

November 15th Meeting Agenda
Indiana Association of Nursing Students
9-11am EST

Indiana University Southeast: Life Sciences Building, Rm 215

- I. Call to Order/Roll Call
 - a. Call to order at: 9:04 am EST
 - b. Absent: Caitlyn (excused)
- II. Establish Quorum
- III. Committee Reports
 - a. See Attachment 1
 - i. Vice President
 - ii. Treasure
 - iii. Secretary
 - iv. Bylaws and Policies
 - v. Membership
 - vi. Newsletter
 - vii. Image of Nursing
 - viii. Community Health and Disaster Preparedness
- IV. Financial report
 - a. October results
 - i. September: Income \$6700.00 (membership dues)
 - b. Reimbursements will be taken care of at the end of the meeting.
 - i. Need receipts for everything but gas.
- V. Non-Profit Status Update
 - a. Theresa has everything she needs.
 - i. Paperwork is being filled out
- VI. Mid-Year Convention
 - a. Discussion for Treasure workshop: See Attachment 2
 - i. Need a fidelity bond.
 - ii. Recommend a CPA or a student from one of the schools.
 - iii. Recommend a separate account for income of dues.
 - iv. Security: double signing on checks.
 - v. Account should have: President, Secretary, and Treasurer
 - All spending should be documented in the official minutes.
 - vi. Credit cards are more secure than debit cards.
 - IANS would appear on a credit card instead of individual names.
 - If we do have debit cards: each person should have their own PIN.
 - a. Our cards have different numbers (last 4)
 - vii. Delegate one spending person.
 - viii. Receipts from all purchases

- ix. Monthly budget should be reviewed every meeting
- x. If IANS wants to invest:
 - We need to have an investing policy
 - Need to hire a professional—the treasure should not be named on an investment.
 - Should invest in a low risk option
- xi. Fund Raising
 - Major income: membership dues and convention.
- b. And more tips on membership recruitment
 - i. Set up some dates for some schools, especially in the northern part of the state.
 - c. Work on developing a Resolution.
 - i. Will work on in the future.

VII. Annual Convention on April 8-11, 2015, Phoenix, AZ

VIII. IANS State Convention

- a. Convention Schedule has been sets.
 - i. Schedule of speakers: Located in the September Minutes
- b. Vendors. Dead Line Logo date. Dec 1st
 - i. Must be in PDF or EPS format
 - ii. We need to start a list for this on the confirmations
 - Lainey has a list started
- iii. At this time: 3 Vendors have paid
- iv. Keep contacting vendors
- c. Speakers have been confirmed. Sent out Contracts.
 - i. Receiving bios for pamphlet
 - ii. Keep same size as last convention
- d. Need awards for recognition of speakers and large donators.
 - i. Trophy for Hurst Review?
 - Re-use the trophy from last year
 - Can give certificates to winners
 - ii. Plaques for main speakers
 - 2 Plaques: Steven or Jeremy will send Shannon the text
 - Shannon will try to get them donated, if not will be voted on next meeting.
 - iii. Certificates for other speakers: have a draft from last year.
 - Need 11 total
 - Need a price for printing
- e. Registration is online you can also do groups online.
- f. Tee-shirt designs (Courtney). T-shirt prices (Shannon). Need to vote on.
 - i. T-shirt design has been sent by e-mail
 - ii. Send Shannon the logos
- g. Sending out a flyer.
 - i. All of the Deans in Indiana have received a flyer.

IX. Donations for convention

- a. Still need donations

- i. National chains
 - ii. Donations for goodie bags
- X. Convention Decoration
 - a. Theme is Opportunities on the Horizon
 - b. Ideas
 - c. Rebecca and Brianna will be the decorations committee
- XI. Future Meetings
 - a. December (talk about since everyone will be on break)
 - i. Motion: Veronica moves that the next meeting be held on December 6 at USI instead of IUB at 9a-3p CST with lunch provided. This meeting is mandatory
 - ii. Seconded: Lainey
 - iii. Discussion: Do we really need a six-hour meeting? We will work for six hours then determine if the January meeting needs to be six-hours.
 - iv. Motion carried.
 - v. Bring all estimates for any convention expenditures.
 - vi. Bring all vendor and donation lists
 - b. January 10th at USI at 9a-? This meeting is also mandatory
- XII. Other Announcements
 - a. Rebecca wrote a great article for ISNA about IANS
 - i. Stephen will send it to everyone
 - ii. See Attachment 3
 - b. Briana results from the blood drive
 - i. Needs help Wednesday, November 19, 2014 from 9a-4p CST
 - c. One of the professional organization want to set up a scholarship
 - i. Is it possible to give at the convention
 - ii. Have the organization make the requirements
 - d. Lainey needs to know exactly what convention reimbursements will be applied to.
 - e. Group Discount: for 200 cards they are \$1.49 if sold at \$5 each and we make \$702. For 300 cards they are \$1.39 if sold at \$5 each we make \$1083.
 - i. Motion: Rebecca moves that we purchase 300 cards at \$1.39 each to be sold for \$5.00
 - ii. Seconded: Courtney
 - iii. Discussion: none
 - iv. Motion carried.
 - 300 cards will be purchased for \$417.00 with standard shipping at \$7.00 from www.escrubsandstuff.com
 - v. Fund raisers
 - Penny War
 - a. Motion: Veronica moves to do a penny war at the state convention between school chapters and vendors. Winner receives 25% of profit to chapter

ANS or Vendor. Number of mason jars will be determined at the January meeting

- b. Seconded by Courtney
- c. Discussion: announce in the newsletter and online now.
- d. Motion carried
 - Thirty-One online
 - Lia Sophia online
 - Raffles
 - Rummage Sale of old nursing items (more for school level).
 - Nursing Mentor Pack/Starter Pack
 - Finals Pack

XIII. Meeting Adjourned

- a. Motion: Veronica moves to adjourn the meeting.
- b. Seconded by Rebecca
- c. Discussion: none
- d. Motion carried, meeting adjourned at 11:04 am EST

Attachment 1

Treasurer Committee Report

November

Committee Members

- Elaine Evischi, Treasurer

Current Information

- Updating expenses from Mid-year convention, need everyone's receipts for reimbursements. Many changes needing to be implemented since the convention for treasurer and secretary (will discuss with everyone). Gas reimbursements from the past 3 meetings. Monthly statement review.

Tasks Completed

- Updating spending information, working on reimbursements, need receipts!!

Goals for next month

- Have all new policies updated from treasurer/secretary standpoint
- Reimburse all who need it
- Update spreadsheet
- Strict control of spending (need everyone to be on same page, voting on spendings)
- Convention expenses

Help

- Needing everyone to stay on top of their reimbursements (convention, gas, etc.). I need to keep track of all receipts. Double signatures on checks from now on. Account changes? Figure out what needs to be purchased for the state convention.

Vice-President Committee Report

November

Committee Members

- Stephen Ward, Vice President

Current Information

Task completed from November

- I am currently trying to receive all of the speaker contracts and bios for the program.
- I attended the NSNA mid- year conference
- Created new convention flyer with Marilyn and Rebecca.
- Organizing decorations
- Getting vendors and sponsor donations

Goals for next month

- Reach out to more schools
- Get all the speaker contracts
- Develop a program
- Get more students to sign up
- Vendor participation
- Sponsorship

Help

I need help from everyone on the board to get vendors and sponsors.

Committee Report - November

Rebecca Denoncour

Newsletter Editor

Newsletter

November

- Created new convention flyer with Marilyn
 - Emailed out to Marilyn's contact list from previous years 11/10
- Contacted Robyn Sweet re: Marriott decorations policy
- Updated website, including convention tab, minutes
- Updated Facebook with Flyer
- Worked on creating Facebook page – in progress
- No November newsletter
- Began work on program

December

- Develop copy and layout for convention program
- Decorations planning – continue
 - Including possible visit to Marriott to discuss options/ideas
- Develop upcoming newsletter
 - Call for article submissions
- Continue updating website, Facebook, Twitter accounts, especially as pertains to convention

- **Needed help from other board members:**
 - Group photo at meeting for website
 - IANS email list from Caitlin
 - October minutes from Shannon

- Facebook page access from Bri
- Membership & NEC email addresses?
- Wufoo and Weebly billing address updates needed?
- Any committee/position announcements for inclusion in newsletter?

Secretary Committee Report

November 2014

- Committee Members
 - Shannon Pickett
- Current Information
 - T-Shirts
 - The T-shirt company will be closed from December 19th to January 5th --- all questions must be asked before or after this closure.
 - The sponsor list with logo's need to be delivered by Monday, January 5th in EPS or PDF format.
 - Shirt sizes and quantity need to be in by Monday, January 12th and will be ready to pick up the following week.
 - I asked if they would waive some of the screen fees in exchange for their logo on the shirt.... They are considering that.
 - 1st Turn Promotions
 - Have been in contact with Chris
 - I hope to have a quote for pens and any other promotional items by the meeting on November 15th.
 - I sent him our logo and T-shirt design to use on any promotional item he comes up with.
 - Olive Garden
 - Requests can be submitted in writing to local Olive Gardens I think we can each ask the Olive Garden in our area
 - Amazon.com
 - <http://www.amazon.com/gp/help/customer/display.html?nodeId=501088>
 - You can make a wish list for your organization and people can shop and send things directly to you.
 - Not sure if this would be helpful.... What do you all think?
- Tasks Completed
 - Contacted the following for the Convention
 - Southern Indiana Rehab Hospital
 - Life Spring
 - McAllister Chiropractic
 - Wellstone
 - McDonalds
 - Panera Bread
 - Oliver Winery
 - Target

- Thirty-One
- Cardinal Uniforms & Scrubs
- Scrubs & Beyond
- Goals for Next Month
 - Submit November minutes in a timely manner
 - Complete all tasks needed for the state convention
- Help
 - I need the committee reports from last month so I can finalize and submit the minutes.
 - Need to know what to tell Betsy to order for the NCLEX Challenge trophy and plaques for the key note and featured speakers.

Committee Report- November 15, 2014

Briana Davis – Community

What I did...

Assisted Mary Scheller with the planning of the Indiana Blood Center. Manned the sign up table with Stephen on Monday November 10, 2014. We were able to get 15 people signed up. Stephen helped me recruit two nursing students to help assist with the sign up table on Wednesday the 12th.

I attended the Dance Marathon and made an announcement for the blood drive. – Mentioned that IANS is sponsoring it.

I've been in communication with Gary Allison from the Red Cross about the blood drive for state. He passed me information on to the rep I will be working with, but I have not heard from him/ her yet. I sent him a copy of the schedule for the conference, they will only be there for 4-5 hours, so I told him it may be best to show up a little before lunch and stay through the end.

Along with Stephen, I have spoken to the junior class about IANS at the ANS meetings.

I have not gotten any confirmations from vendors.

What I will do....

Attend the blood drive on Wednesday November 19th. Hopefully many nursing students will show so I can talk to them about the convention.

I need to sit down with the Red Cross rep to talk about details ect... I would like to have T-shirts made to pass out to those who donate. I have a couple of ideas in mind, but I'm sure the Red Cross will have to approve it. When I get anything finalized I will present it to the board.

Make more announcements to the junior class about the convention- get a mass email sent out.

Follow up with vendors- I think I have one for sure from a bank.

Still need to get a quote on name badges.

Help Rebecca with decorations. What do we want?

Help? None needed

Committee Report-bylaws and policies

Meeting month- November

Veronica M.

Tasks Completed

I have gone out into the community and spoke with businesses about sponsoring our convention. I am waiting to hear back from them.

I'm still waiting on responses from my vendor contacts so hopefully, after re-contacting them, I will get some yes responses.

Goals for next month

I am going to continue to contact the vendors and trying to get sponsorships from the community.

Attachment 2

Treasurer Workshop Information

- Do we have a fidelity bond?
 - No. We should look into this in the future for security purposes
- Minimal reserve fund needs to be set up for next board.
- Separate account needs to be set up for our monthly dues income.
- Security
 - Double signatures on checks
 - Secretary needs to be on the account including the President and Treasurer
 - Monthly bank statement needs to be voted/agreed on each meeting
 - All spendings need to be documented in the minutes
 - Need policies and bylaws specific to treasurer/finance committee

- We need to have credit cards vs. debit cards
 - Different card numbers for each member who holds a card
 - Future cards should have state board name on them instead of personal names
 - One person needs to be delegated as the spending person (Treasurer)
 - Need to keep track of all receipts for reimbursements
- Do we have a CPA?
 - No. We have a lawyer. We should think about hiring a CPA or a student from the university to overlook our finances for tax purposes.
- The budget (on-going) needs to be reviewed at each meeting to see where we stand on our spending.
- Future investing
 - Need to have an investing policy in place
 - Professional needs to be hired for investing
 - Low risk investments
- Have we been audited?
 - No. We may be this year.
- Taxes
 - Need to have all records to file taxes
- Fundraising
 - Ideas

Attachment 3

A (Student) Nurse Leader State of Mind

Rebecca Denoncour

Go ahead; ask my critical care instructor how many students volunteered to be team leaders for our upcoming ACLS simulation. I can tell you, the tally falls short of the number needed; and, in full disclosure, you won't find my name on that list. I suppose that must mean I—not to mention a host of my nursing classmates—am not much of a student leader. After all, from the time we are in preschool, we are taught that leaders are the people at the head of the line, directing the path of their peers. Leaders are the students who sit in the front row, answer the teachers' questions. They are responsible and they take on additional responsibilities, like getting involved in student nursing organizations. Looking ahead, they are the nurses who take on charge duties, serve on committees, devote extra time to evidence-based practice and process improvement projects. Nursing leaders—and their student protégés—take charge, speak up, and willingly step out, front and center, to serve as the exemplars and guide their profession.

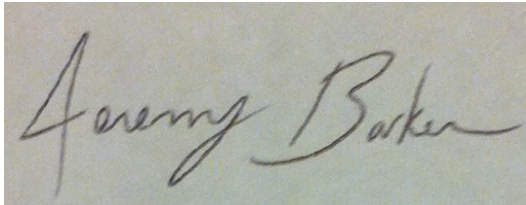
But true leadership is much more than cultivating professionalism and directing progress.

To really be a nurse leader you first have to have a strong foundation in and a passion for the nursing care you provide. It is easy to sign up for a leadership role, to undertake an officer position on a student nursing board, pay your dues for honor society membership. However, it is far harder to cultivate the knowledge and develop the confidence and foresight required to translate the ideals and goals of an organization or profession into practice and encourage the same in others. And day-to-day, it is often far more compelling to lead by dedicated example and commitment to the work you do than by virtue of the positions you hold and advancements you make for your field. Of course, being passionate about the care you provide, taking pride in its importance in helping patients and families to heal and recover goes a long way in motivating continual growth and improvement in individual nurses and of the nursing profession as well.

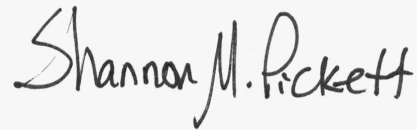
True leadership, additionally, involves more than distinguishing oneself from one's peers. Fortunately for those of us training to become or working as nurses, unlike other disciplines, 'leaders' and 'leadership' in nursing are not unequivocal, fixed concepts. We encouragingly remind each other that in nursing we never work alone. Quite the opposite, we rely on teamwork amongst ourselves and with other healthcare professions, a dynamic that necessitates that leadership roles fluidly shift according to patient need, individual strengths, and collaborative efforts. Sure, as in the case of the code simulation, sometimes the situation demands an individual set himself or herself apart and quite literally lead the scenario. But even so, and, routinely in nursing, different individuals exhibit leadership qualities at varying times and in many ways. The code team leader calls the shots, but the fellow nurse who advocates for the patient by questioning an incorrect medication dosage also demonstrates leadership through assertive and potentially life-saving actions. Again, leadership in nursing is more than a role or condition of distinguishing oneself; it is a habitual state of mind.

Okay, yes, student nurse leadership still also strongly encompasses participating in professional organizations and learning what it means to be a nursing professional. It entails developing the knowledge, skills, and attitudes to not only practice, but to improve the science of nursing. Which is why, yes, you really should still encourage your students, student-nurse

employees, co-workers, or student peers to participate in the Association of Nursing Students at the campus, state, and/or national level. And it is also a leading reason to mark your calendars for January 24, 2015 and the Indiana Association of Nursing Students' Annual Convention, "Opportunities on the Horizon," to support the current generation of nursing students in beginning their development of a professional, dedicated, and informed nursing practice. Most importantly, however, becoming a nurse leader entails being a student leader who adopts a state of mind that values a combination of personal and professional growth, teamwork, and taking the lead in big ways and small.

A handwritten signature in black ink on a light-colored background. The signature reads "Jeremy Barker" in a cursive script.

IANS President

A handwritten signature in black ink on a light-colored background. The signature reads "Shannon M. Pickett" in a cursive script.

IANS Secretary