Notes from Sept. 3rd’s Officer Meeting

Notes from Brandy on officer positions and FLC/SLC:

* Officers are required to read the handbook, it is a resource for reviewing their duties and expectations
* Come prepared for meetings and trainings
* To still be eligible for the role of an officer, you must maintain a 2.5 GPA and conduct yourself responsibly and legally
* Officers must participate and plan for WLA, FLC, and SLC
* While attending WLA, stay together as NDHOSA when out in D.C.
* When traveling for any conference, report to Brandy for information and check-ins, not your chapter advisor
* Arrive to conferences (especially SLC) a day early to prepare and ready the space
  + Local advisors are required to provide transport to conferences if early transportation is not already provided
* If you are feeling overwhelmed by the workload of your position or with general school/work/home life, talk to Kyan or Brandy for support and solutions
  + Make sure to stay on top and ahead of your assignments
* If there is a repeating problem with any officer’s assignment submissions or meeting attendance, there is grounds for removal

General Notes from discussion:

* We have no firm and solidified information regarding SLC dates or locations
  + Our options are currently Grand Forks or Bismarck for locations
* Our Timetree system works well but reminders should be set earlier than they currently are (about one day before to two days/ a week before)
  + Officers are encouraged to have a role in setting their own deadlines for assignments and creating events in the shared Timetree calendar

Notes regarding WLA:

* A Sept. 17th meeting has been planned to further review WLA closer to departure
* Officers will split into 2 groups with Brandy and the local advisor and meet with 1 representative each (TBD) then join for the final legislator
  + These meetings will be conducted with Hoeven, Cramer, and Armstrong or a member of their staff
  + We are meeting to discuss NDHOSA, our mission, and to ask for their support
* Leave Behind Documents:
  + Would like a bigger emphasis on rural healthcare
  + We will discuss as an officer team what we would like to talk about in meetings and what we will include on the flyers
  + Business cards are being considered (preferred)
  + Deadline of September 12th for ideas on what to include made by every officer
    - Aspen is being asked to make a broad flyer we would be able to leave with all of the representatives
    - Other officers are asked to tailor theirs to certain representatives or center them around the topic of rural healthcare

Notes regarding FLC:

* Location has been finalized: Devil’s Lake (3.5 hour drive from both Fargo and Bismarck)
* AHEC will cover the overnight stay for officers to arrive a day early (On Sunday)
* Will end at about 3:30 on Monday, officers can travel back alone or with their schools
* Possibility of having the NDSU (UND?) School of Pharmacy come and present
* We will need to choose a keynote speaker
  + Preferably a rural health coordinator or nursing centered speaker, a large population of our members are interested in nursing
  + Officers have been tasked with finding 2 possible professionals they feel would be a good fit and sending their names to Kyan and Brandy (No deadline)
  + This speaker will NOT be paid however their travel costs will be covered by AHEC
* Workshops/Breakouts:
  + Each officer will host 4 sessions of their breakout
  + Their purpose should be to better connect state officers to local members and provide more information on valuable leadership skills to those members
  + It should be engaging, and able to be done in 30 minutes
  + They can be based on things we learn at WLA, so definite plans are not needed yet
  + Possible session ideas:
    - Moorea and Kyan - Joint section to local officers on leading and how they can take responsibilities within their own chapters
    - Aspen - “How to run a social media account 101”
    - Blossom - give information on how to connect with advocacy groups and coordination skills
    - Moorea - Icebreaker, something more fun to connect with officers but still related to the Secretary role
  + Brandy will hold an advisors’ meeting
    - Offers more information on the advisor’s folder, the advisor documents officers made, and how students should have responsibilities in their HOSA meetings