



Executive Meeting Agenda

Date: 3/19/20

Time: 4-6PM

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

Roll Call/Attendance:

- Officers:** Joe, Lauren K., Janice, Alex, Melissa, Saikhana, Lauren S.
- Faculty:** Dr. Bhawal, Dr. Zukowski, Alyn Warren, Dr. McNeal
- Members:**
- Excused:** Shawna, Ana
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- Quorum met**

Approval of previous minutes: February council and committee meeting minutes were approved via email.

Warm Up:

- 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.
- Appreciation Moment:** Alex Scully! "I nominate Alec for her great ideas, especially plants in the classroom! I think that is such a great idea and she uses her creativity to inspire others."

Advisors

- **Gloria McNeal (gmccneal@nu.edu)**
 - Webinars around the country regarding how students may be able to meet requirements for clinical practice virtually and also complete their coursework. Currently the NU President in conversation with accrediting bodies and will keep us updated to any changes. This is impacting the entire Country; some flexibility is being expressed. Dr. McNeal will keep us updated as soon as she has more information.

- **Dr. Bhawal (rbhawal@nu.edu)**
 - Virtual/Zoom Social “Hang out”
 - Buddy check in to make sure everyone is doing okay. If anyone needs to talk about anything during this crisis. Schedule a virtual “hang out” to vent/discuss any challenges/etc.
 - “Congrats Alex, thank you for all you do. It is not easy implementing changes but thank you for your persistence and determination!”
- **Melinda McLaughlin (mmclaughlin@nu.edu)**
 - Unable to attend.

Example:

- Estimated Time: *How much time do you estimate on needing?*
- Items to be discussed: *What your committee needs to discuss or ideas*
- OKR: *What’s your baby project? Personal Objective? What’s needed?*
- Parking Lot: *Unresolved items carried from last meetings*

Council

- **Chair: Joseph (nuplanetree.studentchair@gmail.com)**
 - Estimated Time: 20 minutes
 - Items to be discussed:
 - Updates on video
 - Ideas for stories for video
 - Communicating with Alyn and still moving forward and brainstorming ideas
 - Idea stories for video: Presenting Planetree like a story. We need ideas for what would connect people.
 - Thoughts by Alyn: need to think in long-term. Having ideas about what it’s like to overcome things like social isolation (how are you feeling). Idea about being person-centered here, idea more now shifted towards something like a diary.
 - What is the INTENTION that we want to show here: Conference we attended poster, how impactful students voices are, commonality that we can all share to make into a story
 - We are still in the brainstorming stage: please feel free to add to --
 - Google Folder created by Alyn on any ideas/thoughts you would like to contribute to the video
 - Report of Black History Commemoration
 - Report on Event: It was attended by around 50 people, took up the entire Spectrum Campus Lobby. It was absolutely inspiring from beginning to end.

-Different Culture is featured every month. March is cancelled but look for April's!

- Reach out to individual members
 - Due to social isolation. We have members phone numbers. Us as officers should reach out to about 20 members to do a wellness check-up
- The importance of better participation in our partner's activities.
 - Melissa works VERY hard to put these activities together. It is sad when only a few people show up to the event. We need to have a bigger presence at these activities and a higher priority needs to be placed on attendance.
- Follow-up on progress of the new direction of the committee.
 - Be more involved!
- Scholarship?
 - New idea: Forming some sort of Planetree Scholarship. For active members and/or officers every 6 months, every from \$100-\$250 dollars. This can be individualized to the member and doesn't need to just be money, it can be anything from subscription to something, etc.
- Votes
 - New constitution
 - Active Members need to attend 2 meetings and be apart of another committee (either subcommittee or staff committee); certificate of accomplishment at graduation; changes name of NU to Stanford NU; vice chair name to co-chair; and new format of agenda; chair and co-chair cannot have same declared major
 - Motion to Adopt New Constitution Changes: All in favor. None opposed. Motion passed.**
 - Alyn Warren for Advisor
 - Motion for Alyn Warren to be new Faculty Advisor: All in favor. None opposed. Motion passed.**

OKR:

Objective: Have a promotional video created for the student committee by the time my term ends

Key Results:

1. Have 3 more meetings with Alyn,
2. Finding a partner by crashing 5 marketing classes,
3. Having the MComm Position filled with a competent and committed Officer.

Parking Lot:

Co-Chair: Saikhana Lkhagvodorj (nuplanetree.studentcochair@gmail.com)

- Estimated Time:
- Items to be discussed:
 - Decide which Officers will report to me
 - Co-chair is going to assist Chair with managing officers. 4 officers will report to Saikhana and delegate things and help those officers move forward.
- OKR:
 - TBD
- Parking Lot:

Membership Officer: Janice Clingman (nuplanetree.outreach@gmail.com)

- Estimated Time: 5 min
- Items to be discussed: Connecting with members
 - How can we communicate with social media?
 - Facilitate engagement
 - Connect with Melissa for using social media to connect with members
 - Shout out to Janice for making an amazing Presentation to present to new Cohort! -Joe

Reach out to subcommittee members
- OKR:
- Parking Lot:

Wellness and Support Officer: Alex (nuplanetree.wellnessofficer@gmail.com)

- *Estimated Time:*
 - 2 minutes
- *Items to be discussed:*
 - New officer/subcommittee needs to come up with an agenda
 -
- *OKR:*
 - plant pet project on the backburner
 - Alex is super excited to get this going again! She will work on it at an Alumni if she has too!
- *Parking Lot:*
 - Leaving position - graduating mid April

Activity Officer: Melissa Lowe (nuplanetree.activities@gmail.com)

- **Estimated Time:** 5 min
- **Items to be discussed:**

- No activities allowed at the moment
- Melissa wants to create a newsletter to remind people to take care of themselves. Try to unplug from social media, it is increasing stress in the world right now! Thinking of ways to decrease stress. Formatted in a newsletter that is lively. Make sure people are conscientious of themselves.
 - Officers submit newsletter submission to Melissa by March 28th
- Allow yourself to implement self-care into your schedule
 - Meditate
 - Joe
 - Exercise
 - Alex
 - Wake up extra early to have your own time
 - NPR story to be included
- Create realistic goals and write down affirmations
 - Google drive created with shared affirmations
 - Idea from Alyn: Page in Google Drive → Topics allowing different people to drop in different ideas/links to share with people. When we send out affirmations, we can include link with google drive of affirmations
 - *Daily affirmations will be emailed to all members!
 - Janice
- Clean
 - Lauren K
- Take frequent breaks
- Unplug
- **OKR:** Come up with ideas to help people not feel anxiety and stressed out during these times.
- **Parking Lot:**

Fundraising Officer: Shawna ([nuplanetree.fundraising@gmail](mailto:nuplanetree.fundraising@gmail.com))

- Estimated Time: 2 minutes
- Items to be discussed: Fundraisers, \$20 made from Jamba, \$50 from popcorn
- OKR: Run brochure popcorn fundraiser when COVID lockdown over. Product was shipped to NU.
 - Reach out to members about Popcorn fundraiser!
- Parking Lot:

Student Rep Officer: Ana (nuplanetree.studentrep@gmail.com)

- Estimated Time:

- Items to be discussed: **Discussed by Joe**
Position opening
Catholic Charities delayed
- OKR:
- Parking Lot:

Media & Communications Officer: Position Open
(nuplanetree.communications@gmail.com)

- **Estimated Time:** 10 min
- **Items to be discussed:**
 - Email MComms to make flyers will be made within 2 to 3 days.
 - Newsletter estimated release mid-March. Will need help from officers to write in. Check emails please, will be sending questions to a handful of officers about experiences as Planetree officers. Thanks!
 - International Conference on Person-Centered Care on October 18-21st at New Orleans, LA
 - Self-Reflection Exercise <https://resources.planetree.org/patient-centered-leadership-self-reflection-questions/>
- **OKR:** Any ideas of articles for newsletter.
- **Parking Lot:** We need people to fill in position. Goal is to have at least 2 people apply for the position.

Administrative Officer: Lauren (nuplanetree.admnofficer@gmail.com)

- Estimated Time: Less than 5 minutes
- Items to be discussed:
 - Sent emails to officers of members who are interested in joining committee
 - Recognition of Appreciation
 - How is everyone doing during all this?
- OKR: I would like to be more on top of keeping students in the loop and help out in that way.
 - Would like to take care of Instagram and post daily uplifting
- Parking Lot: Updated Flyer for active member requirements.

Financial Officer: Lauren Stanforth (nuplanetree.financialofficer@gmail.com)

- Estimated Time: 1-2 minutes
- Current funds: 2467.87
- Items to be discussed: Recognition of Appreciation gift cards, possible refund for whoever has been purchasing them

- Rady's check→ if money was never withdrawn then remaining balance is actually 2,940.78\$
- Contact me if you need refund for anything and let me know about fundraiser money deposits
- OKR:
- Parking Lot:

Alumni Vacant

Open Forum:

Officers Reporting to Saikhana: Financial, Wellness and Support, Alumni, Fundraising, Student Rep

Parking lot items:

Next Council Meeting: TBA

Next NUPSC Meeting: Tuesday, February 11, 2020 from 6-630PM

Adjournment: 5:25PM

Summary:

Important Dates Discussed

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Updates

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MARCH 2020 EVENTS

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7

8	9	10 NUPSC Committee Meeting 6- 630PM via Zoom	11 Sharp Person- Centered Meeting 1pm	12 Department of Nursing Meeting 3PM: Zoom Center of Excellence 930-11AM: Zoom	13	14
15	16	17	18	19 Planetree Faculty Meeting 3PM: Zoom NUPSC Executive Meeting 4- 6PM	20	21
22	23	24	25	26	27	28 NU Scholar NFAR Event 630-1030AM
29	30	31				

APRIL 2020 EVENTS

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		