California Nursing Students' Association
Board of Directors Conference Call

Phone Number: 1-888-632-5060
Access Code: 0731118#
Thursday, February 18, 2016
6:30-7:30 p.m

Present:
President- Shawn Palmer
Vice President- William Gallegos
Secretary/Treasurer- Claudia Capili
Convention Director- Krystal Scott
Community Health Director- Jenna Druce
Breakthrough to Nursing Director- Daniel Duron
Legislative Director- Jane De Lay
Communications Director- Daniel Fassbender
Membership North Director- Kyle Navarro
Membership South Director- Jessica Gonzalez
Cultural Awareness Committee Chair- Andy Liss

Advisors:
Pat McFarland
Dr. Susan Bowman
Brenda Brozek
Donna Kistler

Absent:
Image of Nursing Committee Chair- Shereen Haddad (absent)
Kathy Falco (absent)
Susan Herman (absent)

I.	Call to Order	Shawn Palmer 6:30 pm

II.	Roll Call	Claudia Capili 6:31 pm
III.	Order of the Agenda	Shawn Palmer 6:33 pm A. Quorum has been established B. Order of Agenda approved by consensus
IV.	Approval of Minutes from January 12, 2016 Board of Directors' Conference Call	Shawn Palmer A. Minutes approved by consensus as corrected
V.	Committee Member Vote	Shawn Palmer A. See attachment A B. Develop a policy for committees C. Approval of committee members by consensus with the adjustments
VI.	Officers' Reports A. President's Report	Shawn Palmer A. Update on ACNL Annual Program • Shawn Palmer • Krystal Scott 1. Gap of Leadership between nursing school and practicing 2. ACNL experience was highly beneficial and reflected a professional program that was inspirational for student nurses 3. Nurse manager and attending physician at Arrowhead Medical Center a. challenges and lessons learned from San Bernardino shooting b. Potential speakers on how to be prepared in

		emergency situations and how to react to such crisis B. President's Call 1. All chapter presidents in a conference call in the near future C. Transitioning leadership roles 1. Look into joining ACNL when you graduate if you want to serve and still be a leader
	B. Vice President's Report	William Gallegos A. Bylaws 1. See attachment B B. Bylaw Committee 1. See attachment B 2. Board Directors should start advertising candidacy at Membership North Meeting 3. We can look into faculty member or deans endorsing students to run for candidacy a. We need to see if we can find a way to contact a faculty member or administration incase they are not able to attend the annual Convention b. Currently looking into our options as far as the candidacy packets information
	C. Secretary/Treasurer's Report	Claudia Capili A. Minutes 1. Goal a. Have minutes submitted to the Board of Directors and advisors at least a week prior to upcoming conference B. Reports 1. Please submit reports 7 days prior to conference 2. Please stick to deadline given by President 3. Please explain what abbreviations mean a. For example, NEC. Please explain what NEC in your reports mean for future member viewing purposes. Please put Nominations and Elections Committee (NEC). 4. Pat McFarland will develop a template of what reports should look like C. Treasurer 1. NSNA is now doing automatic deposits. This is a faster, more accurate way of doing payments 2. More discussions with Pat McFarland regarding this in the very near future

VII.	Directors' Reports	
	A. Convention Director's Report	Krystal Scott A. Convention Planning Committee work 1. October 14, 15, and 16 weekend will be the Convention weekend a. Pat McFarland will confirm the dates of Convention B. See Attachment C
	B. Community Health Director's Report	Jenna Druce A. CNSA Save a Heart 1. Collaboration with Breakthrough to Nursing Director 2. 6 schools are interested in participating in Southern California B. CNSA Community Love 1. Let us promote our chapters C. Future of Nursing IOM (Institute of Medicine) and Community Health Director's attendance in a meeting held in Santa Monica, CA D. See attachment D
	C. Breakthrough to Nursing Director's Report	Daniel Duron A. CNSA Save a Heart Week 1. April 10, 2016 2. 5 schools up north are interested B. Membership North presentation with Community Health Director 1. Please help spread the word to other schools
	D. Legislative Director's Report	Jane De Lay A. Resolutions and Legislation 1. See attachment E B. NSSI 1. RN day in Sacramento is April 11, 2016. This one-day event is free and open to nurses and nursing students 2. The deadline for the notification of interns for the 2016 NSSI is NO LATER THAN April 1, 2016,(preferably before) so that the individuals selected may make the necessary travel arrangements as soon as

		possible. As the CNSA covers travel costs for the interns, we would like them to have at least 2 weeks to make their arrangements to help us save on airline fares if necessary.
	E. Communications Director's Report	Daniel Fassbender A. Website B. Social Media 1. See attachment F C. Range of Motion 1. See attachment F D. Chapter Guidance 1. Exploring the possibility of having the chapters advertise in our website as far as events and movement of each chapter is concerned so we can have more traffic in our website 2. Development of a template for chapter advertising on website with advisors' guidance
	F. Membership North Director's Report	Kyle Navarro A. Verbal Report 1. See attachment G
	G. Membership South Director's Report	Jessica Gonzalez A. MMN (Membership Meeting North) 1. See attachment H 2. Correction of wrong address for the Membership North Meeting a. Wendy has corrected the dates b. Before sending flyers out, advisors need to be in communication with both North and South Directors to make sure logistics are good and in coordination with our budget B. Other Projects 1. See attachment H
VIII.	Elected Chair Reports	
	A. Image of Nursing Report	Shereen Haddad A. Absent

	B. Cultural Awareness Report	Andy Liss A. Cultural Nursing Considerations App 1. See attachment I B. Google Drive page 1. See attachment I C. Ghana Trip 1. See attachment I
IX.	Announcements	A. NSNA Convention P. McFarland/S. Palmer 1. Strategize with Brenda Brozek and Pat McFarland 2. Set the model for the rest of the country by being professional and holding yourself with integrity. Be the example for everyone else and represent our State with dignity 3. Professional Dress Code and Conduct will be discussed in next face to face meeting 4. Let us do our best to be considerate and meet the deadlines that Wendy sets for us. So let's turn in all our paperwork on time. 5. Let us keep communicating and supporting each other with our endeavors both personal and with our State duties
X.	Next Meeting/Date and Time	A. In Person Shawn Palmer March 11, Oakland, Membership Meeting North
XI.	Adjournment	Shawn Palmer 7:44 pm

Attachment A

CNSA State Committees Nominations (to be approved by online voting)

Bylaws and Elections Committee Members

Student Name	NSNA membership	Graduation date	School
Krystal Scott	0792111	May 2016	CSU Sacramento
Tyler Lauderdale	0268448	August 2016	WCU Los Angeles
Ashley Weiss	0272411	October 2016	WCU Ontario

Convention Committee Members

Student Name	NSNA membership	Graduation date	School

Agnes Coll	0792310	December 2016	CSU Sacramento

(This is the only person left in the committee who is getting appointed. The rest were approved in November 2015)

Resolutions Committee Members

Student Name	NSNA membership	Graduation date	School
Lance Capisanan	0806331	May 2016	N/A
Adriana Knight	0277078	May 2017	National University
Monique Minter	0821511	May 2016	National University

Legislation Committee Members

Student Name	NSNA membership	Graduation date	School
Daniel Duron	0791620	December 2015	CSU Stanislaus
Lance Capisanan	0806331	May 2016	N/A

Community Health Committee Members

Student Name	NSNA Membership	Graduation date	School
Brenna Epperson	0259404	December 2016	San Diego State University
Sarah Kuramoto	0831911	April 2016	California Baptist University
Shalonte Carrasquillo	0823690	June 2016	Antelope Valley College

Breakthrough to Nursing Committee Members

Student Name	NSNA Membership	Graduation date	School
Leslie Nguyen	0263323	January 2017	CSU East Bay
Paolina Molina	0820093	December 2016	Santa Ana College
Robert Garibay	0810022	May 2017	CSU Stanislaus
Andy Liss	0825139	May 2017	CSU Sacramento
Shereen Haddad	0806298	May 2016	CSU Sacramento
Ryan Robertson	0818702	May 2017	CSU Sacramento
Cherrie Brosas	0274326	January 2018	CSU East Bay
Phoebe Wong	0274303	January 2018	CSU East Bay
Agnes Coll	0792310	December 2016	CSU Sacramento

Communications Committee Members

Student Name	NSNA Membership	Graduation date	School
Kyle Little	0241380	May 2016	San Diego State University
Kristina Cinnater	0827367	December 2016	Antelope Valley College
Alyssa Gallardo	N/A	N/A	National University San Diego

Membership North Committee Members

Student Name	NSNA membership	Graduation date	School
Angel Navarro	0832910	N/A	CSU East Bay Concord
Cheryl Berganos	0263295	N/A	CSU East Bay Hayward
Jessica Gonzalez	0271377	October 2016	National University San Diego

Membership South Committee Members

Student Name	NSNA membership	Graduation date	School
Alyssa Gallardo	N/A	October 2016	National University San Diego
Katie Harper	0285616	October 2016	National University San Diego
Kyle Navarro	0263320	March 2017	CSU East Bay Hayward

Image of Nursing Committee Members

Student Name	NSNA Membership	Graduation date	School
Brittany Tinsey	0809465	December 2016	CSU Sacramento
Michelle O'Neal	0283452	April 2017	West Coast University, Orange County

Cultural Diversity Committee

Student Name	NSNA membership	Graduation date	School
Trina Tully	07792680	June 2016	Monterey Peninsula College
Leica Williams Urby	0830073	May 2017	CSU Sacramento
Robert "Bert" Garibay	0810022	May 2017	CSU Stanislaus
Paola Molina	0820093	December 2016	Santa Ana College
Ashley Soin	0259353	December 2016	San Diego State University
Daniel Duron		December 2015	CSU Stanislaus

Attachment B

Vice President's Report
February 2016

- Bylaws
  - Krystal Scott, Tyler Lauderdale, and Ashley Weese are working on Bylaws.
  - In the process of Submitting a request from UCLA CNSA and are waiting for Bylaws from Mt. San Jacinto (No Reply)
  - Nomination of candidacy for Bylaw Committee Members:

1) Krystal Scott, CSU Sacramento
NSNA#0792111
Grad: May 2016
2) Tyler Lauderdale- West Coast University LA
NSNA # 0268448
Graduation date: August 2016
3) Ashey Weese- West Coast University-Ontario
NSNA#0272411
Graduation Date: October 2016

- Will be presenting a Bylaws Breakout session during the Membership North Meeting.
- Realistic Goal: Review and close 4 schools

- NEC Committee -
  - GOAL TO INCREASE PRESLATE CANDIDATES THROUGH ACTIVE CAMPAIGNING IN MEMBERSHIP NORTH AND SOUTH.

- Almost finished completing a PPT Presentation that will be presented to North/South Membership Directors for approval prior to presenting in Membership North Conference. Will be amending the pre-slate requirements for candidacy.

Submitted by:

William Gallegos, Vice President 2015-2016

Attachment C

Convention Director's Report
February 2016

- Convention Planning Committee work-
  - All Committee Members appointed
  - First committee meeting - Frida–, 1/15/16: discussed convention themes & ideas
  - Second committee meeting 1/25/16, continued discussion and elaborated on themes
  - Mostly emailing back and forth since these two formal meetings
  - Presentation of top (3) Convention themes and details via email to Board and Advisors – see attached Exhibit A
  - Generated email discussion/forum for breakout sessions and keynote speaker topics…conversation in the works!

- Attended ACNL Annual Program – became a member! ☺

- Working on article for ROM – due 2/24/16

- Sent information to Daniel for CNSA email blast:

The Convention Planning Committee would like to hear from YOU on topics you would like to see as breakout sessions at the CNSA Annual Convention in Visalia, CA, to be held in October 2016. Please email the committee with your suggestions to ***cnsaconventiondirector@gmail.com****. Thank you!*

- Posted NSSI Application process and information to CSU Sacramento's SacCt/CNSA website for all cohorts to view/access. *Working with Jane De Lay on Legislation info, as I was appointed local Legislative Director for Sac State!

- Posted Membership North Meeting information and links to CSU Sacramento's SacCt/CNSA website for all cohorts to view/access (this is also posted on the new website for Sac State – probably due to the workings of Shereen and Andy who are also on the local board for Sac State…*thumbs up!)

Submitted by

Krystal Scott, Convention Director 2015-2016

Attachment D

Community Health Updates
February 2016

CNSA Save A Heart:
I am collaborating with Daniel D. (BTN Director) on creating a large scale Save A Heart event this year. My role in this project will be to contact schools and coordinate with the chapters on setting up a Save A Heart on their own campuses and reaching out to non-nursing students on compression only CPR and general cardiovascular health. I have so far heard from the following schools that they are interested in participating in the event:

- Antelope Valley College
- Long Beach City College
- National University San Diego
- Santa Ana College
- Grossmont College
- California Baptist University

I am continuing to reach out to schools in Southern California to build an interest and guide schools in this event.

CNSA Community Love
Pictures and snippets of the different community health events that the local chapters are involved in. This would be a great way for us to acknowledge and inspire chapters to continue their work within the communities. Please continue to let schools know that we are interested in learning more about ways they contribute to their communities and how they make a difference.

Attachment E

Jane M. De Lay
CNSA Legislative Director
Progress Report to the BOD
Created on February 16, 2016

1. Resolutions:
Completed tasks:

- Submitted the CNSA resolution concerning increased awareness for Human Trafficking to the NSNA for presentation to the House of Delegates at the Annual convention.
- Completed registration and travel arrangements to the NSNA annual convention with Wendy.

- Contacted the resolutions' primary author, Melissa Byrne, and she has agreed to submit an article on the topic for the ROM newsletter.
- Responded to email and phone calls from CNSA chapter Legislative officers with questions about the legislative process. This is ongoing.

Pending To Do tasks:

- Update the website to reflect new deadline and guidelines for 2016 CNSA resolutions; I am proposing September 6, 2016, as the deadline for notifying the committee of the intent to submit a resolution, and September 19, as the deadline for submission of the final resolutions and supporting materials;
- Finish edits to the Resolutions powerpoint presentation and toolkits for how to write a resolution.
- **Reach out to CNSA chapters to encourage them to submit resolutions**;
- Recruit and finalize committee members. To date, I have four committee members (listed below), and I continue to need help recruiting more.

The individuals listed below are interested and qualified to serve as members of the committees as indicated pending the approval of the board:

Resolutions Committee:
Lance Capisanan
CNSA Legislative Committee 2014-2015
NSNA ID number: 0806331
Graduation Date: May 2016
Phone: 323-404-1957
Email: lanccapi@msmu.edu

Adriana Knight
National University
NSNA ID number: 0277078.
Graduation Date: May 2017
Phone number is 619-339-9838
Email: hilda.knight.nusn@gmail.com

Legislation Committee:
Daniel Duron
2015-2016 CNSA Breakthrough to Nursing Director
NSNA ID number: 0791620
Graduation Date: December 2015
Email: cnsabreakthroughtonursingdir@gmail.com
Cell: (209) 338-7175

Lance Capisanan
CNSA Legislative Committee 2014-2015
NSNA ID number: 0806331
Graduation Date: May 2016

Phone: 323-404-1957
Email: lanccapi@msmu.edu

Monique Minter (Special Interest in the Legislation as it relates to the nursing profession)
2016 Legislative Officer, Butte College
Oroville, California
NSNA ID number:
Phone:
Email: moniquerminter@gmail.com

2. NSSI

Completed Tasks:

- The NSSI application has been revised and circulated to the CNSA board of directors and advisors for comments and edits. The final document has been submitted to Daniel for inclusion on the website and is available for distribution. All board members are asked to help distribute the document to colleagues, fellow students, and CNSA chapters.
- The deadline for applications has been changed to Wednesday, March 16, 2016. Applicants will be notified of their selection by April 1, 2016.
- Contacted the 2014 and 2015 Interns to be speakers at the Membership North meeting in Oakland. All of them expressed interest in speaking about their experiences at the event; we will be confirming schedules in the next week.

Pending to do tasks:

- Complete a selection Rubric for the executive committee to use in its review of applicants.

3. Legislation

Pending To Do Tasks:

- Continue to recruit Committee members for the Legislative Committee;
- Determine a system for broadly disseminating information to the CNSA membership. The committee will assist with this.

Attachment F

Communications Director Report:
Website:

- Under the "Events" tab of the website, I have added a page to help promote the Membership Meeting North with a flyer, rsvp link (provided by Kyle N.), and a Membership Meeting Brochure.
- Under the "Events" tab of the website, I have added a page for the "RN Day at the Capitol"
- Minutes are currently updated on the website, with the exception of minutes from the 2015 Convention House of Delegates meeting

- Loan Forgiveness, 2015 Resolutions, NSSI Application, Community Health Resources, February Toolkit, January ROM, January Email Blast are all updated on the website.

Social Media:

- Facebook Page Likes grew from 5% to 7.5% increase since our January phone conference.
    - October 2124 Page Likes ▪ January 2202 Page Likes ▪ February 2290 Page Likes
- Facebook Posts reach an average of 727 views per post
    - A post in late January reached a height of 1833 People

Range of Motion:

- Deadline for article submission is February 24th
- March ROM will be sent out mid-March.
- Searching for articles from chapters and member individuals to add into the ROM

Chapter Guidance:

- Contacting chapter officers to offer guidance with newsletters, websites, and social media.

Goals Moving Forward:

- Increase communication among the myself and the BOD and Advisors
- Continue to organize the back end of the website.
- Place the RN Ambassador information, updated by Daniel D, on the website
- Contact CNSA Chapters to place their website/social media url on the "CNSA State Map Find Your School Section" of the website.
- March ROM to be sent out mid-March
- Plan to have the February Email Broadcast sent next week.
- Increase Facebook post frequency and gain more likes on the page.
- Develop a systematic theme for posting quality content on the Facebook page.

Attachment G

Kyle Navarro – Membership Director North

Membership Meeting North (MMN)

Important Links:

- Membership Meeting North Breakout Session Schedule
- Membership Meeting North Flyer
- Membership Meeting North RSVP Form

Venue Information:

- Finalized Dates for Membership North at Samuel-Merritt University (SMU) – Oakland 400 Hawthorne, Oakland, CA 94609:

- **Friday March 11th**: 1PM-7PM

- CNSA Board of Directors Meeting

- **Saturday March 12th**: 8AM-4PM

- Main Event: Membership Meeting North

- Main event meeting will be in the Bechtel Room of the SMU - Oakland Health Education Center (HEC)

- Three additional classrooms [HEC Room #s 103, 104, and 105] confirmed to be used for breakout info sessions
- Attendees *must* pay parking which is $18 for the day

Hotel/Travel Information:
- We have selected the Hyatt Hose Emeryville/San Francisco Hotel
- Directions (Courtesy of Google Maps):
- Day 1/Friday:
- Arriving:
- Oakland International Airport to Hyatt House
- Hyatt House to SMU - Oakland
- Departing:
- SMU - Oakland to Hyatt House
- Day 2/Saturday:
- Arriving:
- Hyatt House to SMU - Oakland
- SMU - Oakland to Hyatt House
- Hyatt House to Oakland International Airport

  - Note: If any of you are in need of a ride to/from please contact me (Kyle Navarro) at your earliest convenience

Breakout Info Sessions:
  - Note: Breakout session times can be found here
  - How to Build Your Chapter! – *Kyle Navarro, Membership Director North & Jessica Gonzalez, Membership Director South*
  - Save-A-Heart Project – *Daniel Duron, Breakthrough to Nursing & Jenna Druce, Community Health*
  - Running for a State Board Position, *William Gallegos, Vice President*
  - Image of Nursing Presentation – *Shreen Haddad, Image of Nursing*
  - Bylaws Committee/Nominations & Elections Committee Presentation – *William Gallegos, Vice President*
  - CNSA Cultural Smartphone Application – *Andy Liss, Cultural Awareness*
  - Conventions – *Krystal Scott, Convention Director*
  - Scholarships & Resolutions – *Claudia Capili, Secretary/Treasurer & Jane De Lay, Legislative Director*

Speakers
  - Kaplan Test Prep: *Lauren Silva, Health Programs Manager, Northern California*
  - Community Medical Plaza: *Ryan Michael Fuller, BSN, RN Education & Development Specialist II, Clinical Excellence & Staff Development, Community Regional Medical Center*
  - Hurst Review Services: *Katherine Herring, RN, MSN, FNP-BC*
  - Kaiser Caring Program: *Jim D'alfonso, Executive Direcor KP Nurse Schoalrs Academy*
  - ACNL/CNSA: *Patricia McFarland, MS, RN, FAAN CEO*

Vendors
  - Kaplan: *Lauren Silva, Health Programs Manager, Northern California*
  - Hurst: *Katherine Herring, RN, MSN, FNP-BC Regional Director*

    - UCSF: *Sergio Saenz, Director of Outreach and Recruitment*
    - Critical Care Training: *Katie Martirosyan*

Membership North Chapters

- Currently Speaking to/New Chapters:
    - Sonoma State University
    - California State University, East Bay – Concord
    - Samuel-Merritt University – San Mateo

Attachment H

MMN

Working on chapter Start-Up/Building your Board Toolkit/Breakout session
Still contacting multiple hospitals and vendors for interest in setting up tables
Have confirmed Ryan Fuller from ACNL for 30 min talk
Continue to work with Kyle to work out logistics

Other Projects

Still working with the following schools on starting their chapters and growing their boards

USD- Waiting on GNSA meeting to approve. Will call contact if I have not heard from her by the end of this week.

CSUSM- Collaborating with chapter President on CPR block party event to help increase chapter participation.

WCUO- Ashley (President) has submitted paperwork for constituency!

AAC- Currently building board and submitted for constituency status

Contacting SDSU, Grossmont, CSUSM,

Talking to Chapters about staring mentorship programs

Talking with CSUSM for possible MMS venue

Starting to build my committee

Contacting schools who I have not yet been in contact

Attachment I

Report:

- Postponing Cultural Nursing Considerations App as there may already be a similar app on the market.
- Previous to postponing the app project, committee member Agnes Coll and I had created a Google Drive page, sign up list for cultures to be researched, and a detailed description of the project to be disseminated. Also, I had personally contacted all of my committee member, either in person or by phone, to discuss in further detail my goals and each committee member and for the project.
- Created Google Drive page with Agnes Coll that lists a detailed description of each committee goal. The plan is to let each committee member read the

description of each project so as to let them pick where they believe they can best contribute.

- Working with committee member Ashley Soin of San Diego State to develop a Global Initiatives starter package for local CNSA chapters. The plan is to have a template of activities completed by the end of March.
- I am currently working to create a sub committee to contact local CNSA chapters to gauge their interest in starting new Global Initiative positions at their local chapters.

Followed up with Dr. Parsh of Sacramento State regarding possible Ghana trip. We are reconsidering the trip due to safety concerns. However, we are collaborating to inform membership about a possible summer trip to the Dominican Republic.