California Nursing Students’ Association
Board of Directors Meeting

Samuel-Merritt University Oakland
Health Education Center
Room HEC #103
400 Hawthorne, Oakland
CA 94609

Friday, March 11, 2016
1 p.m. - 5:00 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
Communications Director- Daniel Fassbender
Membership North Director- Kyle Navarro
Membership South Director- Jessica Gonzalez

Advisors:
Pat McFarland
Dr. Susan Bowman
Donna Kistler

Absent/Late:
Legislative Director- Jane De Lay (absent)
Image of Nursing Committee Chair- Shereen Haddad (late)
Cultural Awareness Committee Chair- Andy Liss (late)
Kathy Falco (absent)
Dr. Susan Herman (absent)
Brenda Brozek (absent)
<table>
<thead>
<tr>
<th></th>
<th>Call to Order</th>
<th>Shawn Palmer  1:30 p.m</th>
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<tbody>
<tr>
<td>II</td>
<td>Roll Call</td>
<td>Claudia Capili  1:30 p.m</td>
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<tr>
<td></td>
<td>Quorum establishment</td>
<td>A. Quorum established</td>
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<td></td>
<td>Acceptance of the Agenda</td>
<td>Shawn Palmer</td>
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<td></td>
<td>A. Agenda accepted with revision of the order</td>
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<tr>
<td></td>
<td>1. Membership North Director will be the last to present</td>
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<td>his report</td>
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<td></td>
<td>Approval of Minutes</td>
<td>Shawn Palmer</td>
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<td></td>
<td><strong>MOTION (M/S Carried)</strong></td>
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<td></td>
<td>A. Motion to approve minutes from February 18, 2016</td>
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<td></td>
<td>Board of Directors’ Conference Call</td>
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<td></td>
<td>(Gallegos/Navarro)</td>
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<td><strong>MOTION (M/S Carried)</strong></td>
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<td>B. Motion to approve Annual Convention Minutes from</td>
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<td>October 15-18, 2015 House of Delegates Meeting</td>
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<td></td>
<td>(Scott/Capili)</td>
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<td>V</td>
<td>Officers’ Reports</td>
<td>Shawn Palmer</td>
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<td></td>
<td>A. President’s Report</td>
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<td>A. Communication Techniques</td>
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<td></td>
<td>1. See Attachment A</td>
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<td></td>
<td>B. Membership North Meeting</td>
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<td></td>
<td>1. Emphasis on professionalism</td>
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<td>C. National Convention</td>
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<td>1. Meeting time to be determined after Secretary receives everyone’s schedule</td>
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<td>E. Executive Board Meeting</td>
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<td></td>
<td>1. Bi-weekly meetings with President, Vice President, and Secretary/Treasurer</td>
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### B. Vice President’s Report
- **F. Goals**
  1. Strong finish for all of the directors’ year in office

### C. Secretary/Treasurer’s Report
- **G. See attachment A**
- **William Gallegos 2:15 p.m**
  - A. Modification of paper for the Nominations and Elections Committee
  - B. See attachment B

### MOTION (M/S Carried)
- **Claudia Capili 2:20 p.m**
  - A. Board of Directors’ Reports submission
  - B. NSNA completion of minutes before Nationals
  - C. Scholarships
    1. Advisor Pat McFarland will sit down with the Secretary/Treasurer to go over all the scholarships CNSA affiliated with so that information can go out to the entire membership
    2. The board of directors are eligible for the Katie Bray scholarship
    3. Year-round scholarships should be looked into by the Board of Directors
  - D. See attachment C

### D. Financials
- **Pat McFarland 2:29 p.m**
  1. Financial Fiscal year ends this month and starts after National Convention
  2. See attachment D
  3. 4-hour NCLEX review before the Membership South Meeting
  4. Motion (Capili/Navarro)
    a. Secretary/Treasurer made a motion that Pat McFarland investigate the opportunity for purchasing cds on our behalf at $25,000 increments not to exceed $75,000
    b. Motion seconded by Membership North Director

### E. Budget
  1. Discussion regarding supporting Elected Chairs financially in regards to representation of the Image of Nursing and Cultural Diversity Chairs go to National Convention
    a. Possibility of transition of the Elected Chairs into Board Directors
    b. Discussion of the transition needs to go through the Bylaws and can be brought up during 2016 Convention
2. Motion (Scott/Capili)
   a. Convention Director made a motion to cover expenses (fare, food, and lodging) for both Elected Chairs to attend 2016 National Convention
   b. Motion seconded by Secretary/Treasurer
   c. After table discussion, unanimous vote by the board of directors to send Elected Chairs to Nationals passed
3. NSNA Convention challenge
   a. States get challenged during National Convention to donate money and that money is used for different scholarships
   b. CNSA membership is eligible for said scholarships
4. Motion to move to accept profit and loss balance sheet comparison as presented by the Executive Directors (Druce/Gallegos)

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<thead>
<tr>
<th>Board of Directors’ Reports</th>
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<tbody>
<tr>
<td>A. Convention Director’s Report</td>
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<tr>
<td>A. Convention Planning Committee</td>
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<td>1. See attachment E</td>
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<td>B. NSNA Ideas for National Convention</td>
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<td>1. See attachment E</td>
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<td>C. Removal of 3 members of Convention Committee</td>
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<td>1. See attachment E</td>
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<td>B. Legislative Director’s Report</td>
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<tr>
<td>A. Resolutions</td>
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<td>1. See attachment F</td>
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<td>B. NSSI</td>
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<td>1. See attachment F</td>
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<td>C. Legislation</td>
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<tr>
<td>1. See attachment F</td>
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<tr>
<td>C. Breakthrough to Nursing Report</td>
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<tr>
<td>A. Save a Heart</td>
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<td>B. Mentorship Program</td>
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<td>1. New grad expectations</td>
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<td>B. See attachment G</td>
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<tr>
<td>D. Community Health Director’s</td>
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**VI. Board of Directors’ Reports**

**A. Convention Director’s Report**

- A. Convention Planning Committee
  1. See attachment E
- B. NSNA Ideas for National Convention
  1. See attachment E
- C. Removal of 3 members of Convention Committee
  1. See attachment E

**B. Legislative Director’s Report**

- A. Resolutions
  1. See attachment F
- B. NSSI
  1. See attachment F
- C. Legislation
  1. See attachment F

**C. Breakthrough to Nursing Report**

- A. Save a Heart
- B. Mentorship Program
  1. New grad expectations
- B. See attachment G

**D. Community Health Director’s**

**Krzysta Scott 3:32 p.m**

**Jane De Lay 4:05 p.m**

**Daniel Duron**

**Jenna Druce**
| Report | A. Update on Project Save a Heart and other potential projects  
C. See attachment H | Daniel Fassbender |
|---|---|---|
| E. Communications Director’s Report | A. March ROM  
1. Directors need to send ROM article to advisors before they are sent to Communications Director  
2. All written articles need to have the CNSA logo/brand  
3. Deadline for the revised ROM article is March 22, 2016  
4. All directors have to write 3 publications for ROM  
B. Social Media updates  
C. NSSI application update  
D. See attachment I | Jessica Gonzalez |
| F. Membership South Director’s Report | A. Breakout Session for Membership North Meeting  
B. Flo’s Cookie Jar  
C. NCLEX Review  
1. Kaplan and Hurst  
D. See attachment J |  |
| VII. Elected Chair Reports | A. Image of Nursing Report  
A. Statewide event to promote Image of Nursing  
B. ION Tool Kit  
C. See attachment K | Shereen Haddad |
| | Motion (M/S Carried) | D. Motion to appoint Leah Martin to ION Committee  
(Duron/Scott) | |
| | Motion (M/S Carried) | E. Motion to give away 2 complimentary registration to the next Annual CNSA Convention 2016 awarded to a school for a photo contest that represents ION  
(Duron/Gallegos) | |
| | B. Cultural Awareness Report | Andy Liss |
| | A. Report not presented  
B. See attachment L | |
<p>| VIII. Membership North Director’s Report | A. Membership North Meeting Agenda | Kyle Navarro  4:38 p.m |</p>
<table>
<thead>
<tr>
<th>Report</th>
<th>1. See attachment M</th>
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<tbody>
<tr>
<td></td>
<td>B. CNSA Chapter increase</td>
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<td></td>
<td>1. Membership increase</td>
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<td></td>
<td>2. Membership attendance</td>
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<td>D. See attachment N</td>
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<tr>
<th>VIII. Announcements</th>
<th>Shawn Palmer 5:05 p.m</th>
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<tbody>
<tr>
<td>A. Next Board Meeting is in Florida for National Convention</td>
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<td>B. All reports should be sent to Secretary/Treasurer before then</td>
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<td>C. Give $12 to Krystal for Neon Party at Convention</td>
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<td>D. Proposed Bylaw Revision (by Communications Director)</td>
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<td>1. Collaboration with Vice President to put together a bylaw revision regarding certain Officer positions with rationales that align with NSNA</td>
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<td>2. Submission to the House of Delegates per CNSA policy and bylaws</td>
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<td>E. Food for Thought</td>
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<td>1. How do we continue grow CNSA through inclusiveness?</td>
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<tr>
<th>IX. Next Meeting/Date and Time</th>
<th>Shawn Palmer 5:09 p.m</th>
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<tr>
<td>A. Wednesday night, March 30, 2016 in Orlando, FL</td>
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<td>1. Time and room TBD</td>
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<tr>
<th>XI. Adjournment</th>
<th>Shawn Palmer</th>
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<tr>
<td>A. Meeting adjourned at 5:09 p.m</td>
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Name: Shawn Palmer  
Position: President  
Committee Members: BOD  

**Overarching Goal of Director / Committee:**  
- To assist BOD in achieving their goals, continue to work on effective communication, both board and membership inclusiveness, maintain numbers and strength of CNSA  
- Monthly meetings with advisors with follow through summary reports to be sent to both President and Secretary  
- Reassess the boards forms of communication  

**Accomplishments since last meeting:** (brief outline format)  
Was able to collect reports in a timely manner, reached out to 4 more schools for possible June Presidents call, had one on one calls with 4 board members and spoke about their personal goals.  

**Goals:**  
- We are on track for our 2016 Goals  
- We are behind but will be on track by next month  
- We are not on track to meet goals  

**Barriers to accomplishing goal(s)**  
To reach our goal we need help from:  
- Advisors  
- Board Members  
- Staff  
- Other  

Specific member: Pat McFarland  
Type of help needed: I will work on myself and time management in order to follow through with the boards goals and my personal goals. Will try to have at least 1 if not 2 calls a month with Pat for guidance with board and personal goals.  

**Additional Information for Board:**  
I am proud of the work the board has accomplished so far. I want the back half of the year to even be stronger than the first half.
Creating the future by leading the way!

2016 Officer / Director Report

Name: ______________William Gallegos_______________________

Position: _____________Vice President_________

Committee Members:
Krystal Scott
Ashley Wiesse
Tyler Lauderdale

Overarching Goal of Director / Committee: To create a systematic framework that will facilitate the review of chapter bylaws.

Accomplishments since last meeting: (brief outline format)
We have contacted several schools for their bylaws. Each member of the committee is working on reviewing the chapter bylaws for the school for which they have been assigned to. We will be moving onto the second step of the review process soon. I have received the bylaws for UCLA and will begin working on their paperwork as well as that of Santa Ana City College.

Goals:
We are on track for our 2016 Goals ○
We are behind but will be on track by next month ☒
We are not on track to meet goals ○
Barriers to accomplishing goal(s):
Personal life, school, work, and lack of guidance on my behalf.

To reach our goal we need help from:
Advisors ☒ Board Members ○ Staff ○ Other ○

Specific member: __________Susan Bowman/Kathy Falco______________________

Type of help needed: they have been wonderful and instrumental. Both have been doing all they can.

Additional Information for Board:
I have began to modify the paperwork for the NEC Committee. I have submitted the paperwork to Susan Bowman who will then approve it and will be made available to the student body hopefully by Membership North Meeting.

Attachment C
Creating the future by leading the way!

2016 Officer / Director Report

Name: Claudia Capili
Position: Secretary/Treasurer
Committee Members: none

Overarching Goal of Director / Committee:
- To be familiar with the responsibilities and the duties entailed to this position with the help of my advisors
- To send all documentation to NSNA in a timely manner

Accomplishments since last meeting: (brief outline format)
- January minutes submitted to NSNA
- February minutes submitted to the Board of Directors for review
- Worked with the President in completing meeting agenda for Membership North Meeting

Goals:
We are on track for our 2016 Goals
We are behind but will be on track by next month
We are not on track to meet goals

Barriers to accomplishing goal(s):
- Time/schedule for conference with President and Pat

To reach our goal we need help from:
Advisors √ Board Members √ Staff ○ Other ○

Specific member: ______Pat McFarland/Shawn Palmer____________________

Type of help needed:
- Guidance from advisor and President with regards to scholarships

Additional Information for Board:

Attachment D

***still waiting for Pat’s financial report***

Attachment E
Creating the future by leading the way!
2016 Officer / Director Report

Name: Krystal Scott
Position: Convention Director 2015-2016

Committee Members:
Stacy Block, Mount San Jacinto College
Cynthia Reynolds, National University – Fresno
Claudia Capili, West Coast University
Paola Molina, Santa Ana College
Rose Castro, CSU Sacramento
Andrea Howlett, CSU Sacramento
Will Gallegos, West Coast University

Overarching Goal of Director / Committee:

Accomplishments since last meeting: (brief outline format)

- Convention Planning Committee work:
  - Committee currently discussing all feedback from BOD and advisors regarding 2016 Convention theme – hoping to announce at MMN!
  - Ongoing email discussion for breakout sessions ideas…hoping to have finalized by April’s board meeting to start assembling speakers.
  - Louise Selander as Keynote Speaker confirmed per Pat!

- Completed article for ROM regarding Convention planning, and requested ideas from membership regarding what the members would like for breakout sessions. (Follow up from last email blast sent out by Daniel F. “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!”)

- Created power point presentation on Conventions for MMN and sent to Kyle/Jessica for review

- Announced dates and info about NSSI & Application process during CSU Sacramento’s local chapter meeting…have interest from one member that I know is applying for NSSI.

- Announced RN Day at the Capitol at local chapter meeting. I am planning to attend as well.
Posted Membership North Meeting information again on FB cohort page. Andy also talked up the event at local chapter meeting.

 Came up with initial ideas for NSNA National Convention and emailed to Shawn/Will:
  - Ideas for Neon party - already researched and sent email for feedback from BOD
  - Count off for House of Delegates...how about California Poppy 1, California Poppy 2, etc and we each have an artificial yellow poppy?
  - Bring Resume for Career center - those of us graduating soon
  - Donate an item for the auction from CNSA?
  - Plan Group dinner for Thursday night, unless ppl want to go to Disneyland
  - Coordinate someone getting sandwiches for BODs Friday night (late night as delegates)
  - Get snacks, as already discussed

Goals:
We are on track for our 2016 Goals ☑
We are behind but will be on track by next month ☐
We are not on track to meet goals ☐
Barriers to accomplishing goal(s):

To reach our goal we need help from:
Advisors ☑ Board Member ☐ Staff ☐ Other ☐
Specific member: Pat McFarland
Type of help needed: Phone call to discuss convention planning steps from here

Additional Information for Board:
  - Need to remove 3 members from committee: *Daniel F, please remove from website!
    - Agnes Coll – too busy this semester to fully contribute to committee
    - Denine Duronslet – personal reasons due to health issues of a family member
    - Brenna Epperson – sent email she is unable to participate to the full extent of a committee member
    - All other members actively participating and contributing! 😊

Respectfully submitted by

Krystal Scott
Convention Director 2015-2016
Convention Planning Committee Chair
cnsaconventiondirector@gmail.com
Name: Jane M. De Lay  
Position: Legislative Director  

Committee Members:  
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
2016 Legislative Officer, Butte College  
Oroville, California  
NSNA ID number:  
Phone:  
Email: moniquerminter@gmail.com

**Overarching Goal of Director / Committee:**

- My initial goals for the resolutions committee were presented as follows:
  - Encourage all CNSA school chapters to submit resolutions for consideration at the annual Conference in October. If we do our job right, we should increase the numbers of resolutions submitted from 9 to a minimum of 15. That should keep us busy!
  - Communicate regularly and often with all of the CNSA school chapters, and provide support and assistance for those students writing resolutions.
  - Provide enough of a support structure for the resolution process, so that it is an enriching, professional experience for participating students and schools.
  - That our committee finds a way to ensure that the resolutions presented by students and passed by the house of delegates are forwarded to the appropriate institutions, and that we do our best to increase awareness of the topics beyond the CNSA conference. It is my hope that many of the recommendations presented by students should be forwarded to legislators and other decision-makers so that they may be acted upon at the national level.

- My initial goals presented to the members of the Legislative Committee for discussion were as follows:
  - Develop a system for sending status updates on current state legislation to the Legislative directors of each CNSA Chapter;
  - Encourage wide participation in the RN day at the Capitol on April 11, 2016;
  - Encourage wide participation the application process for the Nursing Student in Sacramento Internship (NSSI), April 12-13, 2016.

**Accomplishments since last meeting:** (brief outline format)

1. **Resolutions:**
   
   **Completed tasks:**
   
   - Melissa Byrne, primary author for the CNSA resolution on Human Trafficking has submitted an article on the topic for the ROM.
   - Continue to respond to email and phone calls from CNSA chapter Legislative officers with questions about the legislative process. This is ongoing.
   - Finished edits to the “How to Write a Resolution powerpoint presentation submitted it to the Advisors for review and comments. We have a conference call scheduled for Tuesday, March 9, to discuss the revisions. Once the presentation is finalized, we will have it uploaded to the website.
   - Proposed dates for resolution submission are as follows:
     - September 9, 2016 for notification of intent to submit a resolution
     - September 16, 2016, for final submission of the resolution packet.

   **Pending To Do tasks:**
   
   - Resolution submitted to NSNA on Human Trafficking has been returned due to its similarity to a previous resolution within the past 5 years. We will be working with the primary author and the NSNA committee member to refocus the resolution for resubmittal before Friday, March 11.
• Continue to need to reach out to CNSA chapters to encourage them to submit resolutions;
• Continue to recruit and finalize committee members;
• Confirm a conference call with the resolution committee to discuss their insight and input on goals.

2. NSSI

Completed Tasks:
• The revised NSSI application is available on the website and via Facebook. 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 NO LATER THAN April 1, 2016.
• Need to confirm a date for the Executive Committee to review the applications and select the candidates.
• John Ly, an NSSI alum, will be a speaker at the Membership North meeting.
• Completed a DRAFT Rubric for the executive committee to use in its review and selection of NSSI applicants. The Advisors have reviewed it, and the document will be considered a DRAFT/TEST for this year’s selection on interns.

Pending to do tasks:
• Would like to be able to contact each individual chapter to share information about the internship and the resolution process, but this is more difficult as we don’t have a roster of officers for the state chapters. This may be a good thing for us to implement for the rest of this year and to institutionalize for future CNSA boards.
• Need to write a congratulatory letter as well as a notification of status for all applications. We will be inviting all of the applicants to consider participating as members of Legislative or Resolutions committees.

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.
• Schedule a conference call with the committee members to discuss goals, ideas, and projects.

Goals:
We are on track for our 2016 Goals ☒
We are behind but will be on track by next month X
We are not on track to meet goals ☐
Barriers to accomplishing goal(s):
Time.

To reach our goal we need help from:
Advisors ☒ Board Members ☐ Staff ☐ Other ☐
Specific member: _________________________________
Type of help needed: Review of presentation materials; help recruiting committee members.

Additional Information for Board:

Attachment G

Creating the future by leading the way!
2016 Officer / Director Report

Name: Daniel Duron
Position: Breakthrough to Nursing Director

Committee Members:
Leslie Nguyen, Paola Molina, Robert Garibay, Andy Liss, Shereen Haddad, Ryan Robertson, Cherrie Brosas, Phoebe Wong, Agnes Coll

Overarching Goal of Director / Committee:
To increase BTN awareness and activity in schools across the state
Increase mentorship programs across schools in the state

Accomplishments since last meeting: (brief outline format)
-The current NSNA BTN director’s project of having all states help him with a nationwide mentorship program is released after his webinar on March 10th. Will be starting to see which schools have mentorship programs, and establishing them in schools that do not.

Goals:
We are on track for our 2016 Goals ✅
We are behind but will be on track by next month ⌵
We are not on track to meet goals ⌵

Barriers to accomplishing goal(s):
Many schools are unresponsive, still. This creates the barrier that we cannot reach all schools if schools are not willing to respond.

To reach our goal we need help from:
Advisors ✅ Board Members ✅ Staff ⌵ Other ⌵

Specific member: ______________________________________

Type of help needed:
Finding ways to reach out to schools that were initially unresponsive.

Additional Information for Board:
-Schools are on track for Save a Heart week which is the week of April 10th
Name: Jenna Druce
Position: Community Health Director

Committee Members: No additional members to add at this time. Current list:
Ashley Weber, National University- San Diego, Graduation: October 2016
Brenda Gonzales, Santa Ana College, Graduation: December 2016
Brenna Epperson, San Diego State University, Graduation: December 2016
Sarah Kuramoto, California Baptist University, Graduation: April 2016
Shalonte Carrasquillo, Antelope Valley College, Graduation: June 2017

Overarching Goal of Director / Committee:
Increase health education to the public, as well as the health of the nursing student. Improve participation in community events to build better relationships between nurses and their communities and to inspire nurses to be comfortable in seeking positions outside of hospital settings. Expand resources section on CNSA.org to allow students to find projects and opportunities in their area.

Accomplishments since last meeting: (brief outline format)
Have assisted spoken with Grossmont College and California Baptist University chapters about plans for the Save A Heart. Sent emails asking for confirmation regarding participation to other schools. Brainstorming on convention event and other ways I can be more involved with encouraging outreach in schools.

Goals:
We are on track for our 2016 Goals ○
We are behind but will be on track by next month ×
We are not on track to meet goals ○

Barriers to accomplishing goal(s):
- Personal barriers related to school demands that have now resolved. Will begin working on developing articles and continuing forward with gathering information about public services in various counties to be used as a resource for other nursing students.
Continued focus on expanding monthly toolkits and Save A Heart.

To reach our goal we need help from:
Advisors ☒ Board Members ☒ Staff ○ Other ○

Specific member: _________________________________
Type of help needed:
Ideas for projects that you know are popular and have had a good outcome for chapters. Would like to check in with more chapters and help them plan future events for upcoming semesters.

**Additional Information for Board:**
Always happy to have more committee members!
I represented CNSA at the HealthImpact meeting on February 25th. At the meeting, we were updated about the advancement nursing has made since the recommendations from the Institute of Medicine’s Future of Nursing report was released. At this meeting, nursing leaders discussed the importance of increasing education in new nurses with collaborative agreements between AND-BSN dual enrollment programs and shared that California is on track for having 80% of nurses with a BSN degree by 2020. Other topics included increasing nursing presence on hospital board of directors, increased focus on promotion of wellness and preventative care, and interdisciplinary collaboration.

**Attachment I**

**CNSA**
California Nursing Students' Association

Creating the future by leading the way!
2016 Officer / Director Report

Name: Daniel Fassbender

Position: Communications Director

**Committee Members:**
Kyle Little, *San Diego State University*, Graduation: May 2016

**Overarching Goal of Director / Committee:**
Provide a professional atmosphere in every issue of the CNSA newsletter Range of Motion by improving formatting and content while highlighting features of student involvement at all levels of CNSA.
Maintain accuracy of the website along with collaborating on ways to improve our website for our members.
Improve CNSA communication channels among our members by promoting effective use of social media outlets along with measuring the effectiveness of each outlet for promoting effective use.

**Accomplishments since last meeting:** (brief outline format)
1. Received chapter website urls from eight additional schools since our last BOD phone conference.
   a. Antelope Valley College, CSU Sacramento, Victor Valley College, WCU-Orange County, WCU- Los Angeles, WCU- Ontario, Western University of Health Sciences, West Hills College- Lemoore, Yuba College
3. Implemented a Membership Spotlight page in the Range of Motion.
4. Worked with Antelope Valley College Chapter in developing a chapter website.
5. Five chapters have started following us and using the #ca_nursingstudents on Instagram, Pictures of their chapter events have been shared on our Instagram account.
6. Our Facebook followers have an increased trend of 2% each month. We currently have 2317 Facebook followers.
7. Applications for the NSNA Newsletter and Website Awards were submitted for consideration.
9. Advisor Brenda Brozek sent out two email broadcasts to promote the Membership Meeting North, Nursing Students in Sacramento Internship, and the RN Day at the Capital.

Goals:
We are behind but will be on track by next month
- March Range of Motion is to be published after our Membership Meeting North
- Retrieving pictures from chapter and state events to update our CNSA banner on our website.

To reach our goal we need help from:
Advisors Board Member

Type of help needed: In order to fulfill our responsibilities to our members, we need to ensure that articles are run by our Advisors prior to submission. We also need to submit articles prior or by the designated deadline. This allows for more time to review the content we want to present to our membership.

Additional Information for Board:
- Our NSSI application has reached 1110 viewers on facebook
- Our Membership Meeting North promotional material has reached 1400 viewers on facebook

Attachment J
Creating the future by leading the way!
2016 Officer / Director Report

Name: Jessica Gonzalez

Position: Membership Director South

Committee Members:
Alyssa Gallardo
Katelyn Harper

Overarching Goal of Director / Committee:
Development of Building a Strong Board toolkit
Chapter Outreach
Updating master contact list

Accomplishments since last meeting: (brief outline format)
Wrote ROM article, MMN breakout session

Goals:
We are on track for our 2016 Goals
We are behind but will be on track by next month
We are not on track to meet goals

Barriers to accomplishing goal(s):
Chapter meeting deadlines

To reach our goal we need help from:
Advisors
Board Members
Staff
Other

Specific member:

Type of help needed:

Additional Information for Board:
Working with Kyle on a "Building a Strong Board" toolkit that will go on the website along side the Chapter toolkits - this toolkit will contain advice from current BOD members as well as have tips and tools found by conducting research on corporate and non-profit organizations and the success of their BOD. So far I have the research from the article I wrote and I have reached out to our CNSA BOD for any advice they have that I can add to the project.

Attachment K
Creating the future by leading the way!

2016 Officer / Director Report

Name: Shereen Haddad

Position: Chair, Image of Nursing Committee

Committee Members:
Britany Tinsey, Michele O’Neal

Overarching Goal of Director / Committee:
- Create a statewide event to promote the image of nursing.
- Support local chapters in planning local events that promote a positive image of nursing.
- Increase involvement on the CNSA Image of Nursing Profile on Facebook.
- ION Tool Kit

Accomplishments since last meeting: (brief outline format)
- Additional Committee members
- Likes to ION Facebook page up 50% since start of term

Goals:
- We are on track for our 2016 Goals
- We are behind but will be on track by next month
- We are not on track to meet goals

Barriers to accomplishing goal(s):
To reach our goal we need help from:
- Advisors
- Board Member
- Staff
- Other

Specific member: _________________________________

Type of help needed:

Additional Information for Board:
- New Committee Member Nomination
  - Leah Martin CSU, Membership # 0809731, Sacramento, Graduation: December 2016
- Photo Contest
- Nurses’ Week Campaign
- ION Tool Kit in Progress

Attachment L

CNSA
California Nursing Students’ Association
Creating the future by leading the way!
2016 Officer / Director Report

Name: Andy Liss
Position: Cultural Awareness Committee Chair
Committee Members: Trina Tully, Agnes Coll, Robert Garibay, Paola Molina, Ashley Soin, Leicia Williams Urby, Lana Tkachenko, Daniel Duron

Overarching Goal of Director / Committee:
Create a new Global Initiative Committees at two CNSA local chapters.

Accomplishments since last meeting:
1) Created a Global Initiatives starter kit with assistance from Ashley Soin. Includes:
   a) Description and mission statement
   b) Power point presentation
   c) Basic Spanish medical terminology class outline
2) Talked with committee members individually to answer questions, and discuss goal of creating new Global Initiative committees, and what their responsibilities will entail. Seven of nine committee members have expressed how many schools they feel comfortable being responsible for communicating with five or six schools.
3) Identified 40 schools to contact about starting Global Initiatives committees.

Goals:
We are on track for our 2016 Goals ☒
We are behind but will be on track by next month
We are not on track to meet goals ☐

Barriers to accomplishing goal(s):

To reach our goal we need help from:
Advisors☐ Board Member☐ Staff☐ Other ☒

Specific member:
Type of help needed: Continued assistance from committee members. Committee members will be needed to have an adequate understanding of Global Initiatives its goals, and how it can benefit nursing students, and to effectively communicate this message to local CNSA chapters.

Additional Information for Board:
The next step is to assign CNSA chapters to be contacted to committee members, and to create a Google Drive excel sheet for committee members to track progress. I am confident I have enough committee members to establish contact with all 40 schools without any member feeling taxed. I am considering adding one committee member from Southern California, preferably early in their nursing school cirriculum, so as to keep have another committee member from Southern California communicating Southern California CNSA chapters.
Attachment M

Membership Meeting North Schedule
Saturday March 12th, 2016: 0800-1600
Samuel Merritt University - Oakland, Health Education Center

0800 – 0830 Lobby: Registration & Breakfast

0830 – 10:00 Bechtel Room Auditorium: General Session
   8:30 – 8:40: Welcome Address – Kyle Navarro & Jessica Gonzalez, Membership Directors
   8:40 – 8:55: NSSI Presentation - Jane De Lay, Legislative Director, and John Ly, RN, BSN
   8:55 – 9:00: CNSA President’s Address – Shawn Palmer, President
   9:00 – 9:30: BRN Presentation – Patricia McFarland, MS, RN, FAAN; CEO, ACNL & CNSA
   9:30 – 10:00: UCSF “Getting That First Job!” – Susan Walczak, MS, RN, UCSF Nurse Recruiter

10:00 – 10:10 Lobby: Break #1

10:15 – 11:45 Bechtel Room Auditorium: General Session
   10:15 – 10:45: Kaplan Test Prep Presentation – Lauren Silva
   10:45 – 11:15: Becoming a Nurse: What I Learned, Ryan Fuller, BSN, RN Community Medical Centers
   11:15 – 11:45: Hurst Review Services Presentation – Katherine Herring, RN, MSN, FNP-BC

11:45-12:50 Lobby: Lunch + Meet With the Vendors

12:50-13:00 Bechtel Room Auditorium: Raffle Prizes

13:00-13:45 Breakout Session #1
   Building a Strong Board, Bechtel Room Auditorium – Kyle Navarro, Membership Director North & Jessica Gonzalez, Membership Director South
   Save-A-Heart Project, HEC Room #103 – Daniel Duron, Breakthrough to Nursing & Jenna Druce, Community Health
Running for a State Board of Directors Position/NEC, HEC Room #104 – William Gallegos, Vice President
Nursing Students in Sacramento Internship and Scholarships, HEC Room Room #105 – Jane De Lay, Legislative Director & Claudia Capili, Secretary/Treasurer

13:45 – 14:30: Breakout Session #2
Bylaws Committee/NEC, Bechtel Room Auditorium - William Gallegos, Vice President
Cultural Humility in Nursing: A Global Initiative, HEC Room #103 – Andy Liss, Cultural Awareness
Conventions, HEC Room #104 – Krystal Scott, Convention Director
Image of Nursing Presentation, Room #105 - Shereen Haddad, Image of Nursing

14:30 – 15:10 Bechtel Room Auditorium: Break #2 + Meet With the Vendors

15:10 – 16:00 2nd Floor Auditorium: General Session
15:50 – 16:00: Closing – Kyle Navarro, Membership Director North

Attachment N

California Nursing Students’ Association

Creating the future by leading the way!
2016 Officer / Director Report

Name: Kyle Navarro
Position: Membership Director North
Committee Members:
Cheryl Berganos – California State University, East Bay – Hayward / Graduation: March 2017
Angel Navarro – California State University, East Bay – Concord / Graduation: December 2016
Overarching Goal of Director / Committee:
- Successfully establish and integrate at least 3 new CNSA chapters in the Northern California region
Increase overall membership in CNSA Northern California chapters by reaching out to schools that do not have existing chapters and relaying the benefits of becoming a CNSA chapter

- Organize the Membership Meeting North
- Increase attendance at Membership Meeting North
- Act as a liaison from the CNSA State Board of Directors to help foster the growth of local chapters in the Northern California

Accomplishments since last meeting: (brief outline format)
- Continuing to speak to Sonoma State University and CSU East Bay – Concord as they are beginning to build their chapters
- Samuel-Merritt University (SMU) – San Mateo will no longer be creating their own chapter as their advisers wish for them to work closer to the SMU – Oakland chapter prior to creating one
  - Currently speaking with the SMU – Oakland chapter to see what opportunities they can share with SMU – San Mateo students
- Came into contact with Merced College and am helping them lay down the foundation for a Student Nursing Association chapter and am in progress to having them become established as an officiated CNSA/NSNA-recognized chapter
- As of this writing (3/7/16): Membership Meeting North:
  - Pending for attendance numbers (Currently 62 people have RSVP’d to attend)

Goals:

We are on track for our 2016 Goals

We are behind but will be on track by next month

We are not on track to meet goals

Barriers to accomplishing goal(s):

To reach our goal we need help from:

- Advisors
- Board Members
- Staff
- Other

Specific member: _________________________________

Type of help needed:

Additional Information for Board:
- Currently assisting with Daniel Duron’s (BTN Director) and Jenna Druce’s (Community Health Director) Save-a-Heart event they are planning around the Bay Area
  - Aided in providing a venue (CSU East Bay) and will continue to advertise the event to chapter presidents I am in contact with