**NSWS Agenda**

**Date/Time: 4-12-2024 / 9:30am – 3:30pm**

**Meeting Link: In person and https://meet.google.com/ixc-ihoh-asj**

**Or dial: ‪(US) +1 314-833-7704‬ PIN: ‪379 102 181‬#**

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| --- | --- |
| Objective: Convention Prep | **Meeting Prep:** |
| Meeting Type: Retreat | Please bring: |
| Timekeepers: Leo and Owen | Please read: |
|  |  |
| Board Members: Karli Kooi, Leonardo Rios, Laila Haughton, Kayla Moran, Kharen Lansang, Owen Heit, Megan Kilpatrick, Dr. Wendy Blakely | Guests: |

|  |  |  |  |  |
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| **Topic** | **Time** | **Discussion** | **Motion:**  **Made by:**  **Seconded:** | **Action & Follow-Up**  **Who / What / When** |
| **STANDING AGENDA ITEMS** | | | | |
| **Welcome & Introductions** | 9:30 - 9:45 am |  |  | Meeting called to order at 09:44 PST. |
| **Minutes Approval**  Secretary | 9:45 – 9:50 am | * Previous Minutes: [DRAFT NSWS Meeting Minutes 04\_09\_2024.docx](https://wsnarn.sharepoint.com/:w:/r/sites/nswsboard/Shared%20Documents/2023-2024%20documents/2023-2024%20minutes/DRAFT%20NSWS%20Meeting%20Minutes%2004_09_2024.docx?d=wc793ccfa013f4efeb2ba6677c42bb87a&csf=1&web=1&e=aL18vM) | Motion: Approve 4-9-2024  Made by: Owen  Seconded: Leo  Approved | Laila will post Draft and Approved minutes on website, as well as send the Approved into NSNA by \_X\_. |
| **Treasurer’s Report** | 9:50 – 10:00 am | * Report:   + All reimbursement approved for Owen/Karli NSNA   + Kharen mileage? |  |  |
| **President’s Report** | 10:10 – 10:20 am | * Report:   + Form: 1 person pre-slated woo hoo   + Posting on social media 😊   + Delta (PLU) gonna bring at least 5 people   + Draft email   + Figure out parking/wayfinding (later) |  |  |
| **Other Reports** | 10:20 – 10:45 am | * VP   + KCNA $$? * Secretary * Director West   + Professor will incentivize students to cancel assignment to go   + 2 non-board students from GRC attending * Director BTN   + Bright Now Dental?? Haven't replied   + SSC got the form submitted, hopefully registration soon? * State Advisors   + Megan:     - No IRS message     - GiveBig?   + Dr. Blakely     - Paid for registration and gas from YVC 😊     - Running for office – pay for NSNA membership for YVC students |  | Will email KCNA about the $200, ask if it is for a separate table / donation / supposed to be a part of RONA’s cost (already all paid for the lunch sponsorship which includes 1 table for all the regions)  Megan’s goals:   * Script done * Incl Business meeting * Giveaways planned * Figure out printing * Figure out nametags * Figure Goodie bags * Convention registration food form? What does the contract say? |
| **Break!** | 10:45 – 11 am |  |  |  |
| **OLD Business** | | | | |
| **Work time** | 11:00 – 12:00 pm | All: Draft part of the convention script pls  Karli  Create and schedule Sponsor social media posts   * Leo * Check registration and confirm all speakers are registered * Inquire with speakers and receive bios for all speakers * Laila * Make sure all minutes, if approved, are correctly labeled/posted to website/sent to NSNA * Kayla * Evaluate budget with Karli and Owen’s expenses considered, what are we looking at for net neg this year? * Kharen * Email GRC about parking and map to Salish hall, audio/visual setup, checking on food delivery times * Owen * Count # of thank you cards needed and make a spreadsheet of it – speakers, exhibitors * Megan * Advise advisorly * Dr. Blakely * Advise advisorly |  | Did giveaway winner from GRC get NSNA membership paid for??   * Emailed email address to Dr. Blakely   Put poster with no door registration in sharepoint  Finish convention program to print  Buttons?   * Exhibitors * Speakers * Green River |
|  | 12:00 – 12:30 pm | * Review work |  |  |
| **Grab lunch time** | 12:30 – 1 pm | * Om nom |  |  |
| **NEW Business** | | | | |
|  | 1 - 1:15 pm | * Record videos for social media |  |  |
|  | 1:15 – 1:45pm | * Go through convention script draft and revise |  | Meeting called to a close at \_X\_ PST |
|  | 1:45 – 2:15 pm | * Figure out printing and the NSWS table * Signs, programs, nametags * Goody bags |  |  |
| **Break** | 2:15 – 2:30 pm |  |  |  |
|  | 2:30 – 3:00 pm | * Decide giveaway items * 5 prizes: * Bingo: $50 giftcard to scrubs and beyond * Exhibitor passport: $50 giftcard to amazon * Giveaway:   + Stethoscope ($100 stethoscope giftcard)   + Over the ear headphones ($50)   + $25 for a folding clipboard and some pens * Thank you gift for speakers |  | Kayla finds giveaway items and sends to Megan  Megan checks starbucks giftcards – give to speakers  Megan will print out stuff on Thursday the 25th  Including wayfinding signs  Lunch sponsors  Megan is also going to figure out WSNA table and bring tripods |
| **Roundtable** | 3:00 – 3:20 pm | * Karli’s post-conventions goals |  |  |
| **Picture!!!!!** | 3:20 – 3:30 pm | * Say cheese |  |  |
| **Next Meeting: April 21st, 11 – 12:15 pm**  **Meeting Link: Video call link:** [**https://meet.google.com/tgp-uckb-mdg**](https://meet.google.com/tgp-uckb-mdg)  **Or dial: ‪(US) +1 401-542-3367‬ PIN: ‪970 218 884‬#** | | | | |

Thank you for being part of NSWS! Find out more at: [www.nsws.org](http://www.nsws.org).