**Iowa Association of Nursing Students**

**Board Meeting**

**October 26th, 2020**

**Zoom conference call meeting**

**Meeting Minutes**

1. **Called to order at 7:00PM**
2. **Roll Call:** roll call read by Jada Veasey
	1. **Those Absent from the 2019-2020 board: all members present.**
	2. **Those absent from the 2020-2021 board: Allison Roach, Kaitlyn Tooley**
3. **Minutes:**
	1. **Motion:**  The minutes from the previous were moved and seconded.
4. **Agenda:**
	1. **Motion**: It was moved and seconded to approve a flexible agenda agenda for this meeting.
5. **Board Reports**
	1. **President – Marshall Muehlbauer**

**i.** Members of the board can expect emails in the coming week to collect demographic information

**ii**. Next meeting set for December 22 at 7pm, no November meeting will occur

**iii**. IANS date for 2021 proposed - Monday October 18, 2021, the idea of an indegeous speaker was also proposed

Motion: to set the next IANS for Monday October 18, 2021. The motion was moved, seconded, and carried.

**iv**. IANS venue for 2021 proposed - Holiday Inn in Des Moines, to plan for an in-person event with an online event planned as a backup plan

Motion: to set the IANS convention for October 18, 2021 at the Holiday Inn in Des Moines

**v.** NSNA mid-year meeting: Marshall & Jada are already attending to present a personal project. Kinze and Aubree will also attend to help them in their new IANS positions.

**vi.** NSNA attendance is required of all board members. NSNA will occur from April 7-11, 2021

**vii.** Due to COVID, IANS did not use the airline tickets they purchased for NSNA, but it will be difficult to transfer the vouchers the members received for their flights. The previous treasurer will look into reimbursement options, but if reimbursement is not possible, the previous board will pay IANS back if they use their flight voucher.

Motion: make an effort to recover the funds but if not possible the previous board will reimburse IANS for the cost of their voucher. Motion seconded and carried.

**viii.** IANS must choose a resolution to send to NSNA.

Motion: send the resolution “Increasing Education for Nurses and Nursing Students on the Treatment of Patients with Intellectual Disabilities ” to the House of Delegates at NSNA. The motion was seconded and carried.

* 1. **Vice President – Kinze Brandt**

 **i.** No report

* 1. **Treasurer – Aubree Driscoll**

 **i.** No report

* 1. **Secretary – Jada Veasey**

 **i.** No report

* 1. **Public Relations – Allison Roach**

 **i.** No report

* 1. **LED – Alyssa Nahnsan**

 **i.** No report

* 1. **BTN – Andrea Pingol**

 **i.** No report

* 1. **Disaster Relief – Kaitlyn Tooley**

**i**. No report

* 1. **Nominations and Elections – Bekah Ryan**

**i.** No report

* 1. **Membership – Sydney Aitchison**

 **i.** No report

* 1. **COSP- Sam Wu**
1. **Old Business**
	1. None
2. **New Business**
	1. None
3. **Next Meeting**
	1. December 22, 7 pm on Zoom
4. **Adjournment**
	1. The meeting was adjourned at 6:07 pm

Iowa Association of Nursing Students

Board of Directors Meeting,

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: **Monday, December 21, 2020**

Convened: 7:00 p.m.

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinze Brandt, GVU ☐

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sydney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI ☐ Ms. Bekah Ryan, GVU

 ☐ Ms. Kaitlyn Tooley, BCU ☐ Ms. Alison Roach, CU

 ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused:

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grand View University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order | PRES |  |  |
| 1a. | Roll Call | SEC |  |  |
| 2. | Approval of Agenda | PRES | Motion made by Marshall and seconded by Jada | Vote: ☐ Approve ☐ Reject |
| 3. | Approval of Meeting Minutes | PRES | Motion made by Marshall and seconded by Andrea | Vote: ☐ Approve ☐ Reject |
| 4. | Chair Reports |  |  |  |
| 4a. | President | PRES | * In November Marshall met with all board members one-on-one.
* Attended mid-year NSNA convention in October.
* Reminded board of dates for NSNA, the convention will be held virtually.
 |  |
| 4b. | Vice President | VP | * In November Kinzie has been brainstorming themes for the IANS convention. She hopes to pick a theme at this meeting with input from the board. There are potential conflicts
 |  |
| 4c. | Secretary | SEC | * Helped Marshall complete IANS board roster to submit to NSNA
* Submitted October minute meetings to NSNA
 |  |
| 4d. | Treasurer | TRES | * Aubree and Marshall organized the treasurer’s binder and records box.
* Aubree is working on completing this year’s budget, but with the IANS convention conflicts it has yet to be completed.
* Aubree is also working on new budgeting bylaws for the year.
* Expense report detailed; specific totals found in Aubree’s report of office form.
	+ Motion made by Marshall and seconded by Alyssa to approve the expense report as listed in Aubree’s report of office form.
 | Vote: ☐ Approve ☐ Reject |
| 4e. | Membership | MEM | * Obtained school report on Dec.12, a grand total of 1,391 members in IANS. Goal is to increase membership to 1,400 members.
 |  |
| 4f. | Breakthrough to Nursing | BTN | * Sam and Andrea have been working on a project – creating an event for Feb. 9th at 6 p.m. on Teams. It will cover healthcare disparity and will feature a speaker. The event will make IANS more accessible to more schools.
	+ IANS may endorse the event but will not directly sponsor it
	+ Speaker: Valerie Gar (from University of Iowa)
* Spoke about SPACE, a mentoring program startup at the University of Iowa. Andrea believes this program could be useful for other schools as well.
 |  |
| 4g. | Legislative and Education | LED | * Current goal is to get resolutions finalized and posted to the website.
* The Depression for Geriatrics resolution must be submitted to NSNA by Jan. 15
* Alyssa may start a column about legislation in the IANS newsletter
 |  |
| 4h. | Nominations and Elections | NEC | Absent, no report |  |
| 4i. | Disaster Relief | DR | * Does not have access to IANS email, so must be reached by cell phone or personal email.
* Thinking about doing a monthly education piece involving how nurses should interact with law enforcement and emergency personnel in emergency situations.
* Hoping to communicate with other nearby state associations, including hopefully Nebraska.
 |  |
| 4j. | Public Relations | PR | * Names and bios have been updated on the website.
* Name badges have been ordered.
* Business cards – do we need them? Do we want then?
	+ Marshall: perhaps business cards are not needed due to the virtual format of most meetings and conventions we’ll be attending.
	+ Alison: let her know in the future if you want them, even if we’re not planning to order them right now.
 |  |
| 4k. | COSP | COSP | * Sam and Andrea have been working on a project – creating an event for Feb. 9th at 6 p.m. on Teams. It will cover healthcare disparity and will feature a speaker. The event will make IANS more accessible to more schools.
* IANS may endorse the event but will not directly sponsor it
* Speaker: Valerie Gar (from University of Iowa)
* Sam has been contacting school presidents and offering one-on-one meetings, only one school president has accepted.
* Hoping to make the Facebook page more active
* Hoping to encourage more email communication from school members and presidents
 |   |
| 4l. | Consultants | CON | No report |  |
| **OLD BUSINESS** |
| 5. | 2021 IANS Convention | VP | * Kinze contacted Barb, the contact for the Holiday Inn. Barb says the date we previously selected, Oct. 18, is unavailable.
* Other dates are available, including Oct. 15 or Nov. 1.
* Kinzie’s recommendation is to reschedule to Monday, Nov. 1. A Monday will avoid scheduling conflicts for many schools.
* Switching venues may create a financial problem, as IANS signed a contract with the Holiday Inn. Cancellation policy is 25% of total cost.
	+ 6 breakout rooms cost $200.00 each
	+ Grand total is not actually estimated, Kinzie will have to talk to Paige (former board member) about the estimated cost of the ballroom.
* Marshall would rather not break contract due to the cost of doing so and Holiday Inn’s flexibility with our program.
* Aubree would rather not break contract due to the current state of our finances. Financial strain was caused by last year’s airline costs. Aubree recommends we try to figure out a date with our current venue.
* Putting the date on Nov. 1 would mean the new board could not attend NSNA mid-year.
	+ Marshall: what are the consequences of the new board missing out on NSNA mid-year?
* Possibility of investigating dates on Mondays or Fridays in September. We must vote in January, a date must be selected by then.
* Kinze will call Barb tomorrow and obtain more information.
* The board can vote by email on the date.
 |  |
| **NEW BUSINESS** |
| 6. | B. Ryan Resignation | PRES | * Bekah Ryan resigned from the BOD citing personal reasons.
* Marshall made a motion to formally accept the resignation
* The seat will be filled via open interviews, they must be vetted and approved by the current board.
* If you know someone who is interested, email Marshall’s school email.
 | Vote: ☐ Approve ☐ Reject |
| 7. | IANS Emails | SEC, PRES | * The current emails are nearly unusable, with a combination of phishing problems and some members are unable to access the email accounts.
* Other options are buying emails through our website domain or using Outlook. Outlook emails would create an opportunity to use Microsoft Teams, which could streamline the board’s operations.
* Outlook is the agreed upon email. No vote is required as there is no money involved.
 |  |
| 8. | Routine IANS Meetings | PRES | * Marshall wants cyclical regular meetings to ensure regularity.
* Marshall made a motion to meet the 2nd Monday of each month at 1830
 | Vote: ☐ Approve ☐ Reject |
| 9. | Adjourn | PRES | * Marshall made a motion to adjourn, Alyssa seconded.
 | Vote: ☐ Approve ☐ Reject |

Additional discussion:

* Aubree and Marshall are hoping to set an official deadline for outgoing officers to get their receipts for reimbursement. The fiscal year ends on Nov. 1, so Aubree recommends that the board set a deadline for Oct. 31.
* Marshall will send out the board membership handbook to all members soon.
* Make sure Alison has your school address to send your name badge to

Iowa Association of Nursing Students

Board of Directors Meeting

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: **1/10/2021**

Convened:

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinzie Brandt, GVU ☐

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sidney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI ☐ Ms. Kaitlyn Tooley, BCU

 ☐ Ms. Alison Roach, CU ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused:

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grandview University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order / Roll Call | PRES, SEC | *See the above list.* |  |
| 2. | Approval of Meeting Minutes | PRES | All members received and read the notes. Marshall moved and Sydney seconded.  | Vote: ☐ Approve ☐ Defeat |
| 3. | Approval of Agenda | PRES |  Marshall moved and Sydney seconded.  | Vote: ☐ Approve ☐ Defeat |
| 4. | Chair Reports |  |  |  |
| 4a. | President | PRES | Marshall has been doing clerical work on behalf of the board. Has also sent members contracts, he will resend out new ones to those with misspelled names.  |  |
| 4b. | Vice President | VP | Kinze has gotten a new contract for the adjusted date for the IANS convention. Has been brainstorming fundraising ideas and theme ideas for the convention theme. Kinze has also been helping to work on the budget.  |  |
| 4c. | Secretary | SEC | Jada has been working on getting the outlook emails live but has had a couple technical difficulties. Those emails should be live by next week at the latest. She will also send off the approved December meeting notes to NSNA this week since they’ve been approved tonight.  |  |
| 4d. | Treasurer | TRES | Bylaws regarding spending/budgeting * $1,930.50 of expenses
* $8,530.00 of income
* $13,537 of savings
* $35,372.32 of checking
* Pending expenditures and pending income
* Pending hotel clearance

If you have any COVID friendly fundraising ideas, let Aubree know.  | Vote: ☐ Approve ☐ Defeat |
| 4e. | Membership | MEM | Sydney announced her support of the previous vote to move the convention. Current membership count is1,391, same as last month. Will send out emails regarding NSNA in February.  |  |
| 4f. | Breakthrough to Nursing | BTN | Andrea has continued planning the healthcare disparity event, she was able to secure the speaker she spoke about in the December meeting.  |  |
| 4g. | Legislative and Education | LED | Has been working on the 2019 and 2020 resolutions. This week Alyssa will meet with Marshall to confirm NSNA guidelines for submitting the 2020 resolution. Alyssa’s next project is to brainstorm ways to encourage members to write resolutions.  |  |
| 4h. | Nominations and Elections | NEC | No report, unfilled position |  |
| 4i. | Disaster Relief | DR | Kaitlyn has been thinking of things to post on the website. She is also hoping to contact surrounding states after the outlook emails go live.  |  |
| 4j. | Public Relations | PR | Alison is working on updating the website and securing our IANS name badges. Let Alison know if you want business cards! |  |
| 4k. | COSP | COSP | Sam sent out a holiday greeting on IANS’ behalf. He also has been collecting contact information from school chapters. He will email more school chapters looking for president/advisor information. He is also working on a presidential guide for future school presidents.  |   |
| 4l. | Consultants | CON | No report |  |
| 5. | Approve Annual Budget | TRES | Marshall presented the annual IANS budget. (View attached budget document).* Kinze asked about the cost of the hotel, Marshall says it was guesstimated from the Nov. 2019 cost. Kinze says some costs will be waved for the 2021 convention, but we do not yet have an exact estimate. She will request an actual bill from the hotel within the next month. Kinze recommends we leave the budget as is in order to prevent underestimating the cost of the convention. Marshall agrees it is better to overbudget than to underbudget.
* LaDonna says that past boards have noted a lack of fundraising.
* Rachel says the convention may be less expensive than previous ones due to the existing hotel contract.
* Marshall says the overall budget will be short. He is fine with the existing budget but says he knows that budgets may change.
* Marshall made a motion to approve the budget for the fiscal year, Alyssa seconded.
 | Vote: ☐ Approve ☐ Defeat |
| 6. | Approve IANS Convention Budget | VP | * Kinze says she tried to figure out the cost of the hotel’s individual breakout rooms, they cost $600.00 apiece. $200.00 attributed for doorprizes (ideas include Littman stethoscope, folding clipboards). Budget is for 350 people, based on previous attendance. (See attached budget documents for further information).
* Rachel says that we can charge more for vendors (some even up to $350.00), and that the cost of registration can be changed depending on the board’s decisions.
* Graphic Edge Apparel could be used as a fundraising opportunity at the convention.
* Vendor prices are within the consultants google drives.
* Marshall made a motion to table the vote on the IANS convention budget to our Feb. 8 meeting.
* VOTE: APPROVED, discussion of this budget will be tabled until Feb. 8
 | Vote: ☐ Approve ☐ Defeat |
| 7. | IANS Convention Theme | VP | Diverse/minority population idea is still a possibility – advocating for equal care for all patients. Kinze’s other ideas include a specific type/field of nursing. Sydney says that diversity in nursing would be a broad theme that would create many different opportunities. Defining the idea of “diversity” can help us to pinpoint using that as a theme. Minority populations/healthcare disparities/diversity in nursing professionals/cultural competency/cultural diversity.The idea of “cultural diversity in nursing.” One focus would be diversity in nurses themselves and then a secondary focus on minority patient populations.  |  |
| 8.  | Adjourn | PRES | Marshall made a motion to adjourn, Jada and Alison seconded. | Vote: ☐ Approve ☐ Defeat |

Iowa Association of Nursing Students

Board of Directors Meeting

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: **2/7/2021**

Convened:

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinzie Brandt, GVU ☐

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sydney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI

 ☐ Ms. Kaitlyn Tooley, BCU ☐ Ms. Alison Roach, CU

 ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused:

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grandview University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order / Roll Call | PRES, SEC | *See the above list.* |  |
| 2. | Approval of Meeting Minutes | PRES | Motion moved, seconded, and passed.  | Vote: ☐ Approve ☐ Defeat |
| 3. | Approval of Agenda | PRES | Motion moved, seconded, and passed.  | Vote: ☐ Approve ☐ Defeat |
| 4. | Chair Reports |  |  |  |
| 4a. | President | PRES | * Marshall met with a few BOD members this month, including Kaitlyn, Sam, and Kinzie.
* Marshall met with Rachel, La Donna, and Aubree as well.
* Working on credentialing
* NSNA is April 5-10, resolution hearings on April 1 and 2. Not the voting, just debate.
* Look out for emails from Marshall to register for NSNA, BOD members are required to attend!
* Marshall needs ROOs by the Friday before IANS meetings in order to create the agenda.
 |  |
| 4b. | Vice President | VP | * Been brainstorming about potential speakers for convention.
* Theme of convention will be about diversity – the diversity in what you can do with your BSN after graduation. Students should get a lot out of this topic and should be engaged throughout the day.
* Kinze talked with Marshall more about the t-shirt fundraiser idea. Hopefully, they will get a design together that could be used for future conventions as well – just general IANS merch. A sticker fundraiser idea could also be done.
* Current door prizes budget of $200.00
 |  |
| 4c. | Secretary | SEC | * Outlook/Teams accounts are live!
* December minutes were approved by NSNA, they also approved our no meeting November notice
 |  |
| 4d. | Treasurer | TRES | * Went over tax info with La Donna and Marshall. La Donna will file the I-9.
* We’ll be in good financial standing and is wondering if anyone wants to do a fundraiser.
* The budgeting bylaws will be updated by May, giving the BOD enough time to reflect on the documents before turning the organization over to a new board.
* Checking starting balance 1/11: 3,5624.15
* NSNA dues deposited 4,964.00
* Withdraw: 913.35 (hotel payment from last board)
* Checking current: 39,423.87
* Savings current: 13,537.12
* If you haven’t yet organized your binders or materials, do so because it will help you be more efficient with the BOD.
* Reach out to Aubree if she can help you out in any way!
 | Vote: ☐ Approve ☐ Defeat |
| 4e. | Membership | MEM | * Sydney met with Sam to discuss some membership questions.
* There are forms to register school chapter delegates for NSNA. There are delegate limits based on membership, but extra members can attend as non-voting members.
* Membership currently: 1,415 members (a 24 increase from December)
* Has been emailing about the benefits of membership.
* Updating an old PowerPoint to give an overview of the benefits of membership.
* Some aspects of the website should be updated with more current information.
* Has a potential idea for a convention panelist or speaker, will pass information onto Kinze
* Feb Constituency report comes out in a few days, determining who can
 |  |
| 4f. | Breakthrough to Nursing | BTN |  |  |
| 4g. | Legislative and Education | LED | * Our resolution for NSNA is finished and posted to the website
* Looking for ways to promote resolution writing – how can we get people enthusiastic about writing resolutions?
 |  |
| 4h. | Nominations and Elections | NEC | N/A, seat currently unfilled |  |
| 4i. | Disaster Relief | DR | * Been sending handwritten notes to all of the schools in Iowa to encourage them to send notes to nursing home residents in their communities.
* May reach out to neighboring organizations but will wait to hear back from schools. If positive results happen, going to reach out with similar ideas.
* Potentially interested in doing an education piece on COVID vaccination
 |  |
| 4j. | Public Relations | PR | * Name badges are in, they look really nice!
* 2020 resolution has been posted to the website
* LED application is also posted onto the website
 |  |
| 4k. | COSP | COSP | * Ideas for door prizes for conventions include gift cards and gift baskets. Few people responded to the inquiry email.
* Contact list has been updated, 9 schools confirmed, the other 12 have yet to respond
* One school member reached out to Sam, looking to figure out how to revive their dying school chapter
* Sent out emails to update the outlook emails
* Health and disparity event is 2/9 from 6-7:30
 |   |
| 4l. | Consultants | CON | No report |  |
| 5. | Approve Convention 2021 Budget | VP | * Some costs were waived. Now we’re just paying for breakout rooms ($1200), lunch ($6300, covered by registration fees), door prizes (currently $200), speaker ($1000 budget), main room with projector ($430), wireless mic ($85). Total expenses – $9215.00.
* Updated vendor reservation rates. Current estimate is profit of $2790.
* Registration should bring in $1400.
* Total income approximately $7000.
* Slogan for convention idea – “Know more, do more, care more.”

Moved, seconded, passed.  | Vote: ☐ Approve ☐ Defeat |
| 6.  | Approve COSP Expenses | COSP | * Decided no funds necessary at this time
 | Vote: ☐ Approve ☐ Defeat |
| 7. | Adjourn | PRES | Moved, seconded, passed.  | Vote: ☐ Approve ☐ Defeat |
|  |  |  |  |  |

Iowa Association of Nursing Students

Board of Directors Meeting

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: **3/8/2021**

Convened: 6:30 pm

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinzie Brandt, GVU ☐ Sami Zelenyl, BCU

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sidney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI

 ☐ Ms. Kaitlyn Tooley, BCU ☐ Ms. Alison Roach, CU

 ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused:

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grandview University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order / Roll Call | PRES, SEC | *See the above list.* |  |
| 2. | Approval of Meeting Minutes | PRES |  | Vote: ☐ Approve ☐ Defeat |
| 3. | Approval of Agenda | PRES |  Moved and seconded | Vote: ☐ Approve ☐ Defeat |
| 4. | Sami Zeleny Interview |  | * Jada: Last year the board struggled to fill positions. How will you prevent this from happening next year? – making sure the information is available and accessible earlier and the board positions are outlined.
* Kinze: what made you want to join? – I spoke to Kaitlyn and she’s really enjoyed it.
* Sam: do you have a defining strength that would apply to this position? – giving everything my all, not doing things just to do them. Putting my heart into everything I do.
* Marshall: how are you going to balance being a leader in school and being a leader on the state level and a student? – I’m pretty good at balancing stuff because I love to stay busy in general…this is one of my priorities so I’m always going to put it as one of my first things.
* Marshall: how would you make connections with students across the entire state? How will you keep those connections and support them through the process? – make sure they feel comfortable and get their questions answered, do follow ups, reach out several times…staying in touch with people, because I think communication is key.
* Marshall: one of the big hurrahs of this position is that you coordinate and run that election. If someone questions the validity of the election, how will you handle it? – just make sure the process goes as well as possible but making sure we can get over and through things to move to the next step. Get questions answered and fixed as quickly as we can.
 |  |
| 5. | Chair Reports |  |  |  |
| 5a. | President | PRES | * Marshall has been working on finding a candidate to fill our vacancy.
* Has been helping Jada get us closer to registering for NSNA.
* The IANS Zoom resolution hearing is being used as the model for the NSNA resolution hearing. Iowa gest to be a trendsetter on the national level!
* Alyssa will serve as the delegate for IANS.
 |  |
| 5b. | Vice President | VP | * Reached out to professors at GVU to think of ideas for keynote speakers.
* The theme is the diversity within the nursing profession – what you can do with a BSN once you graduate. If it’s not on the website yet, we should start advertising it.
* “Know more, care more, do more” – slogan to advertise on the website.
* T-shirt and sticker designs have been pushed to the back as we need to decide if we want to do them.
 |  |
| 5c. | Secretary | SEC | * Minutes for January meeting submitted to NSNA
* NSNA registration is almost ready for submission. We’re mailing our forms in and paying via credit card. Waiting on whether or not we will send Sami.
 |  |
| 5d. | Treasurer | TRES | * This month Aubree has been helping with NSNA registration – getting the funds organized
* Current checking account: $40,248.87
* Current savings account: $13,537.22
* Minimal deposits
* Has been working on bylaws so they will be concrete by May
* Are we still doing Amazon smile?
 | Vote: ☐ Approve ☐ Defeat |
| 5e. | Membership | MEM | * A new grad panel would be a good idea for the convention.
* Had Alison review the membership powerpoint for the website. It’s now updated on the website.
* Contacted schools who have delegates for the national convention. Also emailed schools without delegates to remind them of the benefits of IANS membership.
 |  |
| 5f. | Breakthrough to Nursing | BTN | * In February, Sam and Andrea had their healthcare disparity event. It was a success, with about 40 participants.
* This month Andrea has been working on lots of different activities: SPACE program (mentoring program for nursing students), sitting on a diversity and inclusion committee with UIowa’s college of nursing, helping out at other universities across the country, serving as a student panelist at the University of Iowa.
 |  |
| 5g. | Legislative and Education | LED | * It is almost resolutions season again! It will be important to be clear about what resolutions are so we can get information out and so schools have resources and time to write the resolutions.
* Has had trouble
 |  |
| 5h. | Nominations and Elections | NEC | Seat currently vacant |  |
| 5i. | Disaster Relief | DR | * Marshall on her behalf: letters are done. Hopefully some member schools take her recommendation.
 |  |
| 5j. | Public Relations | PR | * Updated website a bit
* Nametags are still being worked on
 |  |
| 5k. | COSP | COSP | * Echoed Andrea’s sentiments regarding the healthcare disparity event
* Sam has been working on gathering info for school presidents he does not have contact with.
 |   |
| 5l. | Consultants | CON | * LaDonna: has been talking to the IRS. Will need to talk to Aubree for proof of previous taxes.
 |  |
| 6. | Sami Zeleny Confirmation | PRES | Discussion:* Prepared, showed her character
* Could improve membership
* Very involved
* Ironic that she has never been through the election process
 | Vote: ☐ Approve ☐ Defeat |
| 7. | Abjourn |  | Moved and seconded  | Vote: ☐ Approve ☐ Defeat |
|  |  |  |  |  |
|  |  |  |  |  |

Iowa Association of Nursing Students

Board of Directors Meeting

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: **4/10/2021**

Convened:

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinzie Brandt, GVU ☐

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sidney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI ☐ Ms. Samantha Zeleny, BCU

 ☐ Ms. Kaitlyn Tooley, BCU ☐ Ms. Alison Roach, CU

 ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused:

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grandview University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order / Roll Call | PRES, SEC | *See the above list.* |  |
| 2. | Approval of Meeting Minutes | PRES | Moved and seconded | Vote: ☐ Approve ☐ Defeat |
| 3. | Approval of Agenda | PRES |  Moved and seconded | Vote: ☐ Approve ☐ Defeat |
| ROUTINE BUSINESS |
| 4. | Chair Reports |  |  |  |
| 4a. | President | PRES | * Attended NSNA, went to a variety of meetings and learned a lot. Focused on technology sessions at NSNA. The NSNA delegate meetings were based around the IANS procedure, go IANS! Kudos to past and current board!
* Attended COSP meeting in March, gave resolution briefing for the state presidents.
 |  |
| 4b. | Vice President | VP | * Info about convention has been added to the website.
* A few more vendors have reached out about attending IANS including the Air Force. First contract will need some help from consultants.
* Working on finding potential speakers, trying to narrow down the best option.
 |  |
| 4c. | Secretary | SEC | * Registered BOD members for NSNA
* Attended NSNA and successfully passed a resolution for Mount Mercy’s chapter
* Submitted February notes to NSNA
 |  |
| 4d. | Treasurer | TRES | * Attended NSNA, sat through some resolutions hearings.
* Has been trying to set up Amazon Smile program. Needs EIN number from tax info to file as a charity on Amazon Smile.
* Continued working on budgeting and spending clauses.
* Currently at S39,573.87 in checking account
* One deposit and one withdrawal in checking
* Savings currently $13,537.34
 | Vote: ☐ Approve ☐ Defeat |
| 4e. | Membership | MEM | * Total membership 1,237. Once fall convention rolls around, she’ll send email encouraging membership!
* Attended NSNA, including a session on encouraging membership. Session focused on recruiting members within school chapters rather than state chapters, but still relevant information.
 |  |
| 4f. | Breakthrough to Nursing | BTN | * Working on Space program, mentorship with new grads. Hopefully the program will launch at the University of Iowa in the fall or next spring.
* Served on a University of Iowa recruitment panel
* Keeping in touch with the team for diversity, equity, and inclusion and getting more information on cultural competency.
 |  |
| 4g. | Legislative and Education | LED | * Attended NSNA
* Will meet with Marshall later this week to discuss resolutions for IANS.
 |  |
| 4h. | Nominations and Elections | NEC | * Learning her role soon, met with Sam and will meet with Marshall.
* Attended NSNA and observed election process.
 |  |
| 4i. | Disaster Relief | DR | * Waiting to hear back from schools, will likely send out a follow up email.
* Attended some NSNA sessions.
 |  |
| 4j. | Public Relations | PR | * Sami’s name and bio have been added to the website
* Name badges have been mailed out; BOD members should be receiving them soon.
* Will update Outlook emails on website
 |  |
| 4k. | COSP | COSP | * Met wit Sami earlier this month, discussing how to encourage people to run, potentially going to utilize social media to encourage people to run for IANS.
* Met with president of Luther College
* Got info about St. Ambrose chapter
* Attended NSNA
 |   |
| 4l. | Consultants | CON |  |  |
| NEW BUSINESS |
| 5. | NSNA Discussion | PRES | * Sam: enjoyed inspirational speakers and the theme of the convention
* Marshall: was interested to see how much state associations are struggling, due to an inability to meet and/or change out their board. Looks forward to holding IANS event in person in the fall. “Cooler talk” - Wants to gather informally w/ BOD members and consultants, wants to bond and chat! Next meeting will be open at 6, to be social.
* Sydney: enjoyed hearing from different people from around the country. Proud of Iowa’s progress and ability to keep the board running in this time.
* LaDonna: mostly attended faculty workshops. The ability to hear from people around the country and connect with others was great and fun. Learned a lot, the connections were the best part.
* Rachel: was unable to attend this year but enjoys networking and motivational aspect of it. Gives you the pep you need to get through the last few weeks of the semester.
* Sara: not able to attend this year, but it’s always nice for networking and connections.
* Kaitlyn: it was comforting to know that yes, we’re struggling, but so is everybody across the nation. The networking aspect was nice. It was also good to talk about self-care through both COVID and nursing school.
* Jada: it was great to talk about people from across the nation. They were appreciative of the work we’re doing here in Iowa.
 |  |
| 6. | Amazon Smile | TRES | * Once she has EIN number, it’s all uphill from there. Working on getting Amazon charity status so we’re actually able to make money. Will send out info once it’s set up!
 |  |
| 7. | Adjourn | PRES | Moved and seconded | Vote: ☐ Approve ☐ Defeat |

* Notes on fundraiser discussion:
	+ Marshall – would anyone actually use Amazon smile? La Donna says she has used it in the past. Aubree has never used it, neither has Marshall. Sara says it works just like regular Amazon!
	+ Aubree will set it up for our use.
* LED position notes:
	+ Marshall – if you know of anyone interested in serving in the LED position on the board, please encourage them to apply!
* COVID vaccination education notes:
	+ Jada – is there anything in the bylaws explicitly against it?
	+ Marshall – would we need to pass a resolution to adopt it as policy?
	+ Rachel – it could be part of our role as nurses, especially since it’s a public health crisis
	+ La Donna – nothing in the bylaws against it.
	+ Marshall – let’s do it then

Iowa Association of Nursing Students

Board of Directors Meeting

Des Moines, IA

Iowa Association of Nursing Students Board of Directors Meeting

Date: 8/16/2021

Convened: 7:00 pm

Adjourned:

Present: **Members of the Board of Directors Guests of the Board of Directors**

☐ Mr. Marshall Muehlbauer, MMU ☐ Ms. Kinzie Brandt, GVU ☐

 ☐ Ms. Jada Veasey, MMU ☐ Ms. Aubree Driscoll, MMU ☐

 ☐ Ms. Sidney Aitchison, UI ☐ Ms. Andrea Pingol, UI ☐

 ☐ Ms. Alyssa Nahnsen, UI ☐ Ms. Samantha Zeleny, BCU

 ☐ Ms. Kaitlyn Tooley, BCU ☐ Ms. Alison Roach, CU

 ☐ Mr. Sam Wu, UD

 **Consultants**

 ☐ Ms. La Donna McGohan, LC ☐ Ms. Rachel Seltz-Falk, GVU

 ☐ Ms. Sara Kraus, MCHS

Excused: Sam Wu

Secretary: Jada Veasey, Mount Mercy University

AGENDA CODES

PRES President BCU Briar Cliff University

VP Vice President CU Clarke University

SEC Secretary GVU Grandview University

TRES Treasurer LC Luther College

MEM Membership Director MCHS Mercy College of Health Sciences

BTN Breakthrough to Nursing Director MMU Mount Mercy University

LED Legislative and Education Director UD University of Dubuque

NEC Nominations and Elections Committee Chair UI University of Iowa

DR Disaster Relief Director

PR Public Relations and Marketing Director

COSP Council of School President Chair, Ex-Officio

CON Consultant

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Number | Topic/Agenda Item | Speaker | Discussion/Recommendations | Decisions / Outcome / Follow Up Action |
| 1. | Call to Order / Roll Call | PRES, SEC | *See the above list.* |  |
| 2. | Approval of Meeting Minutes | PRES | No vote taken, no minutes to approve | Vote: ☐ Approve ☐ Defeat |
| 3. | Approval of Agenda | PRES | Moved and seconded | Vote: ☐ Approve ☐ Defeat |
| 4. | President | PRES | Marshall has booked the hotel for members for convention, and has also helped to update the website. |  |
| 5. | Convention Update | VP | *Recorded (recording to quiet, Marshall will share with BOD)* |  |
| 6.  | Script – Business Meeting Overview | PRES | * All members will receive a printed version of the script day of convention
* IANS operates uses parliamentary procedure
* (Specific script outline can be seen in Marshall’s draft of the script).
* Length of convention will depend on amount of debate among delegates/participants
 |  |
| 7. | Adjourn | PRES | Moved and seconded  | Vote: ☐ Approve ☐ Defeat |
|  |  |  |  |  |