

Grossmont College School of Nursing

CNSA Chapter **Board Officer Meeting** Agenda

Meeting date and time: 08/13/2019 1100-1200 at Panera’s.

Attendance:

|  |  |  |
| --- | --- | --- |
| **Executive Board** | **Officers Fall 2019** | **Present (Y / N)** |
| President | Jessica Phan | Y |
| Vice President | Christie Almendarez | Y |
| Secretary | Kayla Strong | Y |
| Treasurer | AJ Llanes | Y |
| **Board of Directors** |  |  |
| Fundraising Director | AJ Llanes | Y |
| Breakthrough to Nursing Director | Kayla Strong | Y |
| Membership Director | Sarah Myers | Y |
| Communications Director | Erin Strunz | Y |
| Community Health/Activities Director | Mariah Boelk | Y |
| ICC Representative | Alexandra Marsh | Y |
| ICC Representative | Mohammed Rajab | Y |
| ICC Representative | Maileen Acevedo | Y |
| **Advisors** |  |  |
| Professor Angela Ngo |  | Y |
| Professor Sarah Babini |  | N |
| Student Success Advisor Judy Medina |  | Y |

1. **Call to Order: President** 
   1. Moved by: Jessica Phan
   2. Seconded by: Sarah Myers
2. **Approval of Agenda for:** 
   1. Seconded by: AJ Llanes
3. **Approval of Minutes for:** N/A
   1. Moved by:
   2. Seconded by:
4. Items to discuss:
   1. Ongoing approved items (approved on 1/24/19)
   * Welcome Breakfast first day of each semester (coffee, donuts, bananas, napkins, cups)
   * New Student Orientation’s Breakfast and Lunch + supplies (cups, utensils, etc.)
   * Family Day BBQ prior to the start of the Fall semester
   * $200.00 donation to the Pinning account every semester-Already have the funds
   * Pizza for 2nd CNSA meeting every semester-Remind Professor Babini to order pizzas a week in advance
   * Board Officers Lunch Meeting prior to the beginning of each semester.
   1. Need approval on new items:
      * Need to have 2/3 of members to approve the bylaws. Approve during first meeting? Survey monkey? -Decided on Survey monkey. Sarah will be in charge of setting it up.
      * Thanksgiving’s Basket donation (Bags, gift cards, greeting cards, food items approximately $100.00 every Fall semester)-Approved. Prof. Ngo will distribute the donation list. A few students from each semester will bring list to the class to start the collection.
      * Thanksgiving’s grams: Supplies (card stock paper, glue, stickers, candy bars) to make Thanksgiving’s grams for fundraiser (approximately $50.00 every Fall semester)-Approved. Will get together to make the grams.
      * Supplies (felties, badge reel bases, glue) to make badge reels for fundraiser -Approved
      * Supplies (bags, ties, labels) for bake sale fundraiser-Approved
5. Planning for Fall 2019 semester:
   1. Register CNSA as a club <https://www.grossmont.edu/campus-life/clubs-orgs/default.aspx>

-Need 2 officers to complete quizzes. - Sarah Myers and Erin Strunz

-Jessica will submit forms to ASGC and cc’d Prof. Ngo and Judy on the email.

-Prof. Ngo will email the approved bylaws to the Dean of Student Affairs

* 1. Welcome Breakfast on Monday August 19th 2019 7AM. Need coffee, donuts, bananas. Volunteers: AJ Llanes (donuts), Maileen Acevedo (bananas), Alexandra Marsh (coffee), and Kayla Strong.

1. Board Officer representative at Faculty Meetings:
   1. Date TBA, need at least one officer at each meeting

- Wednesday 8/14 1-1:30: AJ Llanes and Mariah Boelk

- Wednesday 9/18 2-2:30: Jessica Phan

- Wednesday 10/16 2-2:30: Erin Strunz

- Wednesday 11/13 2-2:30: Mariah Boelk, Sarah Meyers

1. CNSA-sponsored Volunteer Opportunity:
   1. Food Drive for Grossmont College Gizmo Kitchen- Very successful last semester, plan on doing it again this semester.
2. VICE PRESIDENT
   1. Speakers:
   * 1st meeting 8/26/19, need parking code
   * 2nd meeting 9/23/19, need parking code
   * 3rd meeting 10/21/19, need parking code
   * 4th meeting 11/18/19, need parking code

Ideas: RN with DUI, RN as Navy recruiter, School Nurse, Prison Nurse, Daniel Diaz resume/interview, travel nurse. Christie Almendarez will contact potential speakers.

1. **SECRETARY/ BREAKTHRU TO NURSING DIRECTOR** 
   1. A&P and Micro Classes – Contact biology department to research dates and times

-Might try to incorporate grant for education about public health nursing-TBD as Judy will look into the grant information.

-Kayla Strong will contact Professors from Grossmont and Cuyamaca

1. **TREASURER/ FUNDRAISER DIRECTOR** 
   1. Starting account balance: $2,564.33
   2. Suggestions/Ideas for Fundraising:
   * Bake Sale: Voted against Bake sale due to Thanksgiving grams.
   * Thanksgiving’s Grams (note & candy bar for $2.00)
     + Make date: Saturday 11/16 at 11:00 at Prof. Ngo’s House
     + Deliver date: 11/18-11/22
   * ACE Uniform donates $12.00 per jacket sold. Prof. Ngo will get more details. -Ace should donate money from previous purchases from 2 semesters.
   * Plan to sell the Grossmont decals, tote bags, and shirts at the first CNSA meeting.
2. **MEMBERSHIP DIRECTOR**
   1. Benefit cards: all board members must have one.
   2. Membership roster
3. **COMMUNICATIONS DIRECTOR**
   1. Make Gizmo kitchen poster/food list-Mariah Boelk will email Erin Strunz the list of foods needed to make posters.
   2. Make order sheets for Thanksgiving’s grams
4. **COMMUNITY HEALTH/ACTIVITIES DIRECTOR** 
   1. Contact Susan Berry at [susan.berry@gcccd.edu](mailto:susan.berry@gcccd.edu) to obtain information regarding Gizmo kitchen (types of food, volunteer opportunities, etc.). Will set up a date for students to volunteer together. -Need to set a date to package the food.
   2. Make more badge reels? Yes, date TBD.
5. **ICC REPRESENTATIVES**

* Activities Fair: No news from ICC at this time.
* Club Fair: No news from ICC at this time.

1. **Adjournment:**

Moved by: Jessica Phan

Seconded by: Erin Strunz

Meeting Adjourned at: 1229