



## Nursing Students' Association of New York State 2016-2017

### June Board of Directors Transition Meeting

Date: June 29th, 2017 at 5:00 PM

Location: Molloy College

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 5:51 PM, by Samantha Maier, Secretary.
2. The Roll: The roll was called by Samantha Maier, secretary.
  - a. Those present: Jaclyn Malone, President 2016-2017; Diana Wilkonski, Co-Vice President 2016-2017; Erica DeBobes, Co-Vice President 2017-2018; Paige Denney, Co-Vice President 2017-2018; Samantha Maier, Secretary 2016-2017; Kezia Varughese, Secretary 2017-2018; Alexa Vines, Treasurer 2017-2018; Amanda Schlesier, Communication 2016-2017; Elizabeth Gambo, Policy & Education 2016-2017 & 2017-2018; Stephanie Chang, Community Health 2016-2017; Helen Pham, Community Health 2017-2018; Patrick Wlodkowski, Breakthrough 2017-2018; Larry Slater, Professional Advisor, & Giselle Melendez, Presidential Advisor.
  - b. Those absent: Annie Nelson, President 2017-2018; Christopher Alexander, Co-Vice President 2016-2017; Yulia Borisova, Treasurer 2016-2017; Juliet Kim, Communication 2017-2018; Leslie Lindenbaum, Nominations and Election 2016-2017; Lindsay Roblyer, Nomination & Election 2017-2018; Heather Lim, STAT Editor 2016-2017; Katy Chen, STAT Editor 2017-2018; & Michelle Sun, Breakthrough to Nursing 2016-2017;
  - c. President Jaclyn Malone declared a quorum present.
3. General Rules discussed for incoming Board of Directors to remember:
  - a. It was determined during 2016-2017 NSANYS Executive Board that all doodle polls shall be filled out within 48 hours of receipt, if possible.
  - b. From page 7 of the bylaws:
    - i. Shall be responsible to contribute (2) articles to the STAT newsletter annually to support the STAT Newsletter, and in order to be eligible to be sponsored by NSANYS for the NSNA National Convention.
    - ii. Shall be responsible for attending 1 community service project per academic semester.
  - c. From page 14 & 15 of the bylaws:

- i. Any member of the Board of Directors who foresees their absence from a Board of Directors meeting shall contact the President two (2) weeks prior to the meeting and submit a report to read in their absence.
- ii. Acceptable excused absences will be sudden or unavoidable circumstances, such as death in the family, or a severe incapacitating illness.
- iii. A member of the Board of Directors shall be subject to disciplinary action of dismissal for the unexcused absence from two (2) meetings, unless there is sufficient reason as described by the Board of Directors.
- iv. A voting quorum shall be a minimum of 2/3 members of the Board of Directors.

#### 4. Minutes

- a. The minutes from the March 2017 monthly meeting were distributed and read.
- b. Motion: It was moved, seconded, and carried to accept the minutes of the executive meeting submitted by: Samantha Maier and seconded by Amanda Schlesier. Action: carried.

#### 5. President Report: Jaclyn Malone

- a. 2017-2018 President report given by Jaclyn Malone. Highlights of the report include the following:
- b. Jaclyn Malone already transitioned with 2017-2018 President Annie Nelson.
- c. Fall council of state leaders convention to be organized by the president.

#### 6. Treasurer Report: Yulia Borisova

- a. 2017-2018 Treasurer Yulia Borisova not in attendance at meeting, therefore Samantha Maier, secretary, read financial report provided. Highlights of the report include the following:
- b. Reimbursements:
  - i. Jaclyn's reimbursements:
    1. Certificate printing: 49.91
    2. Certificate mailing: 24.71
  - ii. Yulia's reimbursements:
    1. Stamps: 9.80
    2. Mailing Taxes to IRS: 4.75
    3. Mailing check + certificate to Liz: 2.80
- c. Tax situation:
  - i. The IRS didn't receive the taxes from 2015 and the previous Treasurer did not have copies, therefore the tax company had to do the taxes for 2015. The 2016 taxes will be done after the end of June because they need the June statement. Tax records to be sent to NSNA for safekeeping.
- d. In order for the bank accounts to be transitioned to new treasurer, Alexa Vines needs to be written into the minutes.
- e. Yulia Borisova to meet with Alexa Vines in order to transition officially.
- f. Account Balances

- i. Checking: \$63,347.34
    - ii. Savings: \$47,351.83
    - iii. Total: \$110,699.17
  - g. Motion: It was moved, seconded, and carried to accept the financial report submitted by: Samantha Maier and seconded by Diana Wilkonski. Action: carried.
- 7. Officer, director, and standing committees reports
  - a. Vice President
    - i. Report given by Diana Wilkonski. Highlights of the report include the following:
    - ii. Chris sent transition document to the new vice presidents.
    - iii. Diana Wilkonski to transition with Erica DeBobes directly.
  - b. Communication
    - i. Report given by Amanda Schlesier. Highlights of the report include the following:
    - ii. Spring 2017 STAT newsletter sent
      - 1. Communication director to work with treasurer to send a check to ensure subscription is renewed in July.
    - iii. All 2016-2017 Executive Board of Directors to send account login details to communication email.
    - iv. Juliet Kim and Amanda Schlesier to transition soon.
  - c. Nomination and Election
    - i. Leslie Lindenbaum not in attendance, therefore provided report read by Samantha Maier. Highlights of the report include the following:
    - ii. The incoming Nominations and Elections Director will update the Jennifer Whalen Scholarship application (available on the Google Drive) and to send it to the communication director for inclusion in the October email blast and all subsequent blasts until the due date that is determined by the Nomination and Election Director. The incoming director will also update the NSANYS Board of Directors application and to do the same for its inclusion in the December and onward email blasts. She will form a committee to pre-slate applicants and coordinate nominations from the floor on the day of annual convention.
  - d. Policy and Education
    - i. Report given by Elizabeth Gambo. Highlights of the report include the following:
    - ii. The Policy and Education director is to write resolution to be approved by state members at the annual NSANYS convention to be presented at the annual NSNA convention. Encourages all to provide ideas of areas that they want to see improved.
    - iii. The Policy and Education director is also to update the NSANYS bylaws to include the changing of NSANYS Board of Director positions
      - 1. Removal of regional directors.

2. Inclusion of two new positions: Policy & Education Director and Nominations & Elections Director.
  3. Changing of STAT newsletter to include three editions, board to contribute two articles.
  4. To change the date of transition to be after NSANYS annual convention when new board is elected. This shall encompass a grace period of sending NSANYS Board of Directors to NSNA annual convention.
    - a. This update would perhaps need to be worked out that transition occurs on the following day of convention and to have all newly elected board to stay an additional night. To work out deal with hotel in this case.
  - iv. In order for bylaws to be updated, need to be sent out to NSANYS members 8 weeks prior to NSANYS Convention.
  - v. Larry to help update the bylaws
  - e. Breakthrough to Nursing
    - i. Michelle Sun not in attendance at the meeting. Patrick Wlodkowski provided report. Highlights of the report include the following:
    - ii. Patrick Wlodkowski already transitioned with Michelle Sun.
    - iii. Board of Directors discussed the continuation of inviting High School students to NSANYS convention.
    - iv. To submit this project to NSNA for awards in future conventions.
  - f. Community Health
    - i. Report given by Stephanie Chang. Highlights of the report include the following:
    - ii. Helen Pham transitioned with Stephanie Chang. All documents sent over to Helen. Discussed main aspects of position are deadlines and participation in community health events.
  - g. STAT editor
    - i. Heather Lim not in attendance at meeting, therefore provided report read by Samantha Maier. Highlights of the report include the following:
    - ii. Katy Chen transitioned with Heather Lim already and new STAT newsletter editor is aware of responsibilities to be done during term.
    - iii. Position of STAT editor entails the responsibility of putting the STAT newsletter together. This newsletter is posted on the NSANYS website, as well as sent out to the NSANYS members. Three editions were created during Heather's term. The winter edition was printed for the state convention. Each Board of Director is to submit two articles during their term in office.
8. Unfinished business:
- a. NA
9. New Business:

- a. Change of transition date. Already discussed during Policy and Education Director report.
10. Announcements:
- a. NA
11. Adjournment: the meeting was adjourned by Samantha Maier at 6:17 PM.

*Jaclyn Malone*

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Jaclyn Malone, President

*SMA*

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Samantha Maier, Secretary