



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

Meeting Minutes

June 20, 2018

I. Call to order

Erin Rodriguez, President, called to order the regular meeting of the MANS at 1900 hours on June 20, 2018 at Community College of Baltimore County, Essex Campus Room 330.

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; Alicia Lew, Public Relations Chair; Elizabeth Huber, Breakthrough to Nursing Chair; Emily Peters, Image of Nursing Chair; Dr. Marianne Eichenberger, Faculty Advisor; Loah Folole Hunter, guest; Jessie Michalak, guest; Amanda Bayne, guest; Natasha Holmes, guest.

- b. Absent: Sheila Pierre-Louis, BSN, RN, CCRN, SCRN, State RN Consultant
Amanda Sampson, Secretary, declared a quorum present.

III. Approval of minutes from last meeting

As the current board did not hold an official meeting in the month of May, there are no minutes to approve. Per Loah Folole Hunter, the 2017-2018 president, all prior meeting minutes had been reviewed and approved.



IV. Old business

- a. Dr. Eichenberger welcomed everyone to the meeting and reviewed the following points:
 - i. A list was collected a list containing each board member's name, position, and personal contact information outside of the assigned MAN's email address.
 - ii. The welcome letter sent to all board members on June 8, 2018 containing information on Robert's Rules of order in relation to meeting conduct, voting and quorum; board member responsibilities; email and contact responsibilities; as well as tips on planning for convention were reviewed.
 - iii. The vacant positions were reviewed including the MNA Student Liaison, Legislative Chair, Resolutions Chair, Community Health Chair, and Newsletter Editor.
 - iv. The dates for NSNA conferences and conventions were discussed as each board member is required to attend one NSNA convention.
 1. The summer leadership conference is Friday, July 27, 2018 in New York, NY from 8:30am-5pm at the Mount Sinai Medical Center. (*Board members are **strongly** encouraged to attend this event, but should keep in mind this does not fulfill the convention requirement). Interest in this event was surveyed and approximately five board members stated an ability to attend.
 2. The 36th Annual MidYear Career Planning Conference will be November 8-11, 2018 in Louisville, Kentucky at the Galt House.
 3. The 67th Annual Convention will be April 3-7, 2019 will be in Salt Lake City, Utah.



V. **New business**

- a. Christie Stone introduced information regarding an application received from a qualified applicant for the open position of Community Health Chair from Jessie Michalak. The applicant was given the opportunity to introduce herself and state qualifications. All guests including the applicant left the room. Christie Stone motioned to instate Jessie Michalak as the Community Health Chair. Corey Reichenbach seconded the motion. The action was carried and the motion was moved for discussion. Vote was taken. Six members voted and one abstained. The motion passed and carried. The guests entered the room and Jessie Michalak was welcomed to the board as the Community Health Chair.
- b. The treasurer proposed a budget for the year reviewing the budget with an estimated income of. \$25,500.00 and estimated expenses of \$48,800. Income and expenses to include supplies, travel, and vendors associated with meetings and conventions as well as scholarships (three scholarships totaling \$4,000) and business operating expenses. Corey Reichenbach motioned to approve the proposed budget. Amanda Sampson seconded the motion. The action was carried and the motion was moved for discussion. Vote was taken and unanimously passed.
- c. The treasurer also reviewed and discussed itemized receipt requirements, reimbursement forms, and handling of NSNA travel/convention expenses.
- d. Cicely Sanders motioned to increase the budget allotment for the summer leadership conference from \$100 to \$130 per person. Corey Reichenbach seconded the motion. The action was carried and the motion was moved for discussion. Vote was taken and unanimously passed.
- e. Corey Reichenbach motioned to nominate Dr. Eichenberger as the faculty advisor to the board. Amanda Sampson seconded the motion. Dr. Eichenberger left the room to allow for voting and discussion. The action was carried and the motion was moved for discussion. Vote was taken. Seven members voted and one



abstained. Dr. Eichenberger reentered the room and was confirmed as the Faculty Advisor for the 2018-2019 academic year.

- f. Corey Reichenbach motioned to approve the tentative meeting schedule as listed below. Emily Peters seconded the motion. The action was carried and the motion was moved for discussion. Vote was taken and unanimously passed.
- i. Wednesday, July 11, 2018 at 7:30pm to be held at Community College of Baltimore County, Essex Campus.
 - ii. Wednesday, August 8, 2018 at 7:30pm to be held at Harford Community College.
 - iii. Monday, September 10, 2018 at 7:00pm to be held at Howard Community College.
 - iv. Wednesday, October 24, 2018 at 7:00pm to be held at Community College of Baltimore County, Essex Campus.
 - v. A meeting to occur during the NSNA MidYear Convention in November.
 - vi. Wednesday, December 5, 2018 at 7:00pm at Harford Community College.
 - vii. Wednesday, January 9, 2019 at 7:00pm at Howard Community College.
 - viii. Wednesday, February 6, 2019 at 7:00pm at Community College of Baltimore County, Essex Campus.
 - ix. Wednesday February 27, 2019 at 7:00pm at Harford Community College.
 - x. A meeting will occur during the annual MANS Convention, date TBD.
 - xi. A meeting to occur during the NSNA Annual Convention in April.
 - xii. Wednesday, May 22, 2019 at 7:00pm to be held at Howard Community College.

VI. Announcements

- a. Dr. Eichenberger and Loah Folole Hunter reviewed information on NSNA literature, available scholarships, and the Leadership Conference. Dress code and behavior at the conference should be professional.



- b. Business cards and name tags to be ordered by the Secretary. Name tags are needed by the next meeting so that they are available for the upcoming conference. A draft of business cards should be presented at the following meeting to be voted on prior to ordering.
- c. The president will be creating and sending out a spreadsheet for meeting planning. Each board member will need to make dietary needs known and will be scheduled to make dinner arrangements for one of the scheduled meetings.
- d. Each board member needs to send a professional headshot and a three-four sentence biography for the website to Alicia Lew, the Public Relations Chair. Bios may need to be updated at the end of the Fall semester.
- e. MNA/MANs mixer tentative planning for the fall.
- f. MANS Convention. Proposed date of March 23, 2019. More information to include a proposed theme and other details.

VII. Adjournment

Erin Rodriguez, President, adjourned the meeting at 2107 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 J. Rodriguez
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Erin Rodriguez, President