

**Georgia Association of Nursing Students
Executive Board Meeting
Kennesaw State University
August 20th, 2016**

1. Call to order:By President, Lindsay Petrey

2. Roll call:1:10 PM

- a) **President**, Lindsay Marie Petrey (V) P
- b) **1st Vice President**, William Joseph London (V) P
- c) **2nd Vice President**, Caroline Nappo (V) P
- d) **Secretary**, Aida Morad-Samiei (V) P
- e) **Treasurer**, Brittany Danzig (V)
- f) **Breakthrough to Nursing Director**, Michelle Jonglan Hwang (V) P
- g) **Community Health Director**, Marcella Alison Marks (V) P
- h) **Legislative Director**, Stephanie Ann Atkinson (V) P
- i) **Publications Director**, Monica Ellen Cahal (V) P
- j) **Public Relations Director**, Karen Andrews Davis (V) P
- k) **North District Director**, David Cody Moore (V) P
- l) **South District Director**, Vacant (V)
- m) **East District Director**, Angelique Marie Noble (V) P
- n) **West District Director**, Katherine Rosemary Fayad (V) P
- o) **NEC North**, Jennifer Ratcliffe (NV) P
- p) **NEC South**, Carrie Turner (NV) P
- q) **NEC East**, Kayla Fogg (NV) P
- r) **NEC West**, Sharon Ann Smith (NV) P
- s) **COSP Chair**, Sarah Buffaloe (NV) P
- t) **Assistant to Executive Board**, (NV)
- u) **Assistant to District Directors**, Amelia Reese (NV) P
- v) **Retired Board Member** Charnella Marie Rosas (NV) P
- w) **GNA Consultant** Jill Ray (NV) P
- x) **GANE Consultant** Dr. Terri Worthey (NV) P
- y) **Presidential Advisor** Dr. Carol Bowdoin (NV) Absent
- z) **Guests: Shanley Cranford**

1. Call to Order:

2. Reports of the Officers:

- **Committees**
 - **Legislative Committee**
 - **Convention Planning Committee**

***Presentation by Shanley Cranford for the position of South District Director and board vote.**

- o President, Lindsay Petrey (V)

- i. Position Accomplishments:
 - Communicated with William, Karen, and advisors re: convention planning
 - Communicated with William and advisors re: board member absences
 - Wrote and sent formal letter to board members with 3 absences
 - Gathered and posted information about Emory nurse residency program to Facebook; sent to Monica for posting on website
 - Created Facebook event for Chipotle fundraiser - we made a whopping \$29.73 :)
- ii. Plan of Action for this month:
 - Continue to be available for questions or concerns about convention
 - Assist Brittany in acclimating to her new role as treasurer
 - Complete steps necessary to receive check from Chipotle (thank you letter)
 - If my schedule allows, I hope to visit Armstrong and/or Georgia Southern to represent GANS and to promote convention
- iii. Additional Information:
 - Just found out work schedule will not allow me to attend September 17th meeting in Athens.
 - Communication is VERY important in these last few months leading up to convention.
 - Huge thankyou to Karen for assisting me with treasurer transition and creating a more “user friendly” system for financial record keeping which is above and beyond her defined “job description”.

- o 1st Vice President, V

- i. Position Accomplishments:
 - Worked with Advisors about conference planning - calls, emails, visits. Etc.
 - Worked with Karen Davis ,Caroline Nappo on conference planning.
 - Wrote E-mails to various positions about Convention planning/duties/etc.
 - Spoke with President about Board Member Positions/Duties/Responsibilities
 - Worked with the Convention Planning Committee about meeting times, board rooms, guest rooms, and special situations.
 - Spoke with GNA-Marcus Downs and spoke about partnership with GNA/GANS.
 - Sent thank you letter to Marcus Downs of GNA

- Called UGA center for clarification about Convention questions from board members.
 - Worked on Registration Prices - for Presentation
 - Printed Tentative Calendar for August meeting
 - Printed Cost per student for August meeting
 - Made a Contact spreadsheet for Hotel Reservations
 - Created a farewell message for the booklet (Convention booklet)
 - Went the the Storage Unit to return supplies
 - Clarified Calendar with Legislative, NEC, and other areas of the BOD for Convention.
 - Donated a new Printer for GANS for Usage during Convention (and beyond)
 - Coordinated between Organ Donation and GANS
 - Created meetings via online for Convention planning
 - Created a How to Guide/Guidelines/Instructions for next First VP.
 - Visited North GA Technical College - Orientation (Representing GANS)
- ii. Plan of Action for this month:
- iii. Additional Information:
- iv. Assignment from President:
- 2nd Vice President, Caroline Nappo (V)
 - i. Position Accomplishments:
 - booked speakers, met with Karen and William to work on convention
 - ii. Plan of Action for this month:
 - continue to work on booking speakers, work on convention
 - iii. Additional Information:
 - iv. Assignment from President:
- Secretary, Aida Morad-Samiei (V)
 - i. Position Accomplishments:
 - Submitted approved minutes to NSNA
 - Have contacted a few interested volunteers
 - Checked the mailbox
 - Passed the GANS Debit card to president
 - Chapter Resource book?
 - https://docs.google.com/document/d/1iWWR_PiM8vFAgMWbtAFzl-gaolGbnhMFxD_g5eQfUhE/edit
 - ii. Plan of Action for this month:
 - Making sure everyone has the correct name-tags
 - Create a flyer to be sent out asking for volunteers

- Continue working on william’s list
 - iii. Additional Information:
 - What are we offering to the volunteers?
 - Ribbons 300 delegates
 - Chapter President 50
 - Speakers 50
 - Faculty 50
 - Lanyard ?
 - pins?
 - iv. Assignment from President:
- Treasurer, Brittany Danzig (V)
 - i. Position Accomplishments:
 - Generated more donations for silent auction/raffle, thank you letter, gained access to Quickbooks
 - ii. Plan of Action for this month: Transition into treasurer role
 - iii. Additional Information:
 - iv. Assignment from President:
- Breakthrough to Nursing Director, Michelle Hwang (V)
 - i. Position Accomplishments:
 - Applied to receive donations of Disney tickets for Silent Auctions and it’s on its way
 - Talked/left message for sponsors
 - Emailed/left message for Pre-nursing society for Piedmont college in Athens, Athens Tech College Nursing Associations, UGA Pre-nursing Society.
 - Made form for Volunteer form on Google doc to receive informations
 - ii. Plan of Action for this month:
 - Follow up with pre nursing societies
 - Continue to help Karen with sponsors
 - Change 2016 Convention meeting Script
 - iii. Additional Information:
 - iv. Assignment from President:
- Community Health Director, Marcella Alison Marks (V) **(70 miles)**
 - i. Position Accomplishments:
 - Spoke with Be the Match (blood cancer), LifeLink (organ donation) about coming to convention and sent them to William/Caroline/Karen to continue to process
 - Sent in filled out application to Delete Blood Cancer (bone marrow) and the rep said she’d follow up soon with the next steps

- Working with Kay to organize Blood Drive
 - Reached out to find a way to do a Disaster Preparedness Class but did not get a response
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - Should hear back from Red Cross Soon
 - Follow up with the Delete Blood Cancer rep
 - iv. Assignment from President:
- Legislative Director, Stephanie Ann Atkinson (V)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - Maintain and get in contact with party representatives for presence at convention
 - Edit bylaw suggestions and have them available for voting next meeting
 - Work with committee to finish GANS resolution
 - iii. Additional Information:

Work with convention committee to work on schedule so House of Delegates does not interfere with registration
 - iv. Assignment from President:
- Publications Director, Monica Ellen Cahal(V)
 - i. Position Accomplishments:
 - Updated website with Convention registration links, sponsored representation, delegate credentialing information, resolution submission information; coordinating with Blue Moon printing for convention program and delegate booklet for deadline of September 16, supplementing convention program with Guidebook free app to use at convention, sent eblast through NSNA with convention and sponsor information, requested information for convention ad to Pulse Atlanta and GNA Newsletter, created GA @ NSNA newsletter, submitted donation request from High Museum and Fox Theatre for silent auction, communicating with a few pre-nursing students who've contacted me through website
 - ii. Plan of Action for this month:
 - requesting farewell messages from each board member, Pre-convention EKG: what to expect- submit resolutions, run for office, be a delegate, how to make the most of the exhibit hall, convention program, delegate booklet, create plan to save email contacts from convention; update convention information on website: Awards, fundraising table information, NEC campaign regulations & ongoing list; post-teleconference connect with

- iii. Additional Information:
- iv. Assignment from President:
- **Public Relations Director, Karen Andrews Davis (V) (drove 27)**
 - i. Position Accomplishments:
 - Printed business cards and table tents
 - Created a Google color coded calendar to assist William and Caroline with arranging convention schedule
 - Set up FM PM group for committee working on sponsor/exhibitors
 - Promoted NSNA/GANS and convention at 2-day New Nursing Student Orientation through position as President of GaPCANS
 - Made updates to Contact spreadsheet, user names and passwords for additional tools
 - Submitted Farewell Message to William and Monica
 - Attended Chipotle Fundraiser event
 - Continued work on sponsor/exhibitors \$19,000 in registrations currently on a goal of \$35,000. (Awaiting: Wolter’s Kluwer \$5000, NSH \$6000, and others who have stated commitments)
 - Created a letter to share with faculty in hopes of garnering support from the faculty for student and faculty participation in the GANS convention. I have tried to convey the value inherent in attendance at convention, serving as a delegate and in holding office. Adam Tebben was kind enough to give me some very good edit suggestions.
 - Proposed a scholarship/lunch sponsorship to NSH at \$6000 with \$5000 for food, \$500 for this year’s scholarship and \$500 for next year’s scholarship to the Board Member of the Year, as incentive for those considering running for the board, and for board to achieve during their term and complete the year of service.
 - Phone meeting with board members and GNA discussing partnership for convention (how they can help) Marcus Downs Ex-Officio GNA/GNF CEO had many great ideas of how GNA should support GANS now and in the future. Emailed board and them a synopsis of meeting to promote follow through.
 - Partnered with Brittany to transition roles from Assistant to Exec Board to Treasurer.
 - Set up Quickbooks for GANS and updated it with all financial information available for the year. Categorized all expenses and income where possible.
 - Set up Donors in Quickbooks to track registration payments, and send “estimates”, late notices, and receipts to donors.
 - Requested 501(c)(3) Letter of Determination from IRS (to be mailed to P O Box). Spoke to Mr. Perry ID# 1000196396 at 866-747-0628. “Affirmation

Letter” to be sent to us within 10-14 business days from 08/15/16, and “Original” Letter of Determination to arrive within 60 days of request (faxed to 855-204-6184) on 08/15/16.

- Submitted bylaw recommendations to Stephanie, including adjusting the wording that our fiscal year be stated November 1 to October 31, instead of convention to convention.
- Researched how to update tax returns to correct Calendar year vs Fiscal year filings. Notes on this are in gmail.
- Created a W-9 form to send to financial contributors for their tax return. Saved to Google and shared with board. Also can be directly attached to email generated from Quickbooks for Sponsors (Donors) (ie: Estimates, Invoices, Receipts)
- Multiple phones conferences for convention planning including with Dr Worthy to get information/frame of reference needed to create proposal for sponsorship to go to Elsevier, Pearson and F.A. Davis, successively and respectively.
- ii. Plan of Action for this month:
 - Surpass \$35,000 Sponsorship goal
 - Coach Brittany with Quickbooks as needed and assist her in transition
 - Partner with Brittany to develop Budget Proposal for 2016-2017 year to present at September board meeting for approval to present at HOD.
- iii. Additional Information:
 - Thank you to my Sponsors/Exhibitor Committee for your diligence
 - Thank you Lindsay for continuing to be very accessible and helpful during and after you transition to RN and move
 - Thank you William for diligently working toward a successful convention
 - Thank you Advisers for your continued support and guidance!
 - Remember to include *A World of Opportunity* convention theme into convention ideas
- iv. Assignment from President:
- o North District Director, Cody Moore
 - i. Position Accomplishments:
 - Working with Herzing to start chapter and get ready for convention. Working on some of the sponsor call list. Planned August meeting at KSU.
 - ii. Plan of Action for this month:
 - Continue calling potential sponsors.
 - iii. Additional Information:
 - iv. Assignment from President:
- o South District Director, (V)
 - i. Position Accomplishments:

- ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- **East District Director, Angelique Marie Noble (V)**
 - i. Position Accomplishments:
 - East District Director Accomplishments
 - Reached out to Athens Area Technical College (contact: Jennifer Kennedy) to update chapter info. - delivery failed
 - Made contact with newly elected President at GCSU, Brooke Hinton, to update GCANS chapter info.
 - Reached out to Augusta University - Athens Chapter President via email to update chapter info - no response
 - Updated “GANS East District” FB page
 - included information about upcoming convention along with link to register
 - added Chipotle event to page
 - Attended new student orientation for GGC’s fall nursing class to discuss benefits of joining a student nurses’ association (NSNA, GANS, GGBANS) - created brochure, to provide information about convention, etc.
 - Convention Exhibitor Sponsorship Subcommittee Accomplishments
 - Made updates to Contact spreadsheet
 - Reached out to over 30+ potential sponsors/exhibitors for convention via email and phone
 - Convention Themed Events & Awards Subcommittee Accomplishments
 - Discussed itinerary for first night of convention with subcommittee: Themed Events/Awards
 - NCLEX Bowl
 - NCLEX Bowl Banner Competition
 - NCLEX Bowl Best Cheer/Chant Competition
 - Contacted Tonya Koch, Lippincott contact, about having Lippincott sponsor NCLEX Bowl by providing NCLEX questions
 - LWW will be providing ### questions as well as NCLEX review books to winners of NCLEX Bowl
 - Completed 2016 GANS Awards Booklet - *need Monica to post to website*
 - Award submission deadline September 19th by 11:59pm or September 23rd by 5:00pm
 - ii. Plan of Action for this month:

- Information regarding GANS Awards to be sent out to schools by August 15th, and disseminated to all directors to be passed on to schools within districts
 - *All board members need to spread information to schools about applying for awards (deadline for submissions September 19th by 11:59pm or September 23rd by 5:00pm)*
 - Work with Karen to surpass \$35,000 Sponsorship goal!
 - iii. Additional Information:
 - iv. Assignment from President:
- West District Director, Katherine Fayad(V)
 - i. Position Accomplishments:
 - Sent email to every district informing about Chipotle fundraiser night.
 - Shared fundraiser event with GBCN facebook page
 - Attended fundraiser night
 - Completed farewell bio and sent to both William and Monica.
 - Also sent another friendly reminder to west district schools that convention is coming up and I would let them know more information as it comes closer (aka after this meeting).
 - Posted and shared (google doc sign up) in the Pre-nursing society for UGA regarding volunteering for convention.
 - I contacted the Athens Red Cross and registered GANS to host an event for October 7th 1330- 1700 during the convention. I am hoping to hear back from them in the next few days.
 - Volunteered myself to get all the posters for the convention!
 - ii. Plan of Action for this month:
 - Email the west district schools information regarding the convention.
 - Hope to hear back from the Red Cross to coordinate hosting the blood drive. Will call again if I don't hear back in a few days and see if an Atlanta location will come if they cannot.
 - Will continue to seek out information regarding the posters needed for convention from the Convention committee.
 - Life South -
 - iii. Additional Information:
 - I will need information regarding how many posters, the sizes, and exactly what they will need to say for the convention.
 - iv. Assignment from President:
- NEC North, Jennifer Ratcliffe (NV) (32 miles roundtrip)
 - i. Position Accomplishments:

- Designed three versions for Convention flyers and NEC Convention flyers. NEC committee selected one design and updated changes.
 - Updated 2016 NEC Convention documentation (available in Convention NEC folder on Google drive)
 - Seeking donations for Silent Auction. No commitments yet.
 - Secured two speakers from CDC to talk about Zika and Obesity during Convention
 - ii. Plan of Action for this month:
 - Contact Paige Camilli (if Convention Committee approves) regarding offering a yoga class during Convention
 - Participate in NEC meeting regarding voting during Convention
 - iii. Additional Information:
 - iv. Assignment from President:
- NEC South, Carrie Turner (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- NEC East, Kayla Fogg (NV)- (288 miles roundtrip)
 - i. Position Accomplishments:
 - Helped plan flyer for GANS convention.
 - ii. Plan of Action for this month:
 - I plan to reach out to the East district schools with details about GANS convention. I will also speak to the Junior class at my school and try to encourage attendance as well as encouraging students to run for office. I am also still in the process of trying to find an item to use for the silent auction.
 - iii. Additional Information:
 - iv. Assignment from President:
- NEC West, Sharon Ann Smith (NV)
 - i. Position Accomplishments:
 - Communicated with Monica regarding convention booklet deadline. Updated NECs on previous board meeting and compiled to-do list with NECs. Discussed plan to divide up pre-slated candidates and submitted applications. Finalized convention flyer. Discussed NEC schedule and potential conflicts with NEC schedule.
 - ii. Plan of Action for this month:
 - Email NECs with a sample email to send out to nursing students regarding running for executive board. Find out process for reporting campaign violations.

- iii. Additional Information:
 - iv. Assignment from President:
- COSP Chair Sarah Buffaloe (NV)
 - i. Position Accomplishments:
 - No New Updates for this month
 - ii. Plan of Action for this month:
 - Continue to encourage involvement in GANS conference this year through COSP FB Page and help state presidents as much as possible with their needs (fundraising ideas etc.)
 - Continue to work on Registration- Update coming September 1st on how many registered
 - Printing Responsibilities- Am I responsible for getting convention booklets printed? Need to price out different printing companies and decide cut off date for changes before printing.
 - iii. Additional Information:
 - For Karen, Has Shepherd Center Glenn Prescott been contacted? I am positive he would be a sponsor and can get his contact info to you.
 - iv. Assignment from President:
- Assistant to Executive Board, (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- Assistant to District Directors, Amelia Reese (NV)
 - i. Position Accomplishments:
 - Contacted Kaplan, F.A Davis, Saunders, and ATI in an attempt to gain sponsorship.
 - Kaplan has agreed to donate one (1) Kaplan NCLEX-RN Prep Course (\$499 value) and One (1) Kaplan Exam Prep Content Course (\$129 value). As well as became a Bronze sponsor and is requesting the opportunity to hold a session at the convention.
 - Awaiting replies for F.A Davis, Saunders, and ATI.
 - Contacted Charnella (Retired Board Member) regarding the task of updating Hospital Facility contact information verification.
 - I have agreed to divide list with Brittany Danzig (Assistance to the Executive Directors), and have begun to contact each person on my list. My list has a total of 55 contacts.
 - Obtain Nurse Recruiter information and forwarded the following to Public Relation Director:
 - Tanner Health System

- Wellstar Health System
- Contacted Schools with inactive Chapters, offered availability of information about NSNA and local chapter initiation upon request.
 - o South District:
 - o Augusta State University,
 - o Atlanta Technical College (expressed interest in initiating a chapter contacted Stephanie concerning the matter)
 - o Albany Technical College
 - o Southeastern Technical College
 - o Thomas University
 - o West District:
 - o Columbus Technical college
 - o Southern Crescent Technical College
 - o Georgia Southwestern State University
- Contact list 2016 Convention Sponsor Hospital and Org Contact list
- Email 55 Facilities about sponsorship (updated 11% of contacts)
- Facilities expressed interest:
 - o Northside Hospital – Cherokee (Required application for sponsorship sent to Karen)
 - o Wellstar West Georgia Medical Center
 - o Tanner Health System
- Facilities that stated will be present at convention: Wellstar development center
- Submitted Farewell letter

- ii. Plan of Action for this month:
- iii. Additional Information:
- iv. Assignment from President:
- o Retired Board Member Charnella Marie Rosas (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- o GNA Consultant Professor Jill Ray (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:
- o GANE Consultant, Dr. Terri Worthey (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:

- iii. Additional Information:
- iv. Assignment from President:
- Presidential Advisor, Dr. Carol Bowdoin (NV)
 - i. Position Accomplishments:
 - ii. Plan of Action for this month:
 - iii. Additional Information:
 - iv. Assignment from President:

4. **New Business:**

Vote - South District Director

The nominee was given some time to represent herself and board members asked questions in regards to challenges she will be facing.

Voting: Elected by majority of the votes

Vote - registration cost

Vote - Katherine absences (3 plus September)

Board member hotel sheet

Board member meal vouchers

- **Motion:** William London moves to set convention registration price at \$125 if they are registered by September 15th which will require a \$50 change fee to the registration webpage.

Vote: 9 yes, 0 no

5. **Unfinished Business:** Kay: clarification of missed meetings

6. **Announcements:**

7. **Date, time, and place for next meeting:** September 17th in Athens at UGA Conference Center at 10:00AM

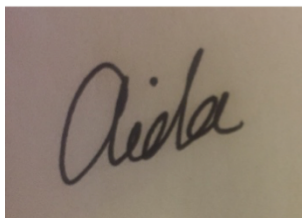
8. **Adjournment:** 4:15PM

Georgia Association of Nursing Students-GANS
Statement of Activity
August 2016

	Total
Revenue	
Fees Billed	10,773.29
Fundraising Revenue	0.00
Smile.Amazon Earnings	7.02
Total Fundraising Revenue	7.02
Membership Dues Received NSNA	240.00
Total Revenue	\$11,020.31
Gross Profit	\$11,020.31
Expenditures	
Advertising	13.68
Convention	0.00
Supplies	10.00
Total Convention	10.00
Office Expenses	458.75
Rent or Lease	71.00
Total Expenditures	\$553.43
Net Operating Revenue	\$10,466.88
Other Revenue	
Interest Earned	0.12
Total Other Revenue	\$0.12
Net Other Revenue	\$0.12
Net Revenue	\$10,467.00

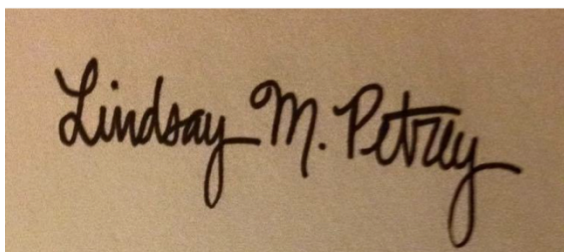
Minutes adopted on September 17th, 2016

Signature

A handwritten signature in black ink on a light brown background. The signature is written in a cursive style and reads "Aida".

Aida Morad-Samiei, Secretary

Signature

A handwritten signature in black ink on a light brown background. The signature is written in a cursive style and reads "Lindsay M. Petrey".

Lindsay Petrey, President