

Nursing Students of Washington State Agenda – Board Retreat

Date/Time: September 16th, 10am – 3:30pm

Meeting Location: WSNA office, 575 Andover Park W #101, Seattle, WA 98188

Objective: Review NSWS functioning. Create plans and goals for 2023-2024	Meeting Prep:
Meeting Type: Board meeting Retreat	Please bring: Your Yearly Calendar (ex: when finals/breaks are) A list or brainstorm sheet of your ideas and questions Laptop/Charger so we can sharepoint together :)
Timekeeper: Leo	Please read: Review this agenda
Board Members: Karli Kooi, Leonardo Rios, Laila Haughton, Kharen Lansang, Megan Kilpatrick, Wendy Blakely	Guests:

Topic	Time	Discussion	Motion	Action & Follow-Up Who / What / When
Welcome & Office Tour	10:00 am	Enter building with Megan, tour for bathroom/signing in/masking, settle into room (setup virtual meeting if needed)		Meeting called to order at 10:22 PST.
Introduction & Icebreaker Questions	10:15 am	Decide upon Timekeeper - Leo Introduce ourselves! Answer these questions: <ul style="list-style-type: none"> - Name, Pronouns - What would be your nursing superpower? - When was the last time you were adventurous? Describe it! (Travel, Trying something New) - What is your favorite nursing task? 		
Mission/Vision/ About NSWS	10:30 am 10:50 am	Mission: what does NSWS want to do? Why do we exist? Vision: what will NSWS do to promote our mission? ^ Giant Sticky Note, each with a different colored marker: spend 5 minutes alone walking around and writing down our ideas on each sticky note <ul style="list-style-type: none"> - Discuss for about 12 minutes our history and our answers on the sticky notes OR made virtual 		Megan will share mission and vision ideas in SharePoint
Role Clarification	10:50 am 11:10 am	<ul style="list-style-type: none"> - Shared Document or different pieces of paper - Labeled Pres/VP/Secretary/Director West - Write down what you think the position entails. Every 2 minutes, switch papers/online document (starring/underlining/bolding agreements) 		

Break	11:10 – 11:20	- Break for bathroom, get up and stretch :)		
Robert's Rules	11:20 – 11:45	- Megan presents on Robert's Rules and how we use them in NSWS		
Minutes Approval: Secretary	11:45 – 12:00	<ul style="list-style-type: none"> - July and August 2023 Minutes: Review and Approve. <u>Vote to approve now</u> - Come up with future method of approving minutes for Karli to post on website - Minutes template: do we like this template or do we want to continue with what minutes we've been doing before? 	<p>Motion: Laila</p> <p>Second: Kharen</p> <p>Vote: approved</p>	<p>Karli will upload approved minutes to website</p> <p>We like this template- will use in future meetings</p> <p>For now: Laila to send DRAFT minutes of this meeting to Board for review by X and then Karli will post on website by X.</p>
2023 – 2024 Planning				
Introduction to our Agenda for the rest of the day	12:00 – 12:05	<ul style="list-style-type: none"> - Budgeting: approve budget, understand finance policies and procedures. Fundraising? - Programming: Fall and Spring events - Convention Planning: date, place, theme 		
DEI + Land Acknowledgement	12:05 – 12:20	- Work on and finalize draft for posting to website		<p>Karli will post statement on website</p> <p>Megan will take statement to the Council of Nursing Education in Washington State (CNEWS) meeting</p>
Contact Sheet Update	12:20 – 12:30 pm	<ul style="list-style-type: none"> - Review Contact Sheet - NSNA numbers for Kharen + Laila? - Laila: 0502648 - Kharen: 0502649 		<p>Contact sheet reviewed and approved</p> <p>Go to Lunch early if possible!</p>
LUNCH	12:30 pm – 1 pm	<p>Return by 1 pm.</p> <p>Keep the Lunch Receipt for Reimbursement!!</p>		<p>Bring back: eat while working @ 1pm</p>

2023 – 2024 planning cont.				
Budgeting/ Fundraising	1pm – 1:20 – 1:40 – 1:55 – 2pm	<ul style="list-style-type: none"> - Review the Bylaws for our responsibilities, discuss how Laila + Karli taking over Treasurer Duties (Laila point person for submission and spreadsheet upkeep) - more on this later - View Bank Account - View Draft Budget - Income + Expenses: Budget - Fundraising: Online Silent Auction, Virtual Drive, Giving Tuesday, Vendors... - Discuss sending Karli to Mid-Year (itinerary and budget) - Vote to finalize 	<p>Motion: Laila to approve the 2023-2024 budget draft (subject to change) Second: Leo Vote: Approved</p> <p>Motion: Leo- to join the Give Big Foundation Second: Kharen Vote: Approved</p>	<p>Megan and Karli will collaborate to sign up for Give Big</p> <p>Will set up meeting next weekend to decide on midyear attendees and budget</p>
Break!		Quick break (depending on schedule)		
Programming + Membership Engagement	2 - 3pm	<ul style="list-style-type: none"> - Vote on minutes (done) - Decide Date and topic (Social Media) or WABON presentation (virtual) - Kharen: ideas for Director West? - Leo: Eastern WA ideas? - Emailing nursing schools about membership: delegate who emails who? - Create goal for member # - Automatic membership/make deans or students aware/membership recruitment - Karli: Social media + website goals? Post at least weekly? (delete old NSWS instagram) - Outreach to us, what do we do? 	<p>Motion: Laila for Karli to remove old IG presence Second: Kharen Vote: Approved</p> <p>So moved: we have a NSNA themed webinar in the fall and WSBN themed webinar in winter Second: Kharen</p>	<p>Karli fills out form to WABON, Karli will contact WSBN for winter conference: request for the week of 1/15-1/19</p> <p>Karli will initiate email conversations related to outreach</p> <p>Kharen will draft an email to send to local nursing schools by 9/24</p> <p>Leo will start drafting email for local schools</p>

			Vote: Approved	Karli will request NSNA themed webinar for fall: for 11/7 evening
Convention outlining	3pm – 3:15	<ul style="list-style-type: none"> - Date(s): 4/20, 4/27 (priority dates) - Place: Green River or PLU - Theme: TBD 		<p>Karli will contact PLU for meeting availability and costs</p> <p>Kharen and Laila will contact Green River for meeting availability and costs</p>
Roundtable	3:15 – 3:30	<ul style="list-style-type: none"> • Any additional thoughts? Topics to touch on? 		Meeting called to a close at 15:29 PST

Next Meeting: 1030-1130 9/24/2023
Meeting Link: NSWS meeting, 9/24/2023
Sunday, September 24 · 10:30 – 11:30
Time zone: America/Los_Angeles
Google Meet joining info
Video call link: <https://meet.google.com/jeq-ncsk-iga>
Or dial: (US) +1 321-209-7832 PIN: 150 165 832#

Thank you for being part of NSWS! Find out more at: www.nsws.org.