



Nursing Students' Association of New York State 2018-2019

Executive Board of Directors Meeting

Date: April 22<sup>nd</sup>, 2018 at 8:00 PM

Location: Zoom Conference Call

1. Call to Order
  - a) The monthly meeting of the Executive Board of Directors of the Nursing Students' Association of New York State was called to order at 8:03PM by Helen Pham, President.
- 2) The Roll: The roll was called by Kezia Varughese, secretary.

**Present:**

1. President – Helen Pham
2. Co-Vice President: Grace Anne Crockett
3. Co-Vice President – Megan Scali
4. Secretary - Kezia Varughese
5. Treasurer – Julianne Martin
6. Policy and Education – Rosa Misuraca
7. STAT Editor – Katherine Kachervosky
8. Community Health Director – Sarah Ebrahim
9. Breakthrough to Nursing – Nicole Contreras
10. Presidential Advisor – Giselle Melendez
11. ANA-Consultant – Larry Slater

**Absent:**

1. Nominations and Elections Chair – Mary Andrews  
Regional Director Chair – Mary Andrews
2. Communications Director – N/A

**Auxiliary Board Present:**

- 1) Nina Malusay – Metropolitan
- 2) Max Amestegui – Central
- 3) Stephanie Mejia – Western
- 4) Ashley Shuette – Northeast
- 5) Megan Pfundstein – Genesee Valley

President, Helen Pham declared a quorum present (11 members).

*\*\*\*All italicized and underlined reports are attached below*

**PRESIDENT'S REPORT – HELEN PHAM**

Highlights of the report include the following:

**A) Rules of Engagement 2018 – 2019**

- a) Updated and revised
- b) Some changes made include:
- c) BOD main mode for communication will be email, informal will be Group me
- d) The 1<sup>st</sup> Sunday is to serve as the informal meeting, the 3<sup>rd</sup> Sunday is to serve as the formal meeting.

**3) NSNA 66<sup>th</sup> Annual Convention, Nashville, TN Recap**

- a) Members discussed what they enjoyed about NSNA'S Annual 66<sup>th</sup> Convention in Nashville, TN
  - i) Gained confidence, resources and ideas for the upcoming year
  - ii) Disaster preparedness event was suggested from an advisor in York
  - iii) Community Health Director, Sarah Ebrahim, also suggested this as a goal

**4) Conduct and Attendance Policy 2018 – 2019**

- a) Updated and reviewed
- b) Co-Vice President, Grace Anne Crockett moved to vote on the conduct and attendance policy 2018 – 2019. Secretary, Kezia Varughese second this.
- c) All in favor. None opposed.
- d) Action: carried

**5) Communications Director Position Vacancy**

- a) Helen has taken the responsibility for this position temporarily
- b) Applications are open for 2 weeks until May 6<sup>th</sup> at 5PM

**VICE PRESIDENT'S REPORT – GRACE ANNE CROCKETT, MEGAN SCALI**

Highlights of the report include the following:

**B) Convention Planning 2019**

- c) Updated and revised
- d) Some changes made include:
- e) BOD main mode for communication will be email, informal will be Group me
- f) The 1<sup>st</sup> Sunday is to serve as the informal meeting, the 3<sup>rd</sup> Sunday is to serve as the formal meeting.

**FINANCE COMMITTEE REPORT – JULIANNE MARTIN**

**1. Proposed Reimbursement Policy**

- Added: one (1) checked bag will count as a reimbursable item

**2. Proposed 2018 – 2019 budget**

- Council of School Leaders – up to 50 student's registration will be covered
- Less amount of members should be sent to Mid-Year Career Planning Conference
- Entire BOD is sent to Annual convention

**3. Everyone must vote on budgets**

**4. Goal – To cut costs for economical ways but not hinder anything NSANYS does**

**5. Finance Committee Chair, Julianne Martin, moved to pass the 2018 – 2019 reimbursement policy**

- Does not require a second

- All in favor. None opposed.
  - Action: carried
6. Finance Committee Chair, Julianne Martin, moved to reimburse the following –
2. Rosa Misuraca: \$
    1. flight to Nashville
  3. Megan Scali: \$
    1. flight to Nashville
  4. Liz Gambo: \$.
    1. flight to Nashville
  5. Lindsay Roybler: \$
    1. flight to Nashville
  6. Annie Nelson: \$
    1. D Badges and Lanyards
    2. Initial payment & Rush Charges
    3. Convention Photo Props
    4. Printing for NSANYS Convention
    5. Food (2/25/18)
    6. Penn Parking (2/24-2/25)
    7. Thank you cards
    8. EZ Pass
    9. Mileage
      - Does not require a second
      - All in favor. None opposed.
      - Action: carried

**BREAKTHROUGH TO NURSING'S REPORT – NICOLE CONTRERAS:**

- g) BTN Chair, Nicole Contreras, motioned to accept \$ to use towards a first-aid kit event for the first BTN event
  - i) All in favor
    - (1) Katherine Kachervosky
    - (2) Nicole Contreras
    - (3) Rosa Misuraca
    - (4) Sarah Ebrahim
    - (5) Kezia Varughese
  - ii) All opposed
    - (1) Grace Anne Crockett
    - (2) Megan Scali
    - (3) Julianne Martin
  - iii) Abstained
    - (1) Helen Pham
- h) Action: carried

**STAT NEWS LETTER REPORT – KATHERINE KATCHERVOSKY**

**C) Goals and Progress**

- i) Needs every board member to submit an article on their experience at Annual Convention, DEADLINE: MAY 26<sup>TH</sup> BY 8:00 PM

**7. ADVISOR( APPOINTMENTS**

1. Kezia Varughese moved to appoint Larry Slater as the ANA-NY Consultant for NSANYS 2018 – 2019
    - o Sarah Ebrahim second this
    - o All in favor. None opposed.
    - o Action: carried
  2. Kezia Varughese moved to appoint Giselle Melendez as the Presidential Advisor for NSANYS 2018 – 2019
    - o Katherine Kachervosky second this.
    - o All in favor. None opposed
    - o Action: carried
8. Adjournment
1. The meeting was adjourned by President, Helen Pham at 10:33 PM.

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Helen Pham, President

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Kezia Varughese, Secretary

## COMMITTEE REPORTS

### PRESIDENT'S REPORT

#### *CONDUCT and ATTENDANCE POLICY*

##### Section 1: Purpose

The purpose is to set forth the NSANYS Statement of Policy and Procedures for **NSANYS Conduct and Attendance**.

##### Section 2: Conduct

The NSANYS Board of Directors and NEC are expected to abide by the following rules, when representing NSANYS, at any given time:

1. **ATTIRE:** Business or Business Casual.
2. **ALCOHOL:** Possession or consumption of alcohol is prohibited at all times while representing NSANYS. Intoxicated behavior will not be tolerated and will result in a final warning.
3. **ILLEGAL DRUGS:** Possession, use, or distribution of illegal drugs, unlawfully obtained prescribed medical drugs, or drug paraphernalia, and the abusive use of over-the-counter drugs is strictly forbidden at all times.

##### Section 3: Responsibilities

1. **PROFESSIONAL BEHAVIOR:** Board of Directors and NEC must act as professional as possible, as they are representing the entire state of New York.
  - a. Professional, by definition: characteristics that describe an individual striving to maintain the highest standards for one's chosen path - honesty, integrity, responsibility and conducting oneself with responsibility, integrity, accountability, and excellence. (Borrowed from NSNA)
  - b. Interpretive Statement: As NSNA members, it is important to create a culture of professionalism in our organization and to uphold the values of professionalism in order to conduct ourselves and our

organization in the most respectful, honest way. This value translates into respecting our patients and maintaining the ethics of our profession. (Borrowed from NSNA)

2. **BREAKOUT/FOCUS SESSIONS AT NSNA CONVENTIONS:** BOD must attend any breakout session(s)/workshop(s) that is tailored to their position.
  - a. Example A, the Council of State Presidents Meeting occurs the day before the NSNA Annual Convention; Presidents and Co- Vice Presidents are expected to attend this meeting.
  - b. Example B, the Convention Planning Committee is expected to attend any workshops that would help aid their planning for the NSANYS Annual Convention.
2. **MANDATORY EVENT(S):** NSANYS Board of Directors and NEC are obligated to attend an event hosted by NSANYS - i.e. Annual Convention, Council of State Leaders Meeting.
  - a. Exceptions will be made for extenuating circumstances.
  - b. Further, a mandatory Board event cannot be made on any “free nights” at NSNA Conventions. It is an option for the Board to go out together, but is not mandatory.

## 2018-2019 Board of Directors Rules of Engagement

Rules of Engagement (ROE) are intended to allow the NSANYS Board of Directors to conduct business in a professional, respectful, and personal manner. These are not all-encompassed rules, but they are rules BoD members will be held accountable for, to ensure success throughout the year.

1. General Behavior
  - a. Any issue that may arise: address it directly and always keep the President informed.
  - b. Eliminate unacceptable behavior including, but not limited to, demeaning comments, ignoring/excluding others, gossip, excessive sarcasm.
  - c. The Board of Directors’ main mode of communication throughout the year is: Email.
    - i. Informal mode of communication is: Groupme.
      - b. Board members will update the President regarding any goals they have met, problems being faced and/or resolved, and any other information they deem appropriate.
      - c. Inability to perform position duties due to family or school obligations will not be punished, but communication must be sent via email to both the President and the Advisor. Full disclosure of circumstance is not required. Communication is essential to allow delegation to other members can occur and support may be given to the affected member.
      - d. Any communication sent by a board member to a non-board member that goes unanswered for one week must be followed up with an additional email by the end of that week. The President is to be copied onto this email. Responsibility for completing task is not displaced from a board member due to lack of response from another party.
    - e. Expectations with Communication
      - i. Inform the BoD, if you are going off the grid for more than two (2) days.
      - ii. Check NSANYS email account, no less than every two (2) business days.

- iii. For urgent matters, communicate via phone call. For routine matters, an email or text will suffice. Escalate a problem or lack of response to the President after 3 attempts to contact the person.
- iv. Communication is to be acknowledged within 24 hours of receipt, barring extenuating circumstances, though a full reply is not required if information is pending.
- v. Upon BOD preference, discourage group texts/groupme conversations that pertain to matters that are inappropriate for messaging.
- vi. Always email for official business.

## 2. Professional Conduct

- a. Honest, constructive criticism is to be given respectfully and without antagonism from either party.
- b. Conflicting viewpoints are to be respected, and compromises will be made when possible.
- c. Board members are accountable for their commitments, and are expected to complete all tasks in a timely manner, and communicate with the President if adverse circumstances occur.
- d. Board members are to understand that they serve as a public figure and any action or behavior during their tenure is a direct representation of this organization.

## 2. Board Room/Meeting Behaviors

- a. Board Members are to arrive/log on at least 10 minutes prior to the start time of the meeting.
- b. Board Members are to notify the President if they are running late.
- c. A 24 hour (minimum) notification is required if absence from a meeting is expected, provided with a reason. Notification must be sent via email to both President and Secretary.
- d. Electronic devices are to be silenced during meetings, though communication is permitted in emergency circumstances.
- e. Encourage each other! → New ideas are to be praised, supported and communicated thoroughly.
- f. Golden Rule: Treat others the way you want to be treated.
- g. Always be constructive with your criticism.
- h. Upon board's discretion at the time of the meeting, a 5 min break will be provided for each hour.
- i. Call the question when you feel debate on a topic has been exhausted.
- j. Raise your hand when you want to be recognized. Your order will be recorded by the VP during the meeting, if needed.
- k. Vice President Roles:
  - i. Assist the President with the order of receiving questions, as well as the frequency of comment by board members.
  - ii. Assist the President with tracking time goals on agenda items.
  - iii. If VP cannot perform duties, Secretary will assist in time tracking goals.
    - b. Ouch/Oops Rule\*: We understand that tempers can flare as we discuss passionate issues, which can often be good intentions of the other party. The ouch rule is meant to re-center the group on self-respect & mutual respect. Ultimately in a professional setting we need to "get over" slights felt as a result of offensive words or behavior, but this rule is meant to create enough space so that people can process

ways on HOW to “get over it”. The ouch rule should not be used on behalf of anyone else, and only in response to our own experience.

i.OUCH Person:

1. identifies WHAT was said that created an ouch-moment.
2. identifies WHO said it.
3. identifies WHY it was hurtful.

ii.OOPs Person:

1. Saying Oops is a way of recognizing and expressing regret when someone is hurt by what we say or do
2. clarifies intention.

b. Stay on topic, take notes to remember what you wanted to ask to save time and allow the meeting to flow fluently.

1. Knowledge

a. All pertinent information will be made accessible to all board members, in the interest of transparency.

b. Questions are to be praised and answered in a respectful manner.

c. A lack of knowledge or access to information is not an excuse for inaction or absence. If skills and/or information is lacking, this must be communicated with the President so that the necessary resources may be provided to that member.

d. If any member suspects another of inappropriate conduct, this is to be immediately communicated with the President, Consultant and Presidential Advisor.

1. Meetings

a. Each month, an informal and formal meeting (alternating every 2 weeks) will take place.

b. Time to be designated by the Secretary

i.The 1st Sunday is to serve as the informal meeting.

ii.The 3rd Sunday is to serve as the formal meeting.

b. Barring an issue with quorum, a doodle can be sent out for an alternative date.

## **VICE PRESIDENT’S REPORT**

### **Convention Planning Committee Updates:**

- Venue Updates:
  - Intercontinental Times Square: up to 350 guests in main ballroom
    - Contract minimum \$            in food
      - \$    a person
        - Yogurt, pastries, coffee for breakfast
        - Salad bread, vegetarian pasta, chicken, dessert, coffee for lunch (details are up to chef’s selection)
      - \$        for AV and wifi for the BOD
      - No room rental fees!
      - Blocked rooms for the night (\$    per night)

- Tax exempt
    - Total roughly \$
    - Dates either 2/2 or 2/9
  - Crowne Plaza Times Square
    - Ballroom for 300 people, 3 breakout rooms holding 100 each
    - \$ per person for breakfast and lunch
    - Room rentals \$
    - Minimum total of \$ (without AV or overnight rooms)
  - Wyndham (same as this year)
    - Prices subject to change from last year starting April 30th
  - Next step, visit our venues and try to pick the best fit for us
- Start brainstorming possible themes
    - “What Nursing School Doesn’t Teach You”
  - Goals: To have to a good convention, increase active participation, increase the attendance rates
    - Regular meetings with our committee, start reaching out to new school chapters earlier
    - **Measurable** have more people pre-register for convention and more attendees day of (we had about 325 people attend this past year). We should stay on track by keeping up with our emails regularly to make sure we are reaching our goals weekly
    - **Attainable** if we start building strong relationships early on with our schools through COSL and making a lot of contacts to spread the word about dates and importance of getting involved. We are one of the biggest states in terms of NSNA membership, we should be able to work hard to increase our attendance for convention this year!
    - **Relevant** getting more people involved at the state level will help with professional development and representation of nursing students from New York
    - **Timely** we need to focus on reaching out to build our COSL attendance for October NOW so we can start spreading the word about annual convention. The first month that registration is open, we want to have a big push for registration

## **TREASURER’S REPORT**

Checking: \$

Savings: \$

Total: \$ -

## ***REIMBURSEMENT POLICY***

### **Section 1: Purpose**

The purpose of this policy is to ensure that all reimbursements and payments made from the NSANYS account or on behalf of NSANYS are agreed upon, not fraudulent, and have gone through to proper procedures to ensure accuracy and honesty.



## **Section 2: Reimbursable Items**

Items may be added or removed from this list at the Board of Directors discretion. All changes must be proposed and approved by the Board of Directors following Parliamentary Procedure.

### **Reimbursable expenditures may include:**

- Mileage
- Tolls
- Overnight travel (lodging and meals)
  - Meals, based on the given daily IRS allotment for the location
- Long distance telephone calls
- Supplies (for example: stamps used to mail reimbursements to the Treasurer)
- Airfare and travel expenses
- Parking
- Printing
- Convention Registration Fees
- One (1) checked bag

### **Non-reimbursable may include:**

- Travel insurance
- First class tickets or upgrades
- Limousine travel
- Movies, liquor or bar costs
  - If Alcohol is ordered, alcohol item must be on a separate receipt from the planned reimbursed receipt. Alcohol may not be on the receipt one will submit for reimbursement. If alcohol is present on a submitted reimbursement receipt, the reimbursement will be denied.
- Membership dues
- Clothing purchases
- Valet services
- Transportation to a restaurant for a non-mandated board event
- Baggage fees outside of the specifies limits
  - Unless deemed necessary by the board for NSANYS mandates items

## **Section 3: Reimbursement Procedure**

1. Business reason for expense.
  - a. There must be a legitimate reason related to or for the purpose of the organization. This is met generally through “Reimbursable expenditures” found in Section 2.
  2. A board member adequately accounts for the expense with
  3. in a reasonable time.
- i. A correctly completed reimbursement form with attached original receipts must be postmarked to the current NSANYS mail box, or handed to the current Treasurer within 60 days of the receipt date, or date of the event in which the cost incurred, **whichever occurs later**.

- ii. During a Board transition period, reimbursements from the old board must be submitted for reimbursement to the new board within 90 days of the receipt date, or date of the event in which the cost incurred.
- iii. A reimbursement over \$      of a budgeted cost, or over \$      of a non-budgeted cost will be approved during a formal meeting following parliamentary procedure to be considered for reimbursement.
1. All reimbursements falling within this criteria must be submitted prior to the adjournment of a formal meeting, and must comply with the timeline policies as noted in Section 3.
- iv. Costs, such as flight tickets, convention registration fees, and hotel reservations, that are related to conventions or other external events which are attended by board members will be granted reimbursement *after* attendance to the event and appropriate behavior has been demonstrated.
2. Board members are responsible to return any excess payment to the organization, which may be for multiple reasons, within 90 days of the initial reimbursement.

#### **Section 4: Fiscal Responsibility**

All purchases and reimbursements made by board members must be relevant; pertaining to and benefiting the mission of NSANYS and are not for personal gain.

- Board members will remain within the allocated budgets and allotments given by the Treasurer and Finance Committee. All expenses outside of these allotments will be paid by the board member.
- Board members will be fiscally responsible; not to use or request excessive funds unless showing a necessary expense or benefit to NSANYS and its mission statement. If this comes into question, during a formal meeting parliamentary procedure will occur to justify and reason if the cost was/is appropriate.
- Board members will be timely with their requests with online and/or mail away orders. Extra shipment prices, such as expedited shipping times, will be avoided at all costs unless absolutely necessary, and the Finance Committee may ask for justification pertaining to the expedited shipping charges.
- Flights will be booked by a deadline set, or with a minimum of 45 days in advance. If this is not possible, the member must book as soon as possible to avoid higher charges due to late flight bookings, and justify the reasoning to the Treasurer and Finance Committee. Furthermore, board members will book flights based on their academic schedule and will also book in a fiscally appropriate way.
  - If waiting on school approval for missing class or clinical time, the board member will inform the Treasurer or Finance Committee prior to the 45 day deadline.
  - For example: if you are off from class on Tuesdays and plan to fly out that day, and you are looking at flights and find that they are cheaper in the morning but you decide to choose an afternoon flight so you can sleep in. In this situation, board members will choose to take an earlier flight, because it is cheaper and they are available to do so.
- For all purchases, board members will take advantage of a cheaper alternative. You must demonstrate a need for a more expensive alternative to the Treasurer and the Finance Committee.

## **PROPOSED BUDGET 2018 – 2019**

[https://docs.google.com/spreadsheets/d/11mCgkm5\\_rSQzG2A25Xf8l-obYTDNaVUM8TiS0Nj0Kt8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/11mCgkm5_rSQzG2A25Xf8l-obYTDNaVUM8TiS0Nj0Kt8/edit?usp=sharing)

## **BYLAW AND POLICY EDUCATION REPORT**

Resolution Committee (Ashely, Sarah)

- Brainstorming stage (Nashville provided a lot of good ideas)
  - OB - Women's Health
- Goals for Resolution Committee
  - Bring more awareness to women's health and obstetrics
    - We will do this as a committee by creating a resolution guided towards the topic of OB and women's health.

Bylaws Committee (Mary, Katherine, Michelle, Megan)

- Taking all amendments and will be dividing them among the committee- will be providing examples of how to write an amendment so we are all on the same page
- been in contact with Larry and Liz
- Goals for bylaws committee
  - To make the bylaws more readable and to fix any parts that are ambiguous to the reader.
    - We will do this by amending any bylaws that are felt to be ambiguous by not having a clear explanation.

## **BREAKTHROUGH TO NURSING REPORT**

I will be going to Girl Scout/boy scout meetings to talk about nursing and we will be making first aid kits with them. I feel that it's a way to get them excited about nursing and our profession. I was given \$ to make these kits and I will be sending out a list of the event dates so everyone can sign up to come.