



MARYLAND ASSOCIATION OF NURSING STUDENTS  
EXECUTIVE BOARD MEETING  
Maryland Nurses Association Headquarters  
6 Park Center Court, Suite #212  
Owings Mills, Maryland 21117

*Meeting Minutes*

July 11, 2018

**I. Call to order**

Erin Rodriguez, President, called to order the regular meeting of the MANS at 1936 hours on July 11, 2018 at Community College of Baltimore County, Essex Campus Room 331.

**II. Roll call**

Amanda Sampson, Secretary, conducted a roll call.

- a. The following person(s) were present: Erin Rodriguez, President; Corey Reichenbach, Vice President; Amanda Sampson, Secretary; Cicely Sanders, Treasurer; Christie Stone, Membership/Nominations Chair; Elizabeth Huber, Breakthrough to Nursing Chair; Emily Peters, Image of Nursing Chair; Dr. Marianne Eichenberger, Faculty Advisor; Sashay Brown, Guest
- b. Absent: Sheila Pierre-Louis, BSN, RN, CCRN, SCRN, State RN Consultant; Alicia Lew, Public Relations Chair; Jessie Michalak, Community Health Chair

Amanda Sampson, Secretary, declared a quorum present.

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

Amanda Sampson, Secretary, motioned to approve the June meeting minutes, made available online through Google Docs to all board members more than a week prior to the meeting, with two provided edits. Image of Nursing Chair, Emily Peters, seconded the motion.



The motion was opened for discussion. Hearing no discussion, it was put to a vote and it was unanimously passed.

#### IV. **Secretary**

- a. Name badges were handed out to all present. The badges were ordered for all positions filled as of the June 2018 meeting. The order was placed through [www.NameTagCountry.com](http://www.NameTagCountry.com). We originally budgeted \$200 and came in within budget at a total cost of \$149.43.
- b. Business cards
  - i. Cards are to be ordered for all current board members. Three designs were proposed and voted on. There was one vote for design (A), four votes for design (B) and no votes for design (C). Design (A) won by three votes and will be ordered.
  - ii. The amount budgeted for business cards was \$250. The hope is that we will come in under budget as we do not have a full board of Directors at this time. The current vacant positions at the start of this meeting including the MNA Student Liaison, Legislative Chair, Resolutions Chair, and Newsletter Editor.

#### V. **President**

- a. Headcount for NSNA's summer leadership conference: Five board members have committed to attending, including: Erin Rodriguez, Corey Reichenbach, Jessie Michalak, Christie Stone, and Cicely Sanders.
  - i. Last day to register is July 23<sup>rd</sup>.
  - ii. All who are going please be at Mt. Sinai no later than 0800. Once Erin gets there she will text/email a designated meeting place.



- iii. Please dress appropriately to the Summer Leadership conference. Review of the expected dress code: <http://nsnasummerconference.weebly.com>.
- b. Communications & Meeting Reminders
  - i. Meeting minutes for the most recent meeting and the upcoming meeting agenda will be shared by the Secretary in between meetings. Each board member is responsible to review the documents and make any updates or edits necessary pertaining to their position.
  - ii. If anyone feels overwhelmed please do not hesitate to contact Erin. Do not hesitate to reach out. We are all in this together.

## VI. Newsletter

- a. The first newsletter is scheduled to be published on September 1, 2018.
  - i. Jen White (Ex-Officio Newsletter Editor) has volunteered to assist us while we are in the process of filling this vacancy and as such expects to put together the first newsletter. Keep actively recruiting to fill this position to relieve Jen White from filling in.
  - ii. Everyone on the board should submit a professional headshot and 5-6 sentence biography to be used for the website and the newsletter. These should be emailed to Erin Rodriguez no later than 2359 on July 15th.
  - iii. Articles and deadlines
    - 1. If you would like to submit an article to be considered in the newsletter notify Erin and CC consultants no later than 2359 on July 19<sup>th</sup>.
    - 2. A first draft would need to be submitted no later than 2359 on July 26<sup>th</sup>.
    - 3. Christie Stone motioned that all final articles for this newsletter would need to be submitted no later than 2359 on August 12<sup>th</sup>. The



action was carried and the motion was moved for discussion. Vote was taken and passed unanimously.

## **VII. Vice President**

- a. Corey Reichenbach opened the floor for convention theme suggestions. Potential themes to be voted on were discussed. The proposed themes include: Avenues of Leadership in Nursing, Unconventional Pathways, Unconventional Convention, and Empowering today's students to become tomorrow's leaders.
- b. Cicely Sanders motioned to adopt the convention theme "Unconventional Pathways; Empowering today's students to become tomorrow's leaders." Elizabeth Huber seconded the motion. The action was carried and the motion was moved for discussion. Vote was taken and passed unanimously.
- c. Proposed convention venues to be researched include: Anne Arundel Community College, Howard Community College, Harford Community College, Towson University, and CCBC Catonsville.
  - i. Out of the proposed locations all board members agree these locations were worthy of looking into further with the exception of CCBC Catonsville, which was ruled out due to size constraints for the main theatre.
  - ii. In the past Howard and Harford Community Colleges have made offers to host at low or no facilities fee which would be advantageous to keep convention costs at or below the budgeted allotment.
  - iii. When research has been completed to determine size constraints, cost, and availability for the desired dates. Information will be provided for a tentative final vote to occur in August.
- d. Vote on convention date



- i. March 16<sup>th</sup> or 23<sup>rd</sup> have been proposed as tentative dates. Vote to be finalized in August upon venue availability research findings.
  - ii. Vote on snow date: Due to the difficulty of maintaining a snow date for venue, keynote, vendors, etc. discussion took place to discontinue the offering of a snow date. There was a general consensus; however, a vote did not take place.
- e. Vote on Exhibit rates (MNA receives a complimentary table). Revise Vendor contract as needed. Decide if they can they sell in the exhibition hall.
- f. Corey Reichenbach motioned that exhibit/vendor pricing the same from the year prior, (see the attached blank exhibitor contract from the 2018 convention for details). Emily Peters seconded the motion. The action carried and the motion was moved for discussion. Last year there was one silver contract, several bronze contracts, and several table contracts. In discussion Cicely Sanders suggested scaling back on the cost. There was a general consensus that the top three tiers should be lowered to hopefully attract additional sponsors. Cicely Sanders motioned to amend the sponsorship tiered pricing as follows: Platinum \$3,500, Gold \$2,500, Silver \$1,500, Bronze \$1,000, Convention Sponsorship \$850, Table only \$600. Emily Peters seconded the motion. The action carried and the motion was moved for discussion. Vote was taken and unanimously passed.
- g. Potential speakers, sponsors and organizations for exhibit hall were discussed (would ideally like a few suggestions from everyone, suggestions may be emailed after meeting as well).

#### **VIII. Treasurer**

- a. Account balances:
  - i. June 2017 M&T Starting Balance: \$51,744.59
  - ii. June 2017 PayPal Balance: \$0.00 from cord and pin sales (since May)



- b. Blank Expense report copies sent out to the board to be used once an expense has been incurred. Preapproved expenses may be considered for an advance, using the advance form submitted to the Treasurer prior to the expense. Receipts and any excess funds would need to be returned to the Treasurer to avoid personal liability for the advanced funds.
- c. Cicely Sanders motioned to approve reimbursing Erin Rodriguez for an excess of \$39 spent above the allotted \$100 for the June 2018 meeting dinner. Amanda Sampson seconded the motion. The action carried and the motion was moved for discussion. Vote was taken and unanimously passed.

**IX. Membership Chair**

- a. One new application was received for the position of the Resolutions Chair. The applicant was not able to be present due to her work schedule however she submitted a recording to introduce herself and state her qualifications for the position. After the recording was played Christie Stone motioned to elect Amanda Bayne for the position of the Resolutions Chair. Corey Reichenbach seconded the motion. The action carried and the motion was moved for discussion. Vote was taken and unanimously passed. *Erin will go over acceptance of the position during August meeting.*
- b. The remaining vacant positions include the Newsletter Editor, Legislative Chair, MNA Student Liaison, and Presidential Advisor. Please continue to actively recruit for these positions.
  - i. Christie Stone prepared flyers to be distributed to advertise these openings.
  - ii. Announcements should be made on the website, and on other social media sites including Facebook and Twitter.



- c. Membership Standings have decreased slightly in the last month which may be a result of graduates and or memberships that recently lapsed and have not yet been renewed. An email blast is planned to promote membership.
  - i. 658 total state members of NSNA in June, which was 665 in May
  - ii. Total current schools 29 in June, while in May it was 31
  - iii. The current number of schools with at least 1 member is 22 June, and in May it was 24
  - iv. The current number of constituent schools ( $\geq 10$  members) is 12 and in May it was 12

**X. Public Relations**

- a. If you know anyone willing to buy advertisements please send an email to Erin and CC consultants.
- b. If you see broken links on the website please email Erin Rodriguez and CC the consultants.

**XI. Image of Nursing**

- a. We will continue to feature “Maryland Nursing Student(s) of the Month,” which will be featured on both the website and Instagram pages. This helps to promote the diverse “image of nursing” all of us produce as nursing students and also hopefully increase the traffic and awareness of our website and IF page through word-of-mouth. Anyone who would like to volunteer a nursing student for the month of August is welcome to submit their entry to Erin via email.

**XII. Resolutions Chair (Erin will present)**

- a. Our resolution at last year’s SNA was presented in relation to the mental health segment of nursing programs to have students actively participate in an addiction treatment center to see first-hand what the opioid addiction epidemic looks like in hopes to improve preparedness of new nurses to provide quality of care that can



positively impact patient outcomes related to the dramatic increase in drug abuse in Maryland.

**XIII. Breakthrough to Nursing** (Presented by Erin)

- a. Goal to present a breakthrough to nursing minority/heritage focus of the month idea to be able to focus outreach to various groups during specific months.
- b. Will reach out to chapters regarding their NSA Breakthrough to Nursing positions. Provide education to chapters about this position and follow-up on activities throughout the year.
- c. Plan to present to various summer camps and schools about the role of nursing.
- d. *There's a potential that volunteer(s) attending with the Breakthrough to Nursing Cahir may be able to use trips to schools and/or camps to fill volunteer requirements for their program(s).*

**XIV. Community Health** (Presented by Erin)

- a. Goals to inquire about what local school chapters are doing for their communities and post on social media and/or in newsletters with their permission.
- b. Help to connect the chapters, so they can see what other schools are doing and share their ideas.
- c. Potential blood drive challenge. It's a really easy project that has a great community impact.
- d. Potential challenge to each chapter for the MANS convention to do a Community Health, Breakthrough to Nursing, and Image of Nursing project. One of the break out sessions would be the schools presenting their project.
- e. Everyone can make suggestions for community events, upcoming events to consider participating in:





- i. August 21, 2018: Rage Against Addiction Paint Night to benefit the organization based out of Bel Air to providing resources to addicts in the to overcome addition and find a path to recovery.
- ii. September 29, 2018: 18<sup>th</sup> Annual Legacy Chase at Shawan Downs – Fundraiser for GBMC Oncology Services

**XV. Old business and Reminders presented by Erin Rodriguez**

- a. Please submit board email passwords to the Faculty Advisor, Dr. Eichenberger, as soon as possible. The emails are the property of MANS and the password may be personalized by the current board member elect so long as it is sent to the Faculty Advisor by text to keep on file. Do not send the password via email to protect the account security.
- b. When communicating whether internally or externally all correspondence needs to be CC'd to Erin and the consultants
- c. Please respond to all (non-spam) emails even if it is “Received or Okay”.
- d. External emails should be formal, remember you represent MANS
- e. Please keep phone conversations to a minimum to decrease chance of miscommunication. *If you have a phone conversation please write a transcript of the conversation and send to Erin and the consultants.*
- f. Still looking at ticket prices to KY for Mid-Year. As of 7/11/2018 flights from BWI -> KY = ~\$151 to \$105 Direct Return. All board members should consider making preparations for a decision for travel to be finalized, which will occur during a future meeting. Reminder of the NSNA Convention options:
  1. The 36th Annual Midyear Career Planning Conference will be November 8-11, 2018 in Louisville, Kentucky at the Galt House.
  2. The 67th Annual Convention will be April 3-7, 2019 will be in Salt Lake City, Utah.



- ii. All meeting dates, times, and locations have been loaded to the BoD Calendar on Google. Erin will send another meeting reminder one week prior to the meeting via email.
- iii. August meeting reminder August 8, 2018 at Harford Community College, Darlington Hall 1900-2300, room to be announced.

**XVI. Adjournment**

Erin Rodriguez, President, adjourned the meeting at 2145 hours.

Minutes submitted by: Amanda Sampson, Secretary

Minutes approved by:

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*Amanda Sampson*  
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Amanda Sampson, Secretary

DocuSigned by:  
*Erin F. Rodriguez*  
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Erin Rodriguez, President