



NATIONAL UNIVERSITY  
PLANETREE STUDENT COMMITTEE



## Planetree Officer Meeting

**Date:** 05/08/19

**Time:** 17:43

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

**Roll Call/Attendance:** Joseph L., Desiree C., Trina R., Sierra C., Ana R., Kieren O., McKinley B. & Dr. B.

Excused- Wena L., Hollie B., Sarah H., & Meagan R.

Quorum Present.

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### Discussion items:

- Items to be voted upon: **Voted for the approval of the Finance policies and procedures. Review of the April minutes was not performed.**
- Administrative Officer (Sarah)
- **Trina Rey covered the topics below for Sarah H.**
  - Monthly Membership Report: Updated 5/1/19
  - Total Committee Members: 86 (Cohort 51 and LVN 10 graduating may 17th!)
  - Active Members (2 months + 2 meetings): 19
    - SHHS Program Demographics:
      - Nursing: 64
      - Healthcare Admin: 3
      - Public Health: 10
      - Allied Health/Other: 2
    - Alumni Members: 47
  - Benefits of Active Membership. 4.1.2 Active. Any Active member that has participated in 2 or more Planetree Meetings and have been a member for 2 or more months. Once a member reaches Active status, they become eligible for letters of recommendation, etc. and will be notified of this status. Awards will

5/8/19

generally fall under this same requirement, unless exceptional behavior exists, at which point, awards may be given.

- Monthly Recognition Awards
  - Submit your write up to [nuplanetree.admnofficer@gmail.com](mailto:nuplanetree.admnofficer@gmail.com) Initial Sign-up/Joining Planetree
  - Interested in joining? Please email me directly at [nuplanetree.admnofficer@gmail.com](mailto:nuplanetree.admnofficer@gmail.com) and/or follow the link <http://eepurl.com/geqWR5> and/or scan the QR code to complete a membership application.
- Biography/Election Application
  - Current Officer position Openings
    - Administrative Officer (3 applicants), Fundraising Officer (0), Wena
    - Election results for Admin position TBA 5/9/2019. If any active members have not voted, poll closes TONIGHT at 11:45pm. Follow the link to cast your vote <https://www.surveymonkey.com/r/2SRJVVL>
    - Apply at <https://nuplanetrestudent.weebly.com/become-an-officer.html>
    - **\*\*Must complete Membership Form BEFORE filing an officer application\*\***
    - Please spread the word about our open Fundraising Officer position.
- Website Inquiries
  - **No new online inquiries at this time**
- Financial Officer (Trina)
  - Current Balance as of 04/30/19: **\$923.85**
    - **Total pending withdrawals: \$64.61**
      - Pending withdrawals for Nurses Week
    - **Total pending deposits: \$0.00**
  - Total pending current balance as of 04/30/19: **\$919.24**
- Clubs will no longer be providing financial information for our Planetree Student Committee account until the 8<sup>th</sup> of every month. It will be posted on Blackboard for our retrieval. However, it was not posted until 30 minutes before the meeting so the financial information reported is based on March financial statement information April transaction information reported by and recorded by the Financial Officer.



- Policies and procedures have been written to address deposit and withdrawal transaction processes, approvals, and documentation. Financial Officer responsibilities were also included. They are all consistent with the CSEA 2018 Handbook guidelines and are pending Officer approval.
- Joan from San Diego Reiki Corps has offered to donate books and CDs on meditation, health, energy, etc. to the NUPSC. Trina wants to ensure we have a way to make them available to the membership before accepting them. We discussed places to possibly keep the materials and make them available to the membership. Suggestions for the break room at RB, check out at the front desk at RB, and a book swap were made. Trina will be accepting the material and follow up on these suggestions. Joe would like Trina to look into offering another Reiki Level 1 class to students. Trina will be following up with Joan to discuss offering a class.
- Activity Officer (Sierra)
  - Monthly social event to take place in **June**
    - Hiking
    - Decide on location
    - Date/time TBD on SurveyMonkey for whole committee
- Sierra will be sending out a Doodle poll to determine a date when most officers will be able to participate in the hike. She will then follow up with the membership at the next membership meeting and offer dates for the event. Kieren will make flyers once a date and location are decided upon.
  - Social event in **July**
    - Anticipating a “Beach Clean Up”
    - Maximum 25 people (due to limited equipment), 1<sup>st</sup> come 1<sup>st</sup> serve
    - Need to get a vote/count on who is willing to do this activity
    - Date/time TBD
- Sierra is working on a beach clean up date. Joe mentioned that it is important for officers to try and attend the social events put on by NUPSC.
- Mentorship Officer (McKinley)
  - Nothing to report at this time
- McKinley is looking into another, “Ask an Alumni” event, but is giving the presenter a break because he just had a child. She will also be looking into offering a, “Ask a Nursing Student” event sometime in June.
- Media & Communications Officer (Kieren)
  - Make sure you send me photos from Nurse week events
- Kieren would like to be emailed photos from Nurses Week so he can build a story and post it on social media. Also, he would like to be notified about upcoming events from

Sierra and Ana so he can promote them on our websites. Joe mentioned that we have really been making an effort to extend our reach and we are seeing results.

- Student Rep Officer (Ana)
  - Catholic Charities (Joe & Ana)
- Joe mentioned that he has had an additional discussion with Catholic Charities to define our role and found that they will be needing a lot of help. They would like students to do “real volunteering.” They would like to create shifts and get commitments from students to work them. He would like the Student Rep Officer to handle the scheduling for shifts.
  - Sharp Coronado: Victoria R. new partnership in the works with Logan Community Health Center
- Ana has spoken with Victoria R. and they will need students as well. It looks like it will be a great volunteer opportunity and she will be following up on that.
  - Dr. Steve Bowman- new director of MPH program at NU. Former faculty member at John Hopkins. Zoom meeting scheduled May 13 for brainstorm session. Onboard and super excited to collaborate with SHHS Planetree
- Dr. Bowman is really excited about NUPSC and wants be involved. He would like to get his students involved as well. Dr. B. mentioned that she would like to participate in the upcoming Zoom meetings that Ana has scheduled.
- Fundraising Officer (Wena)
- Joe L. covered the information below for Wena L.
  - Graduation Cords letter needs to go out explaining why we don’t have them. What should it say?
- Dr. e B mentioned that she just spoke with Patricia Cordoza and we got the approval needed to sell graduation cords. Joe said he let Wena know and she will be following up on that ASAP.
  - Foodie Fundraisers canceled - current approach at RB is not ideal. Reached out to Spectrum Veterans Center and Library to partner and come up with events that might work for a pizza night and/or pancake social.
    - URGENT! Library has a fundraising opportunity this Saturday from 10am-noon. If there are enough of us to help & we get the green light from Phil Oels, then we can host a pizza sale! (\$5 per slice including drink, cookie).
- Kieren mentioned that he can help if we have the fundraiser. Nothing was voted upon.
  - If yes, approval to purchase 10 pizzas x \$10 each = \$100 expense
  - Drinks and cookies - asking for donations
  - \$50 deposit pending for 2 shirts sold
  - Do you guys have anyone in mind for Fundraising, especially in the newer cohorts? Are we advertising on all campuses?
    - I am creating a how-to guide for my position!
  - Requests for Student Lounge improvements

- LA campus - Refrigerator
  - RB campus - plates, utensils, napkins, water filter (anyone know what brands to look up or how to go about this?)
  - Spectrum campus – none
- Joe mentioned that they made a garden at Sharp Coronado in the Sub-acute unit area and it would be great to do something like that at a NU campus.
- Outreach Officer (Desiree)
  - Working with Joe on reaching SHHS students.
  - Reaching out to Julia for better blackboard access.
- Desiree also did a quick review of Nurses Week, saying that it went well. Joe asked her to look into getting involved in the Cohort 59 orientation.
- Vice Chair (Meagan)
- Joe L. spoke for Meagan
  - Picking up constitution from mailbox tomorrow, if everyone has signed, will get in touch with Ana to get the last signature.
  - Spoke with Dr. Farquharson and Professor Tina Ho this morning (zoom) and discussed Cohort 58 satisfaction survey. They indicated they would like initiate the process and then work with Planetree and/or NUNSA, thereafter, to continue with the new cohorts coming in.
- Joe mentioned that he and Nichelle (the NUSNA President) are reporting concerns to faculty because they would really like to hear from students. He would like us to communicate this to our classmates and report any concerns that they may have to him so he can share them with faculty.
  - I am currently working with ASBMB and as a Biology research assistant with NU and we have a research deadline that is preventing me from attending this evening. My research assignment is over the end of the month; will have much more availability.
- Chair (Joseph)
  - Vision
  - Bi-Weekly emails update
- Joe mentioned that Desiree will be sending out the next email by Monday.
  - Board
- Joe mentioned that we need ideas for doing something to the Board in the break room at RB.
  - Catholic Charities update
  - Tour of Sharp
- The tour of Sharp needs 20 students signed up by May 31<sup>st</sup> so please spread the word. It is from 10 am -1 pm.
  - Nurses week

- Advisors
  - Dr. Bhawal
    - Reach out to Dr. B and see if anything for agenda.
- Dr. B. provided a quick update on the abstract for the Planetree conference. She will have a meeting with Hollie and Joe to talk about sponsoring students. She also mentioned that the SHHS summit was a good opportunity for student committees. There is lots of support for Planetree and she wants us to reach out to faculty if needed.
  - Hollie
- Hollie was not present
  - Alumni google group made
  - Alumni LinkedIn up and running

Open Forum: Nothing else discussed

Next Counsel Meeting: TBD

Next NUPSC Meeting: May 14, 2019 @ 1800

Adjournment: 18:30