

Grossmont College School of Nursing

CNSA Chapter **Board Officer Meeting Minute**

Meeting date and time: 1/19/2021 from 1100-1200 via Zoom

<https://cccconfer.zoom.us/j/98105635559>

**Attendance:**

|  |  |  |
| --- | --- | --- |
| **Board Officers** | **Spring 2021** | **Present**  **(Y / N)** |
| President | Patricia Cannock | Y |
| Vice President | Amy Martinez | Y |
| Secretary / Breakthrough to Nursing Director | Elsa Ruiz | Y |
| Treasurer / Fundraising Director | Alia Nikooforsat | Y |
| Membership/Communication Director | Lizzy Connor | Y |
| Community Health/Activities Director | Crystal Groel | Y |
| ICC Representative | Celia Pireta | Y |
| ICC Representative |  |  |
| **Advisors** |  |  |
| Professor Angela Ngo-Bigge |  | Y |
| Professor Sarah Babini |  | Y |
| Student Success Advisor Judy Medina |  | Y |

1. **1. Call to Order:**  
   1. Moved by: Patricia Cannock at 1104
   2. Seconded by: Crystal Groel
2. **2. Approval of Agenda:** 
   1. Moved by: Patricia Cannock
   2. Seconded by: Alia Nikooforsat

**3. Approval of Minutes: N/A**

* 1. Moved by:
  2. Seconded by:

**4. Approval of Funds (approved during Board Officer Meeting 1/19/2021)**

|  |  |  |
| --- | --- | --- |
| **Event** | **Funds Approved Up To** | **Approve**  **(Yes or No)** |
| Welcome Breakfast first day of each semester (coffee, donuts, bananas, napkins, cups, etc.). | $200.00 | Yes |
| New Student Orientation’s Breakfast and Lunch + supplies (cups, utensils, etc.). | $400.00 | Yes |
| Family Day BBQ prior to the start of the Fall semester (food, drinks, utensils, etc.). | $200.00 | Yes |
| Pizza for 2nd CNSA meeting every semester. | $100.00 | Yes |
| Board Officers Lunch Meeting prior to the beginning of each semester. | $200.00 | Yes |
| Supplies to make badge reels for fundraising (felties, badge reel bases, glue, etc.). | $200.00 | Yes |
| Supplies to make Valentine’s grams every Spring semester for fundraising (card stock paper, glue, stickers, candy bars, etc.) | $400.00 | Yes |
| Supplies to make Thanksgiving’s grams every Fall semester for fundraising (card stock paper, glue, stickers, candy bars, etc.) | $400.00 | Yes |
| Purchase of bags, gift cards, greeting cards, and food items to make Thanksgiving baskets for donation | $200.00 | Yes |
| Purchase of bags, ties, and labels for bake sale fundraising | $50.00 | Yes |
| Purchase of supplies to update bulletin board at the beginning of each semester | $50.00 | Yes |
| Purchase of CNSA officer’s cords | $200.00 | Yes |
| Purchase of nursing bags for fundraiser | $400.00 | Yes |
| Supplies and postage to send CNSA cords and Certificates | $200.00 | Yes |
| Good Luck Grams event was cancelled due to COVID. For those who purchased the grams, there are 4 options to choose from:   * + - * Option 1: Receive a credit for the money paid to purchase grams in the future.       * Option 2: Receive a credit for the money paid to purchase CNSA-sponsored items such as badge reels, badge bundles, t-shirts, bags, etc.       * Option 3: Donate the money paid to CNSA to fund future events such as Welcome Back BBQs, New Student Orientation, etc.       * Option 4: Receive a full refund of the money paid. | Full refund of the money paid if option 4 is chosen. | Yes |
| Money to fund one (1) CNSA donation/ volunteer community event. | $500.00 | Yes |

1. **Complete paperwork for club registration:**
   * + Judy completed all required paperwork
2. **Speakers for future CNSA meetings:** Amy Martinez is working on potential speakers that will attend Spring CNSA meetings. Potential speakers include:
   * + Military nurse
     + ICU nurse
     + Mental health
3. **Meeting dates and Speakers:**
   * + Monday 2/22 12-1pm, <https://cccconfer.zoom.us/j/99059220953>, speaker TBD
     + Monday 5/10 12-1pm, <https://cccconfer.zoom.us/j/99059220953>, speaker TBD
4. **Board Officer representative at Faculty Meetings** **via Zoom:** 
   * + Patricia Cannock for Wednesday 1/27 at 1pm
     + Elsa Ruiz for Thursday 2/18 at 2pm
     + Crystal Groel for Thursday 3/18 at 2pm
     + Amy Martinez for Thursday 4/29 at 2pm
     + Alia Nikooforsat for Tuesday 6/8 at 12pm
5. **Secretary/ Breakthru To Nursing Director:**
   1. A&P and Micro Classes – Contact Professor Alagia (Biology) for info sessions
      * Date/Time: TBD
      * Name(s) of Volunteers: TBD
6. **Treasurer/ Fundraiser Director:** 
   1. Current account balance: $ 3,088.76 (sent by Irene Bauza on 9/14/2020)
   2. Deposits: None since the last meeting.
   3. Reimbursement: None since the last meeting.
   4. Refund of Good Luck Grams: Most students donated the money to CNSA. Four (4) students requested refunds for a total of $36. Prof. Ngo refunded the money to those requested. No need to reimburse from funds as it was a donation from Prof. Ngo.
   5. Fundraiser for CNSA-sponsored items (badge reels, badge bundles, scissors, etc.). Need to figure out a system for selling these items. Cannot sell in person due to infection control guidelines (per the school).
      * Ideas for selling CNSA-sponsored items include using the CNSA webpage, an Etsy account, or using the CNSA Instagram account. Judy will look into the logistics of using the CNSA webpage to upload items.
7. **Community Health/Activities Director:**
   1. CNSA Sponsored Volunteer Activity: Several ideas were presented:
      * Contacting a group organization such as St. Vincent de Paul to see what items they are in most need of.
      * Writing letters for residents in a nursing home.
      * Putting on a meditation session for students.
      * Making goodie bags with holiday card tags for nursing homes.
      * Using the CNSA webpage to promote local blood drives.
   2. Board officers will decide on 1-2 activities prior to the next meeting.
8. **ICC Representatives:**
   * + Reminders to complete chapter paperwork
     + Celia Pireta will attend ICC meetings that meet every 1st and 3rd Tuesday. Celia will email or update board members in next CNSA meeting
9. **Membership Director/Communications Director:**
   1. Discussed that Lizzy Connor will email Alex (previous Communication Director) to send list of current CNSA student members. Lizzy will make a google doc that includes dates of both meetings. Google link to take attendance will be available during meeting for students for attendance record.
   2. Lizzy will set up CNSA Instagram; discussed examples of posts that would be appropriate for social media account.
   3. Board members (president, vice president, and communication director) and advisors will have access to account.
10. **Advisors:**
    1. No update.
11. **Adjournment:**

Moved by: Patricia Cannock

Seconded by: Lizzy Connor

Meeting Adjourned at: 1156