

Indiana Association of Nursing Students

Board of Directors Meeting

October 23, 2010; 9:40am- 11:15am

Harrison College Indianapolis Indiana

Minutes

Presiding: Heather Savage-Maierle, President

1. Call to order Saturday, October 23, 2010 at 10:15
2. Establishment of Quorum
3. Reading of the Rules
4. Roll Call: Eric Kern, Secretary
 - a. Heather Savage-Maierle-President
 - b. Amanda Miller-Vice President
 - c. Eric Kern-Secretary
 - d. Andi Harper-Editor
 - e. excused Ellis Niesen-
5. rules were adopted at 10:19
6. Approval/ review of September Minutes
 - a. minutes were approved and no corrections were needed
7. Report of the President, Heather Savage-Maierle
 - a. President's Report was presented and no objections were made
 - b. Amanda Miller-motioned Brittany Howell Director of Imaging; Natasha Bertschby-laws; Sarah Empson-Executive Board-Treasure
 - c. Andi Haper-seconded
 - d. Eric Kern and Amanda Miller accepted their delegated tasks from the Heather Savage-Maierle
 - e. Amanda Miller motioned to approve President's Report
 - f. Sarah Empson seconded the motion and the motion was passed
8. Report of Treasurer: Heather Savage-Maierle
 - a. General report
 - b. Approval of funds for blast emails \$99
 - c. Approval of funds for new directors to mid-year conference \$150
 - d. Approval of funds for gas/food expenses mid-year conference \$35

- i. approve for 0.35 per mile
- e. Amanda Miller motioned to approve the above
- f. Natasha Bertch seconded and the motion was carried

9. Committee Reports

- a. Membership committee: Eric Kern (designee for Elles Niessen/excused)
 - i. Andi Haper-Motioned to approve
 - ii. Brittany Howell-seconded the motion and the report was approved
- b. Newsletter committee: Andi Harper, Editor
 - i. Amanda Milled motioned
 - ii. Brittany Howell seconded and the report was approved
- c. Community Health committee: Dana Fiedler, Director
 - i. Amanda Miller motioned
 - ii. Sarah Empson seconded and the report was approved
- d. Convention planning committee
 - i. rooms are going to be held without obligation or charge
 - ii. NCLEX review free of charge by Hurst Review
 - iii. Harrison College is committed to sponsor at least one meal
 - iv. Peggy Welch-representative running for conference
 - v. Renee Volunteers to coordinate faculty networking for convention
 - vi. Eric Kern motioned
 - vii. Amanda Miller seconded and the report was approved

10. Review of the Expectations of board of directors

- a. all questions need to be made known to heather Savage-Maierle by the Tuesday before midyear conference

11. Scheduling of Meetings for remainder of the year

12. New Committee interests

- a. Emily Tolliver-Recruitment committee
- b. Kaitlin Tretter- convention committee

13. Adjournment

- a. Amanda Miller motioned
- b. Brittany Howell seconded and meeting was adjourned

**Community Health Committee Report to
Indiana Association of Nursing Students Board of Directors
October 23, 2010**

Committee Members: Dana Fiedler, Director; Amanda Miller, Dee White, Deana Berger, and Chelsea Montgomery, Committee members

As a newly formed committee this first committee report is directed towards informing the board of how the committee will begin their work in the coming month.

1. Each member will have an assigned region.
 - a. Our goal is 2 contacts each month which will give us 12 by the end of the school year; this will give us at least one for each county
 - b. Please keep track of all those you contact even those who say no so they are not contacted again
2. Each member will have 2 contacts by the next meeting (date unknown)
 - a. Needed are a contact and general address
 - b. What nursing students would be doing
 - i. Sites need to be places where students will be able to help out the community and practice nursing skills (Hospitals, Nursing Homes, etc)
 - c. If it is a hospital being contacted, please inquire about putting a website online for volunteer information paperwork
 - d. Please make sure when contact information is obtained, contact person is informed this information will be going on our website for all to view
 - i. Orange – Gary – Available**
 - ii. Yellow – South Bend – Goshen College Student**
 - iii. Green – Fort Wayne – St. Francis Student**
 - iv. Brown – Terra Haute – Amanda Miller**
 - v. Purple – Indianapolis - Dee White**
 - vi. Blue – Richmond, Muncie – Harrison College student**
 - vii. Pink – Evansville – Dana Fiedler**
 - viii. Gold – Bloomington, Columbus – Deana Berger**
 - ix. Lt. Green – Hanover - Chelsea**
 - e. Map attached
 - i. These are just major cities noted in the region that would be a good starting place
3. Speak with your Community class instructor for ideas of where to start
4. Heather will be in charge of speaking with representatives from Red Cross across the state – Cindy Moon is contact
5. Meetings are the third Saturday of the month so committee member reports should be in to the director by the 2nd Friday of the month and director will turn their report into Heather the Wednesday before the board of directors meeting
 - a. First committee member reports due to the director by Friday November 12th



**Conference Planning Committee Report to
Indiana Association of Nursing Students
Board of Directors Meeting
October 23, 2010**

Committee Members: Heather Savage-Maierle, Marcie Hankins, Amanda Miller (not the VP), and Chelsea Montgomery.

Consultants to committee: Grant Tyler and Jenna Sanders (former president who held convention), Merv Helmuth (organizer of Goshen Colleges annual convention), and Rene DePew

1. Hotel update

- a. Heather met with Cambrie Anderson on October 18, 2010
- b. Will be flexible with the contract including space and numbers
- c. Will not need final numbers until two weeks out
- d. Will provide her with monthly updates of our current estimations
- e. Hotel providing flex block of rooms so we can hold rooms at special rate but not be charged for them if no one books there. Right now 8 rooms on hold. More can be added as needed.
- f. Current holds for board room Friday night, two conference rooms Saturday, and one conference room Sunday (NCLEX). More space can be added as needed.
- g. Current hold for general session room holds 130 people comfortably. If we get over that we can switch to larger room.

2. Exhibitors/Sponsors

- a. We can have up to 40 exhibitors in the space currently on hold for this purpose. If we get more hotel is willing to hold additional space. If we don't have that many we can also use part of this space for breakout session.
- b. Developing a packet that will go out to potential exhibitors/sponsors to inform them of our event and for them to return form to reserve a space/sponsorship
- c. Marcie Hankins of Harrison College has agreed to help with conference planning as exhibit coordinator. She will be contacting hospitals, long term care facilities, graduate schools, RN→BSN programs etc. about having exhibit booths.
- d. Paul Johnson of Hurst Review has offered free NCLEX review to our guests in exchange for exhibit space/ad in program.
- e. Harrison College is considering sponsoring a meal and the dean is exploring having local hospitals also sponsor or have exhibit table
- f. Four potential exhibitors have already been in contact with us
- g. Exhibitors and sponsors will be able to purchase ad space in the event program

3. Event Schedule

- a. Details will be nailed down as speakers begin to confirm. So far we have:
 - i. Friday 5:30 Board of Directors arrive at Crowne Plaza to check in.
 - ii. 6:00-9:00pm dinner, board meeting, check all technology is working and any last minute items.
 - iii. 7:30am Saturday. Board gathers and does any final setup.
 - iv. 7:50am Volunteers arrive and check in
 - v. 8:15am guests, exhibitors and speakers begin to arrive and are checked in.
 - vi. 9:00am days events begin/ exhibit hall opens
 - vii. 5:00pm days open events end, wrap up
 - viii. 6:00pm dinner with board and council of school presidents
 - ix. 7:00pm Board of directors not staying for NCLEX free to leave

x. Sunday 8:00am-2:00pm NCLEX Review

4. **Speakers and Guests**

- a. Several guests who should receive invites have been established with help from advisors and former presidents. They are:
 - i. Barbra Kelly: ISNA President, University of Indianapolis nursing instructor
 - ii. Ernest Klein: ISNA Executive Director
 - iii. Rauf Kahlid: Former President IANS
 - iv. Grant Tyler: Former President IANS
 - v. Mary Cisco: ISNA Board of Directors, Former Board of Directors IANS
 - vi. Jenna Sanders: ISNA Alternate delegate to ANA, New Graduate Board of Directors ANA, Former President IANS
 - vii. Mervin Helmuth: Goshen College nursing instructor, Former board member IANS, has offered being parliamentarian on volunteer basis
 - viii. Robin Riebsomer: ISNAP Intake Coordinator, IANS/ISNAP contact
 - ix. Karen Daley: ANA President
 - x. ILN President
 - xi. Some of these persons will double as speakers/ breakout session leaders. Some will not be able to attend. In process of collecting addresses for each one.
 - xii. Open to suggestions on other to include.
- b. Several potential speakers have been identified. Some of these are for career panel round table others are for breakout session. Developing a packet for potential speakers to inform them of our event and for them to return form to let us know if they are willing to participate.

5. **Committee requests help from the board and other committees with...**

- a. Name for convention.
 - i. Theme has to do with what happens after graduation. This was chosen based on responses to survey sent out during this past summer.
 - ii. Need to come up with a name/slogan for that.
 - iii. Please email suggestions to Heather
- b. Advertising the event. (Newsletter committee)
- c. Day of help. We will really need the help of all board committee members the day of. Please plan to attend unless emergency or school commitment prevents it.
- d. Providing information related to various committees. (Image of Nursing and Community Health committees each set up a table with info/handouts)

Membership Committee Report to
Indiana Association of Nursing Students Board of Directors
October 23, 2010

Current Membership:

Committee members focused on current membership: [Brittany Hoge](#) and [Elles Niessen](#).

Goals for current membership for the next month:

- a communication improvement;
- entering a blurb in the blast emails and newsletters for the next two months
“2010 with a new board and many exciting events coming, the membership committee is welcoming YOU to their annual conference. This conference will include guest speakers, many learning opportunities, current events in the Nursing Career, NCLEX review, plus a fun night meeting new nursing students in Indianapolis.” (rough draft).
- Sending more information to the current constituency schools of nursing about the annual IANS conference re-capturing individual’s interests.

New Membership:

Committee members focused on new membership. [Elles Niessen](#) and [Andi Harper](#).

Goals for the next month for new members;

- recognizing new faces* in the following newsletter with a short biography (name, age/yr in school, school attending, favorite candy bar, and one descriptive sentence).; information obtained *through the first email* welcoming them into the program and providing recognition information by [Heather Savage-Maierle](#)
- OR realistically maybe *recognizing an increase in new members within different schools*

PIT recruiter status: [Andi Harper](#), [Brittany Hoge](#) do not have numbers yet. [Eric Kern](#)(board secretary), [Elles Niessen](#) have PIT numbers.

New committee members: (one member in; two more to recruit)

Committee members focused on bringing in the new committee members [Elles Niessen](#) and [Heather Savage-Maierle](#).

The goal is to recruit at least three new members as committee members by the October meeting. Their eligibility will require already being an NSNA member. The next three members should not be from Indiana University, but various parts of the State of Indiana.

COMPLETED A GREAT RECRUITMENT

[Brittany Howell](#) of IUPUI: Image of Nursing Director and Membership committee member [Dana Berger](#), [Amanda Miller](#) (not the VP), and [Chelsea Montgomery](#) of IU Bloomington; & [Dee White](#) of Harrison College who will all be serving on the Community Health committee, [Dana Fiedler](#) Community Health Director, [Marcie Hankins](#) of Harrison College: Conference Planning committee as Exhibitor Coordinator

Respectfully submitted by [Elles Niessen](#), Membership Committee Director

**Newsletter Committee Report to
IANS Board of Directors
October 23, 2010**

Current Committee Members: Andi Harper, Brittany Hoge, Angie Best

Looking to Include in December Newsletter:

- Letter from the President
- Mid-Year Conference Article
- Article from Goshen College NSA
- Information on State Convention Registration
- Breakdown of events at State Convention (if we have figured it out by this point)
- Membership Profiles on all Board Members
- Updates from each committee
- Info on annual convention
- Community Health Topic
- Start new member section
- Upcoming meetings/events from different schools

Submission Deadline for December Issue is **December 3rd**.

We will have final copy to president **December 13th**.

Goal for this newsletter is to include more information on chapters around Indiana rather than the information being focused solely on the IANS.

Newsletters for *next year* will come out in February and April.

Respectfully Submitted,

Andi Harper, Editor

**President's Report to
Indiana Association of Nursing Students
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1. Status with the state

- a. I am still waiting to hear back on the most recent set of paperwork that I turned in. The response from the last set was that it was the wrong form. I was sent a new form to submit instead.
- b. The new form was submitted about two weeks ago. It will likely be several weeks yet before I get a response.
- c. I spoke to former president Grant Tyler about this situation. He has tried to resolve the same issues a few years ago. I stated he had similar problems and had finally asked the board to hire a lawyer. They made little progress with the lawyer because a lawsuit was brought against them before the lawyer could get anything done. This left the lawyer addressing the law suit instead of the state issues.
- d. I will meet with Grant Tyler and Jenna Saunders at Mid-year and see if they can offer any advice on how to speed things along.
- e. If there is no progress by the New Year we may need to consider looking for a lawyer. Maybe we could find one on a volunteer basis through one of the schools?

2. Identifying positions for members who wish to become more active.

- a. I met with several members from Oct 17th-Oct 20th about opportunities with IANS.
- b. Many of these persons were originally identified by Amanda Miller (VP) and Eric Kern and then I followed up. Some were people that I made initial contact with as well.
- c. From those meetings I was able to identify a good number who are interested in available opportunities. Their interests are as follows:
 - i. Brittany Howell of IUPUI: Image of Nursing Director and Membership committee member
 - ii. Dana Berger, Amanda Miller (not the VP), and Chelsea Montgomery of IU Bloomington; & Dee White of Harrison College who will all be serving on the Community Health committee. All also have potential interest in Conference planning.
 - iii. Marcie Hankins of Harrison College: Conference Planning committee as Exhibitor Coordinator
 - iv. Natasha Bertsch of IUPUI: Bylaws/Policies Director
- d. Committee member positions need only be approved by that committees director. It is my understanding all of those interested in committee positions have been accepted.
- e. Director positions
 - i. Since not being voted on at annual membership meeting require an unopposed vote of the board of directors in attendance at the meeting this month.
 - ii. Need motion to approve this.
 - iii. After speaking with both of these ladies it is my recommendation to the board that they both be given the opportunity to serve in their position of interest.

- iv. It is also my recommendation that the funds for them to attend Mid-year conference with us be approved. NSNA has given me until Monday October 25, 2011 to have the funds approved and get them registered.

3. Conference planning activities

- a. Please see committee report

4. Delegation/ Assigning of tasks

- a. I would like to delegate the task of collecting reports and minutes each month and distributing them to the board of directors to VP Amanda Miller for the remainder of our term. This decision is based on my need to delegate out this task and choosing her specifically is based on her being the only one without report/minutes to submit. Unless she objects to this assignment all reports should be submitted to her by 5pm the Wednesday before each board meeting for the remainder of our term. She will then distribute all items to the board of directors and Rene by 24 hours before the meeting via email.
- b. We need to update our Board of Directors contact sheet before Mid-year conference. I would like to delegate this task to Secretary Eric Kern. Unless he objects to this assignment all members of the board of directors need to send him an email with their name, position, email address, phone number, school, NSNA number, and zip code by October 27, 2010. Eric should compile this information in a word document and distribute it to the board of directors and Rene by November 1, 2010.
- c. With the development of new committees we need contact sheets created for individual committees before Mid-year conference. This task will be delegated to committee directors. Each director should obtain name, email address, phone number, school, and NSNA number from each of their committee members and compile this information into a word document. The sheet should then be distributed to the members of their committee, the executive board, and Rene by November 1, 2010. If a director is unable to complete this task they should delegate it to a committee member. Directors with no committee members are exempt from this task until they have members for their committee.

5. Website

- a. Website continues to be updated on a regular basis
- b. Spending an average of 2 ½ hours/week on this
- c. Most updates are published right away. Some will not be published until more is prepared. Ex: created a page for each community health region but will not publish until have info to put on those pages.

6. Upcoming Presidential Activities

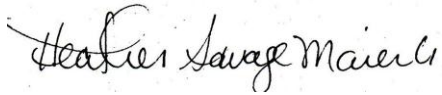
- a. IASN Annual convention November 3, 2010
- b. Mid-Year Conference (NSNA) November 4-7, 2010
 - i. Council of School Presidents Meetings
 - ii. Attendance at committee meetings which directors are not able to attend
 - iii. State meeting at conference
 - iv. Meeting with former presidents Grant Tyler and Jenna Sanders.
- c. Continued work on status with state
- d. Continued work on state convention planning
- e. Continuing to identify members interested in becoming more active
- f. Attendance at committee meetings as requested by directors (I am happy to attend but due to other activities for IANS I will only plan to attend committee meetings

if requested by the director. I am also always available for help via email or phone call)

g. Continuing work on website

End Meeting Minutes

Approved by board of directors November 20, 2010



Heather Savage-Maierle, President



Eric Kern, Secretary

Submitted for approval to NSNA