



Planetree Officer Meeting

Date: Wednesday September 4, 2019

Time: 4:00pm

Location: Online- Zoom link, <https://nu.zoom.us/j/561298279>

Roll Call/Attendance: Joe Lanctot, Camelle Sison, Shawna K., Tran, Ana Ramirez, McKinley, Desiree, Meagan

-Election applicants: Lauren Kaplan, Alex Scully

-Faculty: Dr. McNeal, Briana Erickson

-Excused: Sierra

Approval of previous minutes. August council and committee minutes approved via email

Important Dates Discussed

- **Pizza fundraiser** on campus for the next 3 weeks, starting next week:
 - Sept 9th at RB campus around dinner time
 - Sept 10th at Spectrum campus around dinner time
- **Pizza fundraiser at Blaze Pizza:** Wednesday, Sept 15th 12pm to 6pm @ Blaze Pizza – 5604 Balboa Avenue San Diego, CA
- **Heartwalk Bake Sale:** Tuesday, September 10th
- **Heartwalk:** Saturday, September 21st
- **Planetree International Conference on Person-Centered Care 2019:** Oct 27-30 in Orlando, FL

Updates

- Planetree Conference committee in the works. We have 9 students going, we have room for 1 more if interested!
- Catholic charities approved and official!
- Zen Den is official! Goal is to have this up by the end of the month. Sierra and Camelle to work on it.
- Working on bringing more workshops geared towards wellness and promotion of mental health
- Vice Chair position now named “Co-Chair”
- Campus liaison now named “Vice Chair”
- Mentorship Officer now named “Wellness & Support Officer”
- Revamping the Planetree Recognition Program
 - Camelle receives the first recognition award + prize. Congratulations!
- Many fundraising events this month! T-shirts, pizza sales, etc. Check out Shawna’s section below for details.
- More essential oil rollers to come!

Topics Discussed

- Mindfulness Check-in: How is everyone doing? Physically, emotionally, spiritually?
How can we assist?
- Breathing.
- Mission: Giving the students of National University's College of Professional Studies a voice in their education while integrating all tenets of Planetree in order to build more person-focused, quality care for the future.
- Provost's words about Planetree.
"Planetree International is the driving force in creating the standard of PCC to improve organizational performance and outcomes, improve staff engagement and performance, improve person and family engagement and outcomes, and improve the health of the community. Person-Centered Care creates positive impressions and satisfying experiences, but beyond that, it improves lives. Person-Centered Care creates workplaces that energize and inspire joy at work. It improves health outcomes and unites communities around health and wellness."
- Appreciation Moment
 - We would like to appreciate Camelle Sison! Joe has been receiving many emails to appreciate Camelle for all of her work in Planetree – handling 2 positions and always being quick in responding, completing tasks, re-vamping MComm and Admin responsibilities, taking initiative, etc. Thank you, Camelle! She will receive the first recognition award + prize. Congratulations!
- Introduce Tran
 - Welcome Tran! She is our new, incoming Finance Officer!
- Introducing Applicants:
 - Lauren (C57): Applying for administrative officer
 - Alex (Public Health Student): Applying for mentorship officer

Discussion items:

- **Advisors:**
 - **Gloria McNeal**
 - Planetree Conference
 - Met with Lisa at Planetree this morning, expecting 9 students attending the conference.
 - Solidified NU Sharp Coronado Hospital Panel discussion – will occur on Tuesday of the conference 4:30-5:30PM = invited all healthcare systems
 - Will have access to videos made – one showcases students, another will showcase an alumna. Details to come.
 - Lisa will provide students a schedule throughout the conference
 - **Dr. Bhawal**
 - Nothing at this time. Dr.B is currently out of the country. We wish you safe travels, Dr.B!
 - **Briana Erickson**

- Joe to speak about Catholic Charities
- Working on getting business cards, marketing will be getting it done soon!
- **Professor Melinda McLaughlin**
 - I wanted to give feedback that my students really enjoyed the student's oil rollers.
 - I would like to ask if we could start donations for the Zen Den?
 - Would Planetree be interested in joining NUSNA to do beach cleanups around San Diego as volunteer work? If so, it could bring students together from different departments, etc.? This may be an opportunity in the future.
- **Officers:**
- **Chair (Joseph)**
 - Microwave Purchase for RB
 - Idea: have a cleanup schedule going on – each officer will be assigned a week of cleaning for every month. Joe to follow-up with Sean/front desk next month to see why the cleaning is not getting done (ask him to see if that's in the cleaning contract with the campus cleaners?)
 - September Fridge Clean-Up Schedule:
 - Week 1: Meagan
 - Week 2: Joe
 - Week 3: Camelle
 - Week 4: Tran
 - Fridge cleanup day – will need to figure out a good system to also clean and maintain the fridge. It's gross and smelly!
 - Follow up about catholic charities marketing
 - Camelle to make a flyer and promote!
 - Planetree Conference
 - 1 position open right now for anyone wanting to go to the conference! Reach out to Joe if interested and for details! It's in Orlando, FL at the end of October
 - University providing free tickets to the convention and will be covering hotel stay (a suite). As for plane tickets, you will have to pay for it, but you have the opportunity to fundraise for it (pizza fundraiser)
 - Election Flowsheet
 - Each Officer is responsible to get new picture and bio of new officer and send it to MComm
 - Joe's ideas:
 - Calendar posted of which positions are available. Posted on bulletin boards, website, and group
 - During council meeting, positions that have reached a 6 month mark will be announced and be placed onto social media within 24 hours by admin

- Announcements made to campus vice-chairs to be posted on the bi-weekly emails, and on the newsletter
 - Candidates will fill out form on website. Form will alert administrative officer. The chair/co-chair will welcome them and send out a pre-written email
 - Candidacy form will be email to all members, but only active members will be able to vote.
 - Elections will take place 7 month of term
 - Candidates will attend meetings to introduce themselves
 - After the election/appointment, training will commence
 - Training will commence during month 7, new officer will be expected to present their agenda at month 8 meeting
- Motion to vote:
 - **Motion to vote for changing “vice chair” name to be “co-chair” and for campus liaison to be “vice chair” of that campus**
 - **All in favor. None opposed. Motion passes.**
 - So from now on: Meagan would be titled as co-chair instead of vice chair. Campus liaison would be called the vice chair of their respective campus
- Boards
- Delegate breathing exercises.
 - Alex says she can do it next month!
- Catholic Charities update
 - Our contract with them is official! All Planetree members can help out with them now!!!!
 - Catholic charities runs 6 operations
 - We will start with Rachel’s House (women’s and families shelter in downtown) = 3-4 month volunteer opportunity, length is 3-4 hours volunteering on any day you’d like to volunteer during the week.
 - Can do everything you’ve applied in class = help navigate community services, give knowledge about being more healthy, nursing skills (but we can NOT give recommendations), food drop-offs, internship opportunities, etc.
 - Need help marketing this! Camelle to talk with Ana!
 - This is huge! We are the only ones who offer this. This can help define us in what we stand for!
 - Sign up now, and for any questions: email Ana at nuplanetree.studentrep@gmail.com
- Cord checklist presented for vote.
 - **Ideas as of right now:**
 - Planetree Cord
 - Be an active member
 - Volunteer at 2 events
 - Participate in fundraiser
 - Attend 2 workshops

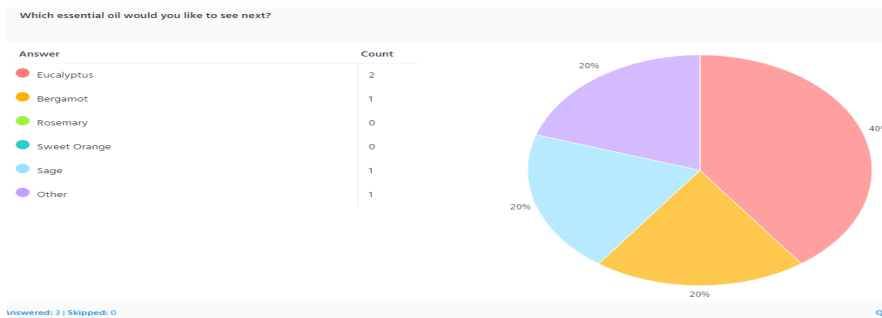
- Follow us on social media
 - Planetree AND Leadership Cord
 - Be an officer or volunteer at 3 events
 - Fundraise \$100
 - Host a workshop
 - Officer sign up for meetings to attend throughout month.
 - Walk people through the event flowsheet
 - Input for Planetree Benefit flyer
- **Vice Chair (Meagan)**
 - Tracking System for student satisfaction with the ultimate goal of improving satisfaction and quality of student experience from communication with faculty, orientation/pre orientation process, campus experience, etc.
 - Camelle posted first three satisfaction questions online. Printing off to distribute/post on board on campus tomorrow.
 - Post results in a public place, creating a collective drive within the student body and Planetree to improve upon these goals. Will add new questions in a few months to follow.
- **Administrative Officer (Camelle)**
 - Biography/Election Application
 - Officer position openings include:
 - Chair
 - Administrative Officer
 - Mentorship Officer
 - Campus Liaison
 - Candidates: please introduce yourself!
 - Zen Den Update
 - It has been approved! Starting it at the RB location first. Opening the floor to any ideas!
 - Motion to approve allocating the funds to get this started.
 - \$109 as of right now with the ideas we currently have
 - **Motion to allocate \$150 to start the Zen Den.**
 - **All in favor. None opposed. Motion passes.**
 - Monthly Recognition Awards
 - Submit your write up to nuplanetree.admnofficer@gmail.com
 - **Lauren appointed as the new admin officer! Congratulations Lauren!**
- **Financial Officer (Outing: Trina Rey/Incoming: Tran Huynh)**
 - Current Balance from Statement of Activities as of 07/31/19: **\$1,272.76**
 - **Total pending withdrawals: \$49.63**
 - Pending reimbursement to Shawna
 - **Total pending deposits: \$240.00**
 - Pending deposit for sale of NUPSC cords & donation + proceed from gift basket drawing
 - Total pending current balance as of 08/31/19: **\$1,463.13**

- **Activity Officer (Sierra)**
 - *Ana is covering for me, I work today sorry guys!*
 - Reflecting back on **August Social:**
 - Wonderful turn out!
 - 6 officers showed up
 - Total of 30-35 people; including one from cohort 60 who hasn't started yet! (Brownie points to Desiree for bringing her to the event, that was awesome!)
 - **September social:**
 - Currently planning with Shawna, we're going to make it a fundraiser/social event all in one

- **Mentorship Officer (McKinley)**
 - McKinley has partnered with NU Wellness to teach workshops for Planetree!
 - Student Wellness: "Lunch & Learns" = McKinley would be basically seeing how they do it, so we can start on this for a November workshop
 - To work with MComm to create flyers about it
 - Mentorship: 2 responses so far for people wanting to be mentees, but no mentors signed up.
 - Joe's idea: Get rid of mentorship idea, and instead have it as an educational role to connect with different opportunities, workshops, etc.
 - McKinley agrees! Wants to really promote mental health. Need to work on de-stigmatizing certain elements of mental health. Just like how we have Planetree integrated in every syllabus, we should also work with faculty and the school to add mental health on there! For example "If you or someone you know is struggling with mental health, here is information..." Joe to work on this.
 - **Motion to change mentorship officer name to "Wellness & Support Officer"**
 - **All in favor. None opposed. Motion passes.**
 - Alex appointed as the new Wellness & Support officer! Congratulations!

- **Media & Communications Officer (Camelle)**
 - Recommending a Canva Pro account to curate a newsletter and better flyers
 - Canva Pro is \$119.40/year
 - Recommendation to fundraise for it!
 - **Motion to allocate funds of \$119.40 by fundraising the amount.**
 - **All in favor. None opposed. Motion passes.**
 - Working on the next newsletter. I need submissions! Please email me with your write up or any ideas.
 - Officer requirement idea = all officers to contribute to the newsletter – can write about what your position is working on. For example:
 - Shawna: different fundraising opportunities
 - Ana: essential oils on campus and catholic charities
 - Sierra: purpose of socials and the outcome of our last events
 - Joe: integrative therapy, sauna benefits

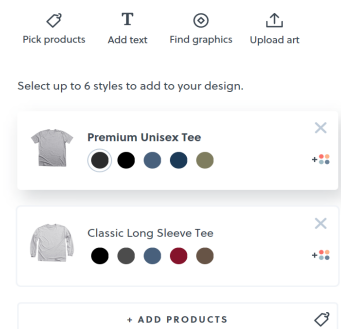
- McKinley: workshops
- Council recommendation: newsletter should also add all the new stuff that we're working on = Zen Den, Essential Oils, Partnership with charities, shirts for sale, workshops, events, what is Planetree
 - Camelle, please clear out Planetree board in RB to advertise what we're all about!
- Officers send me your headshot and a bio about yourself
- Idea: converting our FB Page to a FB group instead. Thoughts?
 - Will be converting to FB group
- **Student Rep Officer (Ana)**



- Essential oils all gone! Woohoo! The survey results were 2 of 3 for Eucalyptus for next round. However, we still have a lot of lavender and peppermint. Finish these oils then order Eucalyptus? Thoughts?
 - Can use the lavender and peppermint essential oils for Zen Den
 - Adding more rollers
 - Other ideas: cotton ball idea of adding essential oils to it, asking for donations (survey), purchasing more rollers
 - **Motion to buy 100 more rollers for \$32.**
 - **All in favor. None opposed. Motion passes.**
- **Fundraising Officer (Shawna)**

- **Events:**

- **September- T-shirt Sale starts this Friday!** Will be sending out a mass email to all members. T-shirts \$20, Long Sleeve \$25. The T-shirts will be for sale until Sep. 27th. Need member roster from Admin Officer.
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- Fundraising Event: September 25th @ Blaze Pizza. Pending Approval.
 - It has been approved! 12pm to 6pm: anyone who goes, just mention Planetree. We get 50% of what was raised. Manager agreed for us to do this every month until Feb! EVERY first Wednesday of the month!
- Pizza fundraiser at **Spectrum Campus**; Goal is every week this month.
 - Next Week Dates/Times (Universal Flyer?)
 - **Sept. 9th:** Meagan, Joe, Myself, possibly Desiree (Lunch/Dinner) = **Will be doing dinner at RB**
 - **Sept. 10th:** Joe, Tran, Shaun (Lunch/Dinner) = **Will be doing dinner at spectrum**

1. Approval Request:

Item	Cost	Quantity Needed	Total Cost
Costco Pizza	\$10 Each	5	\$50

Estimated Tax - 4.00

Total Cost: 54.00 per fundraiser

Total Approval Cost \$162

- **Motion to approve a pizza fundraiser for the next 3 weeks and purchasing the pizzas from Costco for \$162.**
 - **All in favor. None opposed. Motion passes.**
- **Outreach Officer (Desiree)**
 - Heartwalk 9/21 --volunteer opportunities
 - Heartwalk bake sale 09/10 need one or two more students to take blood pressures
 - **Please wear your scrubs!**
 - Cohort 60 pre-orientation was amazing thanks to Tran and Camelle
 - **Revamping the recognition program**-pens, badge reel, or gratitude journals?
 - **Other ideas: gift cards!**
 - **Joe motions to approve to allocate \$15 budget a month for recognition awards!**
 - **All in favor. None opposed. Motion passes.**
 - **Camelle is the first winner! Congratulations! She will be receiving a \$15 Starbucks gift card.**
 - Monthly Recognition Awards
 - Submit your write up to nuplanetree.admnofficer@gmail.com
 - I think we should make a special email address as well as a paper nomination bucket.

Open Forum

- Nothing discussed.

Next Council Meeting: TBA

Next NUPSC Meeting: Tuesday September 10th @ 6pm

Adjournment. 6:07pm