**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:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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/%3Aw%3A/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 4-9-2024Made by: OwenSeconded: LeoApproved | 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 plsKarliCreate 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 sharepointFinish convention program to printButtons?* 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 MeganMegan checks starbucks giftcards – give to speakersMegan will print out stuff on Thursday the 25thIncluding wayfinding signsLunch sponsorsMegan 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).