

Indiana Association of Nursing Students

Board Meeting

Saturday, August 19, 2017 @ 0900 Eastern Standard Time

Indiana Center for Nursing

Agenda

Item of Discussion	Action
1. Call to Order 0900	
2. Roll Call: Everyone introduce themselves & their school a. Those Present: Caitlyn Perkins, Leonard Howard, Alexa Husmann-Miller, Elizabeth Dada, Allison Schroering, Kristen Tomlinson, Elizabeth Egan, Dylan Bryant, Sarah Hurst, Samantha Walesky, Bridget Protsman, Kayla Meeks, Marilyn Ostendorf, Amanda Leffler b. Those Excused: c. Those Absent: d. Quorum (met/ not met): Met with $\frac{3}{4}$ of Board present	
3. Approval of Last Meeting's Minutes a. Motion accepted or denied	Motion accepted to accept April transition meeting's minutes.
4. Advisor's Report	Board members were asked to look at rules of engagement,

<p>a. Rules of Engagement</p> <p>b. Utilizing IANS emails (presidentians@gmail.com)</p> <p>c. Time Dedication for IANS</p>	<p>Caitie Perkins (president) read through rules of engagement to all board members, members were then asked to think about rules of engagement and the time commitment needed to serve on IANS board, members will then sign and date the rules of engagement before lunch today</p> <p>**All rules of engagement were signed and turned into the President by the end of the meeting**</p> <p>Advisors (Amanda Leffler and Marilyn Ostendorf) spoke to members about the time commitment required for IANS (at least 5-8 hours a week), then members were asked to strongly think about their time commitment and dedication to IANS</p>
<p>5. Report of the President</p> <p>a. What has been done this summer</p> <ul style="list-style-type: none"> • Taxes filed for last 22 years • Bank statements organized and categorized for the last 7 years (15 or more hours) • Contact made with Ohio, Michigan, Illinois, Kentucky, and Minnesota State Presidents to help better understand my role and get some tips from other states • Set up attendance to CIND (group of all deans in Indiana led by Susan Hendricks) 	<p>We have hired on an accountant to help with, it will take about 6-8 months to be a 501(c)6 organization instead of a 501(c)3, Amanda Leffler mentioned that the NP20 has been filed and sent in for the organization</p> <p>Website should be up and running next week</p> <p>This will be a huge connection for IANS, the deans will be able to see who we are and what makes us so important</p>

<p>b. Goals: 2 year, 5 year, 10 year</p>	<p>2 year goals:</p> <p>Leonard (vice president) – possibly 2 year contracts for convention locations & prices instead of every year redoing everything each year; Bridget (convention chair) added that it would be helpful to have a place solidified so there is no question about locations and would also make it more noticeable for nursing students in Indiana; Amanda (advisor) mentioned it would be helpful to target schools for locations</p> <p>Kristen (Community Health) and Allison (Image of Nursing) – finding a topic [ex. Zika was used last year] and talking to each constituent chapter; Kristen talked about doing a teddy bear clinic or backpacks to send home with children that don't get stuff to eat over the weekend with nonperishable food items, Caitie (President) mentioned we should maybe find at least one thing and start to stick with it each year</p> <p>Elizabeth (Newsletter Editor) – reach out to 3-4 more universities, ChimpMail used to automatically send out newsletters in a more efficient manner and hopefully schools will print them out and give to students</p>
<p>6. Professional Photos/ Social Media</p> <ul style="list-style-type: none"> • Group Photos • Individual Photos • Short Interview of each person talking about their position (one position a week posted on Facebook & Twitter to highlight that position) 	<p>Disney Powless paid \$50 for her services</p>

<p>8. Report of the Treasurer</p> <p>a. Annual Budget</p> <p>Elizabeth (treasurer) –</p>	<p>Caitie (president) mentioned that this year will be a huge saving year for IANS since our budgeted goal is to spend less than \$8,000 on convention</p> <p>Current Checking: \$7,685.70</p> <p>Current Savings: \$24,210.20</p> <p>**2017-2018 Budget Attached**</p> <p>President shows board once again her report of expenses for her trip to NYC for the NSNA Leadership Summit. Board motions to accept Report of Expenses and approves Treasure to write check for her requested funds of \$500.</p> <p>Board approves motion to accept \$1,600 statement from Metz Accounting Agency for their work on getting our taxes filed and back into good standing with the government.</p>
<p>9. LUNCH BREAK: McAllister's</p>	<p>IU Kokomo sponsoring lunch for \$150</p>
<p>10. Committee Reports</p> <p>a. Image of Nursing</p> <ul style="list-style-type: none"> • Teddy bear clinic <p>PowerPoint</p>	<p><u>*By Wednesday of next week this needs to be followed up on</u></p> <p>Allison: Teddy bear clinic – possibly might be able to be held in Mitchell auditorium (location is still TBD)</p> <p>This can be for any kid – helps show what nurses do so that the children aren't scared when they go to the doctor's office or hospital – child can bring teddy bear so the nurse can practice on – children will also be able to role play the nurse</p> <p>Also will talk about hand hygiene and the importance of it</p> <p>Nutrition – talk about healthy snacks and exercising</p>

<p>b. Community Health/Disaster</p> <ul style="list-style-type: none">• Suicide awareness program• Backpack blessings program	<p>This would be a free event for children to come learn and see what the health profession is like and will help</p> <p>Can start working on some flyers and have them ready within the next couple of weeks</p> <p>Goal for this year would be 25-50 and will reach out to people at USI/Evansville area</p> <p>Might even consider going to some public/elementary schools or daycares to go talk to the children and possibly send them home with a flyer for the parents</p> <p>Good target month would be end of October or November</p> <p>Kristen: Might be able to talk to some hospitals in Evansville area and ask for scholarship/donations of supplies</p> <p>Suicide awareness program in middle schools; talk about bullying, what to look for or who to go to if you're being bullied – stress the importance of how you use your words and how seriously it needs to be taken</p> <p>*might do some brainstorming later today about the different programs</p> <p>Goal time for this: good time would be maybe a couple of months after convention – have everything ready to go and advertise</p> <p>OR</p> <p>Could do something where its an all year thing and send out stuff in the newsletter or flyers to get it out there</p> <p>“Buddy bags” has food for students to take home over the</p>
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weekend

might be a good idea to ask for scholarships or donations for this project – could have the bags at the universities so students can fill it with stuff and take it home and then return the backpack after the weekend – could even make it a competition of “which schools can get the most backpacks returned after the weekend” – could look into “checking in and out the backpacks” and have students help with donations/filling backpacks

Would be a good idea to start with the board member’s schools to get the backpacks filled to get the program started

*The buddy bags would particularly be for the kids who are not getting what they need when they go home over the weekend – would have to talk with individual’s schools/principal/school nurse/guidance counselor to figure it out

*By the time board members are going to the schools to promote – there will be flyers/PowerPoints ready to promote and explain the different projects

Elizabeth – showed example of newsletter; first page is about the newsletter editor; second is about each board of directors with a little blurb about each member;

Each member needs to send where you’re from, school attending, any goals for IANS, and possibly what area of nursing you are wanting to pursue

School spotlight – possibly doing a spotlight on the Purdue mental health nursing

Want to put some information about convention into the

c. Newsletter Editor

d. Membership

newsletter – such as date, time, location

- MailChimp – newsletter subscribers

This is what we will be using; add the emails in and shows how many people have opened the emails; response rates; how many people have subscribed; etc.

Each quarter need to pick which schools are being highlighted and talked about in the newsletter

- Content for upcoming newsletter/ who it will be sent to

Goal date for newsletter will be middle of September

- All deans & SNA Presidents should be added (check with membership)

At each SNA meeting each board member should be encouraging students to become members of IANS

- Other nursing schools

Dylan: has been in contact with other nursing schools to try and increase membership – all have been on board and wanting to get started -

- IANS brochure

*will present to board so that it can get finished and finalized

Once the brochure is finalized will be sent to all the nursing schools

- Master list of Indiana nursing schools

e. Legislature

Has list of all deans and students in a BSN program

Associate members are LPN and cannot hold office positions, but are able to attend conventions and such

- Bylaws- read through

Caitie (president) mentioned bylaws and reviewed the rules of engagement

- Policies & Procedures- read through
- Mission Statement
 - Go over Alexa & Mary's submissions

Caitie (president) read through the mission statements created by Alexa and Mary

Board discussed the mission statement and how to condense it – possibly could put the mission statement and vision together

Will be sending out more emails and brochures – asked for SNA meeting dates so that board members can hopefully go there and talk to their school/chapter about IANS; possibly could be able to skype in if couldn't make it to all of the schools – Sarah mentioned it would be a good idea for one board member to really stay involved with certain schools so that the school becomes familiar

- Members to talk at different colleges about IANS?
- Ideas for brochure?

Hopefully will be working on it by the end of the meeting and will have a finalized brochure by the end of the meeting

<p>f. NEC (<i>Sarah</i>) is representing the south schools</p> <ul style="list-style-type: none"> List of schools to contact about IANS/ getting more schools involved in IANS <p>g. NEC (<i>Samantha</i>) is representing the north schools</p> <ul style="list-style-type: none"> IANS brochure <p>h. Convention Report</p>	<ul style="list-style-type: none"> Binders for next IANS board/ help with transitioning members <p>Sarah (NEC): read an email sent to a dean of nursing promoting IANS and how to increase membership and become more involved – members are really striving to hit all schools of nursing to get IANS out there and increase membership</p> <p>Sarah talked to members about creating their own binders so that the transition for the next member will go a lot smoother and all the appropriate information gets passed along – this should be a goal as the board to try and pass along binders to the newer members – Caitie (president) mentioned this would be really helpful/and can help give the newer elected members and timeline of what needs to be going on and how to go about doing things – ex. giving them documents/timeline so that they can look at and help their transition go smoother</p> <p>Amanda: started talking about social media and the Facebook IANS page (all members are to like and share the page) so that we can IANS name out more</p> <p>Will be waiting for some of our professional photos to get back to make the brochure more interesting</p> <ul style="list-style-type: none"> Reaching out to other Indiana schools Ways to market IANS to help increase membership <p>*All of this information about convention can be found under the Convention Notes document*</p> <p>Kayla: what is convention? A way for nursing students to connect</p>
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- Present location options along with price

Possibly might be at university of Indianapolis – they have donated the location for free

Might be able to do it at IU Bloomington next year

- Conventions details – speakers, vendors, event location, total number attending, theme, t-shirt design, food, activities, etc.

Will have speakers come and talk about different things we think students would be interesting in seeing, also will be an NCLEX review for all students – breakfast is provided, ice cream station possibly, and then lunch

Hospitals, schools, etc. for vendors

- Trying to have it at a school and not the Marriott because it is more expensive and not realistic, because this is a saving year for IANS – want convention to start being at more universities to get more schools excited about convention
- Pros UIndy is that it is still downtown and can get to everything easily – there are a couple of hotels around that we will be able to use (holiday inn? – will be getting a list of hotels and discounted prices for rooms)
- Main contact for UIndy is SNA advisor – pushing for us to come there because they are wanting their students to get more involved – they are willing to sponsor a meal (breakfast?)
- UIndy hall holds 400 people max.
- 6 rooms that hold 60-80 people for breakout sessions – easily located (some downstairs)

and on the main level)

- they have 23-26 of January reserved
- SNA wants to be the go-to people; we can reach out to their president and they will help us if needed – there should be enough hands between board and their SNA to be able to get things done
- Parking is there in front and about a block away
- Meals: \$9-10/person for a pasta bar, \$2/person ice cream bar, and \$4.25/person for breakfast
- Also need to find someone in the technical department there during convention in case anything goes wrong – just need to clarify to make sure we have everything for that set up
- They want IANS to hold a meeting at University of Indianapolis in September – if we have a meeting where we need a location we will talk about possibly going there so that we can see what the location looks like before convention
- Bridget: talking about the possibility of having convention in 2019 at IU Bloomington – maximum capacity would be 950 – alumni hall: auditorium sized room that is completely open, there are breakout rooms available if we need them
- Bridget will be meeting with someone from student life and learning and can talk about getting discounts
- For catering it is \$3-4 for breakfast and lunch is \$11-12 with snacks being \$2-3
- When she meets with student life and

	<p>learning she will get more information on hotels – there are at least 4 or 5 hotels within walking distance to the site convention could be held</p> <ul style="list-style-type: none"> ▪ Possibly talked about a set week in January so that when we are planning convention years in advance we can shoot for a similar date – possibly will be shooting for the third week in January ▪ Amanda (advisor) also talked about how this would be a great way to get other schools to start helping sponsor the conventions as a location <ul style="list-style-type: none"> • Convention Schedule? <p><u><i>*will be looking into it more during unfinished business and try to finalize by the end of the week</i></u></p>
<p>11. BREAK</p> <p>During this period board members are taking a break and will be working on some unfinished business and other things for convention that need to get done</p>	
<p>a. Unfinished Business</p> <p>b. 8822B: Change of address to IU Kokomo</p> <p>c. Mission/ Vision Statement</p> <p>d. Convention</p> <p>Caitie: All those in favor of one official NCLEX review company for convention</p>	<p>Board voted and approved to change the address from USI to IU Kokomo at 2300 S. Washington Rd. Kokomo, IN 46902</p> <p>Board voted and approved Survival Theme for convention</p> <p>Board voted and approved a vendor to sponsor our t-shirts with their logo on the arms.</p> <p>Board voted unanimously and the board approved that the highest bidding vendor will have their logo placed on the</p>

	<p>back of the shirt</p> <p>The board unanimously voted and the flat fee of \$500 a vendor was passed</p> <p>The board unanimously voted and the \$2,500 for special sponsors will receive a special incentive (TBD) at convention</p> <p>Board voted and unanimously voted to allow President & Executive Director to move forward in search of official NCLEX review company for convention.</p> <p><u>*This information should be brought back to the next IANS official meeting*</u></p>
<p>12. New Business (the president should be informed prior to the meeting if new business is going to be brought before the board)</p>	<p>Board approved UINDY as the location for this year's convention</p> <p>Board votes and unanimously approves January 26 & 27th for this year's annual convention date and set up for convention on the January 25, 2017.</p> <p>Board votes and unanimously approves new mission statement **attached to this document**</p>
<p>13. Next Official IANS Meeting</p> <p>September 16th from 8-11a UINDY HP404</p>	
<p>14. Adjournment (Leonard moves to adjourn the meeting, Alexa seconds the motion) 1700</p>	

Signature President: Caitlyn Pei

Signature Secretary: Alexandra

Amanda R. Leffler, DNP, RN

445 North 700 East
Marion, In 46952
Cell Phone: (765) 860-6101
Email: leffler@iuk.edu

Professional Profile:

- A dedicated professional administrator/educator with hands-on experience accompanied by excellent customer service skills, high moral integrity, innovative teaching strategies, solid inter-professional collaboration, competent assessment/research skills, distinctive application of nursing research/research into practice, strong leadership skills, visionary mindset, excellent computer skills, and faithful community relations
- Global and strategic thinking skills with local application
- Self-motivated, highly determined individual with an intense curiosity
- Creative problem solver with the willingness to listen, be proactive, energetic, and willing to try new and innovative ideas without hesitation
- Diplomatic and culturally sensitive with a willingness to learn from others

Professional Experience:

Assistant Professor Indiana University Kokomo (January 2013-Present)

- Didactic and Clinical Instructor
- Mentored Junior 2 nursing students
- Serve on committees for School of Nursing & Campus wide (list available upon request)
- Teaching responsibilities on campus:
 - Lead Role: Pathophysiology
 - Med/Surg II (co-taught)
 - Lead Role: Clinical (Med/Surg III)
 - Lead over 2-4 faculty/Instructors (depends on semester class size)
 - Labs (Physical Assessment, Fundamentals)

In-laws and Outlaws Gun Shop (September 2012-Present)

- Owner/Administration
- Sales/Customer Service
- Budgeting
- Ordering Supplies/Merchandise
- Educational Courses/Safety

Director of Marion Community Schools Practical Nurse Program (July 2011-November 2012)

- Provide leadership skills to staff and students
- Formulate and follow through with executive decisions
- Increased NCLEX pass rate among first time test takers (86.10% to 96.8%)
- All 2012 graduates passed NCLEX on first attempt (1st class under my leadership)
- Actively maintained a balanced budget
- Purchased/implemented a complete simulation lab/developed SIM curriculum
- 1st step in NLN accreditation for PN program
- Interview and hire prospective faculty
- Interview prospective students for admittance to program
- Maintain a culture of high integrity for staff and students

- Mentor new faculty members
- Develop and implement curriculum
- Make revisions to curriculum where needed based on faculty/student evaluations
- Develop clinical site contracts with healthcare organizations
- Fluent in ATI Assessments and implementing them into curriculum
- Participate in professional development to ensure self-improvement
- Teach a variety of nursing courses on campus and online:
 - Mental Health Nursing
 - Fundamentals of Nursing
 - Intro to Medical Surgical Nursing
 - Medical Surgical Nursing
 - Pharmacology
 - Nursing Math
 - Geriatrics
 - Leadership and Management

Adult Health III Clinical Instructor for Indiana Wesleyan University (October 2010-Present)

- Provide students with challenging/good learning experience
- Promote critical & creative thinking skills & instill professional values in students
- Grade and evaluate care plans with constructive feedback
- Provide written/verbal midterm evaluations
- Provide final clinical evaluations with supporting evidence of meeting course objectives
- Last clinical assignment July 2011

Bridges to Health Volunteer (July 2010-Present)

- Volunteer in free clinic for uninsured Grant County residents
- Highly-qualified volunteer in the medication clinic/ Referral nurse service
- Assist with prescriptions for patients and provide education on medications
- Offer support, encouragement, and education to maintain optimal patient health
- Strong interpersonal skills in communicating with practitioners, patients and families

GROW Nurses Program Volunteer (October 2010-November 2012)

- Mentor six high school students at Tucker
- Inspiring Grant County students to enter the Profession of Nursing
- Assess study habits and create a plan of study
- Provide encouragement and support to students to reach goals
- Provide students with a seamless transition into a nursing program
- Followed/Mentored two students through Practical Nursing Program after graduation

Home Maker (September 2007-October 2010)

- Maintained Advanced Cardiovascular Life Support Certification
- Maintained Basic Life Support/Cardiopulmonary Resuscitation Certifications
- Parish Nursing at Eastview Wesleyan Church

Marion General Hospital (May 2003-September 2007)

- Critical Care Registered Nurse

Marion General Hospital, Critical Care Student Nurse (May 2000-May 2003)

Education:

Doctorate of Nursing Practice from University of Indianapolis, Indianapolis, IN

(August 2013- May 2016) Organizational/Systems Leadership Focus

Masters of Science in Nursing from Indiana Wesleyan University, Marion, IN

(November 2009-September 2011)

Bachelors of Science in Nursing from Indiana University, Kokomo, IN

(August 2008-July 2009)

Associates of Science in Nursing from Indiana University, Kokomo, IN

(August 2000-May 2003)

Ball State University, Muncie, IN

(August 1998-May 2000)

Professional Certifications:

- Certificate in Effective Nonprofit Governance Program at IUPUI (June 2017)
- Cardiopulmonary Resuscitation/ Advanced Cardiovascular Life Support
- Electrocardiogram Rhythm Strips

Professional Committees:

- Fundraising participant for Statewide Action Coalition; Indiana Center for Nursing
 - Future of Nursing: Campaign for Action, fundraising mentor pilot program matched with (Oregon, Ohio, Missouri) (Present, DNP student)
- Leadership committee at the Indiana Center for Nursing (Present)
- Education/Practice partnership committee at the Indiana Center for Nursing (Present)
- Education committee Indiana Center for Nursing/Indiana Action Coalition (Present)
- Data committee at the Indiana Center for Nursing (Present, DNP student)
- Indiana Action Coalition participant (Indiana Center for Nursing) (Present)
- Interprofessional Education and Practice Committee (Indiana Center for Nursing)
- Evaluation committee at Indiana University Kokomo School of Nursing (Present)
- Curriculum committee at Indiana University Kokomo School of Nursing
- Council of Nursing Faculty committee at Indiana University Kokomo School of Nursing (Present)
- Breathe Easy Howard County task force member
- Co-Chair of IUUK/TMS (Community Howard Hospital) collaboration committee
- Student Affairs committee at Indiana University of Kokomo School of Nursing (Present)
- CO-Chair Program committee at Indiana Organization of Nurse Executives (Present)
- Participated with the research committee at Marion General Hospital as an Indiana Wesleyan University Graduate Nursing Student
- Served a term on School of Nursing Faculty Council (SONFC) at Indiana Wesleyan University as a Graduate Nursing Student
- Served a term on School of Nursing Program Life Council (SONPLC) at Indiana Wesleyan University as a Graduate Nursing Student and voting member

- Served on School of Nursing Ed Partners Council at Indiana Wesleyan University
- Served on Mock Code Committee at Marion General Hospital
- Parish Nursing at Eastview Wesleyan Church (July 2010-Present)

Responsibilities and Dates of each individual committee are available upon request

Professional Conferences:

- Leadership focused, Nursing leadership focused, Nursing Education focused
- List of professional conferences and continuing education credits available upon request

Awards and Honors:

- 2009 Indiana University of Kokomo Graduate with Distinction – Honor
- 2010 Indiana Wesleyan University School of Nursing Advisory Board
- 2011 Marion Community School of Practical Nursing Advisory Committee
- 2011 Ivy Tech Community College School of Nursing Advisory Committee
- 2011 “Salute to Nurses” Award Winner, Presented by the Indianapolis Star
- 2011 Recipient of the Ouida Janssen Nursing Scholarship
- 2011 Recipient of the Indiana League for Nursing Scholarship
- 2012 “Salute to Nurses” nomination, Presented by the Indianapolis Star
- 2012 Marion General Hospital Nursing Community Partners Magnet Board
- 2012 Presented Master’s Thesis to Marion General Hospital Staff and Community
- 2014 Nominated for Robert Wood Johnson Foundation Leadership Scholarship
- 2014 Leadership and Community Award from Gas City Chamber of Commerce
- 2015 Speaker at IUK Induction Ceremony
- 2015 Speaker at IUK Pinning Ceremony December
- 2016 Served on Gratitude in Action team for service to Sigma Theta Tau Alpha Chapter
- 2016 Speaker at IUK Pinning Ceremony December
- 2017 Guest speaker at Indiana Association of Nursing Students: Mentorship
- Publications:
 - Leffler, A. R., Thomas, A., Harper, K. J., & Ferrell, D. (2016). Developing a process infrastructure to capture supply, education, and demand data for Indiana’s nursing workforce. *Journal of Nursing Regulation*, 7(3), 22-25.

Licensure:

- Registered Nurse License State of Indiana since June 2003

Professional Memberships:

- Sigma Theta Tau International, Alpha and Eta Chi Chapters (The Honor Society of Nursing)
- National League for Nursing
- Indiana League for Nursing (Board of Directors, President- elect, Chair of Public Relations & Bylaws Committee)
- Indiana Organization of Nurse Executives (Program Committee, Co-Chair 2017-2019)
- Partnered with the Indiana Center for Nursing for Doctoral Project (Focus Nursing Workforce Data, created a data management plan for nursing workforce data statewide)

References Available upon Request:

Indiana Association of Nursing Students
Rules of Engagement

****To be signed and finalized at August Meeting****



I. General Behavior

- A. Board members will be accountable, responsible, and act professionally at all Indiana Association of Nursing Students events. This includes monthly meetings, NSNA Annual/Mid-Year Convention, IANS State Convention, and any other IANS events.
- B. Board members will be expected to be actively engaged at meetings by participating in discussion, voting, and be prepared (ie. no phones out for personal use).
- C. Board members are expected to add their agenda items to the agenda prior to the monthly meetings.
- D. The Board of Directors/ Members (BODM) are expected to address any issues or concerns with the President and/or faculty advisors when they arise.
- E. Incivility will not be tolerated, which includes but is not limited to demeaning comments, ignoring and excluding others, and excessive sarcasm.
- F. Board members are expected to attend all meetings either in person or via online chat (Skype, Facetime, GoogleHangout). All board members who miss two or more meetings will be subject to the Recall process as stated in the bylaws.
- G. Board members are expected to dress in Business Casual Attire for ALL board meetings/ NSNA/ IANS Events.

II. Communication Expectations

- A. All professional business will be communicated via email
 - i. The President and faculty must be carbon copied (cc'd) on EVERY email
- B. Emails all calls and text messages will be responded to within 48 hours**
- C. Personal emailing will not be allowed using the Indiana Association of Nursing Students email account.
- D. If a board member will be away from internet and email access for an extended period of time (2 days or more) the board member must notify the board via email prior to the recess.
- E. The President will be the one to speak on behalf of the BODM, which includes the lay public regarding business associated with the IANS organization. All other members are to inform of different situations but not speak for Indiana Association of Nursing Students as a whole.
- F. Mandatory meetings will be announced at least two weeks in advance.
 - i. Doodle Poll or email will be utilized to ensure the best possible date for all BODM.
- G. Agendas will be released at least 5 days in advance per our bylaws.

III. Convention Expectations

- A. The Indiana Association of Nursing Students will reimburse board members up to \$500 for the entire year for convention costs as stated in the Policies and Procedures Manual
- B. It is prohibited for the board to be reimbursed for alcoholic beverages. If alcoholic beverages do appear on a receipt, the receipt will be voided and nonrefundable.
- C. It is an expectation that board members will act with integrity and abide by the General Behavior guidelines listed above. This includes social events outside of convention.
- D. At no time is it appropriate to invite guests to the hotel room. Exceptions are: mingling with other SNA boards at the hotel and advisors.

IV. Consequences

- A. If the above Rules of Engagement are broken by any Board Member/ Director, the Board can file a grievance against this board member.
 - i. The board can then look at the rule of which has been broken by the board member/director and decide how to proceed (ie. Impeachment, Termination, Warning, etc.)

I, _____, Board Member/ Director of Indiana Association of Nursing Students pledge to abide by the explicit guidelines of the Rules of Engagement. If I do not follow the guidelines listed above I will be subject to disciplinary action per the Executive Board's discretion. At any time a Board Member can file a grievance against another board member. The grievance must be submitted to the President and will be presented at the following monthly meeting. By signing this contract I understand the expectations and responsibilities I am to uphold as an Executive Board Member of Indiana Association of Nursing Students.

Name, Position

Date



Budget as of: 5/1/17

BUDGETED REVENUES:

	BUDGET
Membership Dues	\$12,000
Annual Convention Vendors (\$800x 35)	28000
Annual Convention Fee for Attendees (\$30 x 400)	12000
Official NCLEX Review Company	20,000
Total Revenues	\$72,000

EXPENSES:

Executive Director? (\$25,000 salary & \$5,000 stipend)	\$30,000
Annual Convention	8,000
Taxes/ Accountant	3,000
Website/ Logo	1500
Scholarships	1000
Travel/ BOD Scholarships	12500
Teddy Bear Clinic	2000
Contingency Fund	1750
Total Expenses	\$59,750

BALANCED BUDGET **\$12,250**