent stating that you want to write an article about that.
- j) Image of Nursing gave her report. She had previously emailed the board a flyer about the nursing student of the month. The Legislative Chair will be the first nursing student to be featured. The MNA Liaison suggested that the MANS newsletter chair, contact the newsletter chairs of the schools with the largest NSA members so that they can advertise this as well.
- k) The Student Liaison suggested that the featured nursing student of the month be suggested as that districts award recipient. She will contact MNA to see if they have something to put into the MANS newsletter as well as provide them with an article for them to run in their newsletter.
- l) The Vice President presented the Public Relations report. If anyone knows of anyone who wants to buy an advertisement in the newsletter, please email the President your suggestions. MANS owes some previous Silver packages some advertisements in the next newsletter. The Board of Directors page will be updated by the President on



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- July 16, 2017. The President is in the process of updating issues that were found on the website.
- m) Breakthrough to Nursing presented her report. She would like to focus a different heritage each month by emailing resources to the schools as well as interviewing someone from each group to feature each month. Possibly a nursing student and/or nurse. To reach out the school chapters to see if they have BTN positions. She reached out to some summer camps and the Boys and Girls club, and AACC's stem summer camps, and Camp Cardiac at the University of Maryland in Baltimore. Camp Cardiac focuses on teaching high school students, age 15-18, about the medical field. They have invited the MANS board to sit on a panel on August 8, 2017, from 10-11:20am. She will need a head count by July 14, 2017, with a tee shirt size included in your email. She would like to reach out to Mr. Richards as well.
  - n) The Community Health Chair presented her report. She looked at a bunch of school's social media sites. Community health spotlight on the website to recognize this chapters. She would also like to see a blood drive challenge by putting together a how to host a blood drive pamphlet to give to schools. Ms. Bailey suggested contacted Johnson & Johnson as they will give out free stuff. She is attending the GBMC Chase Legacy event as a volunteer. She will email the board a link to the event for volunteering. She would like to have a break out session at the MANS convention about overcoming challenges. Remote access to medical. Mobile clinic that will be coming to Baltimore and that would be another volunteering opportunity.
  - o) The RN Consultant reminded everyone to carbon copy the consultants when sending out emails. She will be away on maternity leave for a time and won't be checking her emails regularly during that time and she may not have as rapid of a response time. She asked that we please give her ample time to return emails during her maternity leave.
  - p) The Resolutions Chair has not been able to get in contact with Mr. Mangles, but he should be able to speak with him next week. He would like to discuss the rise in



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alcohol related deaths and fentanyl related deaths as both have had such dramatic increases from last year. The Vice President suggested that he reach out to Maine to see if they would be interested in co-sponsoring a resolution. The Vice President suggested that he contact Ohio about being charged with a misdemeanor for having to administer Narcan.

**IV. Adjournment**

Amanda Mullins adjourned the meeting at 2154.

Minutes submitted by: Erin Rodriguez, Secretary

Minutes approved by:

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*Erin J. Rodriguez*  
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Secretary

DocuSigned by:  
*Amanda Mullins*  
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Vice President