

**September Meeting
New Jersey Nursing Students, Inc.
1479 Pennington Road
Trenton, NJ 08618**

Date: September 13, 2008

Place: NJNS Headquarters, 1479 Pennington Road , Trenton, NJ 08618

Officers

President:	Deyanira Zarza, RN
First Vice- President:	Amy Skapyak
Second Vice- President:	Regina Adams
Secretary:	Jillalison Camp
Treasurer:	Scott Rovito

Board Members

Community Health Director:	Elizabeth McFetridge
Membership/Nominations Director:	Open
Public relations Director:	Sarah Lelion
Legislation Education Director:	Open
Resolutions Director:	Namrata Jani, RN
Breakthrough-to-Nursing Director:	Leeihnae Reese
Fundraising Director:	Open
NJNS Consultant:	Sandra Kearns, MSN, RN, CNE
NJLN Consultant:	Patrice Case, MSN, RN, BC
Parliamentarian:	Barbara Chamberlain, PhD, APRN
Presidential Advisor:	Melissa Campbell ,BSN , RN
Presidential Advisor:	Closed
Staff Advisor	Betsy Yannazzno, RN

Guests

Marie Mupada – possible candidate for the Legislation Education Director.

Call to Order

Call to begin meeting by Deyanira at 1006.

Roll Call - taken by Jillalison Camp.

Deyanira Zarza	Leeihnae Reese	Sarah Lelion
Elizabeth McFetridge	Jillalison Camp	Amy Skapyak
Scott Rovito	Regina Adams	Barbara Chamberlain
Betsy Yannazzno	Sandra Kearns	Patrice Case
Namrata Jani		

Excused

Dee informed the board that Melissa Campbell, Presidential Consultant will no longer be present at meetings and can be removed from the roll call.

Not Excused

None.

Treasurer Report

- As of August 31st current balance is \$14,849.00 which includes the \$15,000 which was transferred from our money market (which now has \$30,000). We have started receiving money for membership and for exhibitors for the 2009 Conference.
- Mr. Ackerman our current accountant has prepared our taxes and submitted them on time so we should not be penalized. We had already paid half of the costs to these taxes prepared. In addition, Scott met with Don Cannus, a respectable accountant who offered services equivalent to Mr. Ackerman's services for the cost of \$1300.00 less; Mr. Cannus would be charging \$1500.00/year; Ackerman is currently charging \$2800.00. Scott also found the consultation time for both accountants is the same and both offer the same services. The impression that Mr. Ackerman's displays seems quite unprofessional and does not seem interested NJNS out whereas Mr. Cannus' is willingness and takes an interest in our organization.

Motion: Motion to switch from our current accountant (Mr. Ackerman) to Don Cannus, for the price of \$1500.00/year.

Motion made by: Regina Adams

Motion seconded by: Namrata Jani

Discussion: None.

Action: Motion Passes.

- Once tax filing is approved by the IRS, Mr. Ackerman, who was paid for the remainder of his services, will be relieved as our accountant. At that time, Mr. Cannus would like to meet with Scott and review our books in order to get a better idea of our financial history.
- Other developing issues:
Discuss the use of having a credit card available for such events as COSP or Convention plans. Research was done to find our organization a credit card that is not linked to a bank account. So far, we are declined by one company (Wachovia) and are waiting to hear back from Bank of America.
- Bank card in which we transfer funds into and then have to activity controlled through Scott, president and consultant which can be used to make credit card purchases.
- We received a delinquent payment notice from MBNA (under the name of Lisa Yokum, a past NJNS President). Roughly \$500.00 is owed from a few years back that was never paid. The collection agency is not familiar the charges and encouraged us to apply for "hardship

payment” which would require us to just pay one-half of the total bill. The account is closed by default. Previously personal credit cards were used to make reservations and payments and then reimbursed.

- Discussion as to role of Financial Committee which consists of the Treasurer, President and a consultant.
- Betsy received a card in her name from MBNA for NJNS several months ago, while president. \$3,047.50 was the last payment which was received on 6/18/03 and there is currently no balance. The card limit is \$5,000.00 and the amount that can currently be charged is \$4,750.00. The card is active and will be kept for all purchases instead of getting another one. Betsy will call to add Deyanira to the card.

Motion: To further investigate the outstanding credit card account with delinquent payment and bring report back to the financial committee and to open another business account.

Motion made by: Amy Skapyak

Motion seconded by: Regina Adams

Discussion: No

Action: Motion Passed.

- Submitting reimbursement forms with copies of credit card statements along with other non-itemized receipts has been acceptable for internal audits. For external audit purpose itemized receipts are necessary to prevent any question as to reimbursement of funds.

Motion: Itemized receipts must be included for reimbursement requests.

Motion made by: Scott Rovito

Motion seconded by: Regina Adams

Discussion: None

Action: Motion Passed.

- It was voted in the past to have a 3-year audit completed. The price of the audit is \$8,000-12,000 (price quoted by Mr. Cannus, our new accountant). Mr. Cannus is willing to look through it randomly and make suggestions to help us better prepare in the future for audits.

Motion: To amend the July meeting motion “Have NJNS CFO audit the account books for the last three years”.

Motion made by: Jillalison Camp

Motion seconded by: Regina Adams

Discussion: No

Action: Motion Passed.

- Revised budget format: a budget that will look more like a corporation budget, showing just the incomes and expenses. Accountant Codes will be used such as Traveling Expenses, Convention Costs, and Equipment.

Motion: To accept the Treasurer's Report.

Motion made by: Leeihnae Reese

Motion seconded by: Regina Adams

Discussion: No

Action: Motion Passed.

Old Business

- Motion was brought to the table to approve May's Meeting Minutes. Amy asked to have motion postponed due to no copies of those meeting minutes present.
- Patrice Case introduced as NJLN consultant and Professor at Raritan College

New Business

- Board reports need to be done for the previous 6 months. Dee will send out the formatting today because all of the reports must be done the same way. Betsy will need these approved and correctly formatted reports by Wednesday, October 1st
- Bio's for the COSP speakers must be given to Regina the introducer at COSP.
- ALL information sent out regarding NJNS must be approved by a consultant before it can be given out.
- COSP folder content:
Community Health Director- can add whatever you want your schools to know or be working on that they can either bring back to their schools or look forward to at conference.
- An updated school contact list which will be sent to Dee by the secretary. All updated information by Thursday, September 18th.
- Speaker, Forms, Sponsorship, Letter from the President, Exhibitor Forms, Monitor Forms/Delegates. Dee has already updated the forms from the exhibitor packets.
- Exhibitor information should go to Amy Skapyak.
- There is not official date on closing the openings (ie. Membership/Nominations Director, Legislation Education Director and Fundraising Director).

COSP

October 11, 2008 0900-1200
Capital Health System – 3rd Floor
446 Bellevue Ave.
Trenton, NJ 08618

- We need to have a poster made directing attendee's to the third floor where the program is being held.
- Barbara Chamberlain suggests putting her talk about professional organization aside and having opening remarks first. If time does not allot for her to speak. Dee will complete the introductions of board members and Regina should introduce speakers.
- It was suggested that April Lang include in her presentation such things as documentation for Risk Management, SBAR and Joint Commission Safety Goals.
- Giveaway suggestions: Frisbees (we have 30), use materials from the bags left over from state convention last year, book, pedometer, I-pod shuffle, dove lotion (donated by Melissa Campbell).
- \$3.00 will be counted towards scholarship; \$2.00 for door prizes. They have to be present for the whole day in order to be qualified for scholarship and door prizes. In order to qualify for the scholarship, it must be given to SNA member.
- A wireless laptop can be used to promote membership and encourage registration that day.

- **Pulsebeat Update**

Namrata, Jillalison & Scott have not submitted something Pulsebeat yet. Sarah needs everything to be submitted to her by Sunday night for the September/October Issue. The edition is set to go out in one week. Another one will be out in November/December

The Pulsebeat should have gone out already, the Sept/Oct issue should have gone out to schools by the first week of Sept. For the Nov/Dec issue submissions much be completed by October 11 (the day of COSP) Nov/Dec.

Sarah – asked Liz to add her Community Health Calendar for the Pulsebeat. Liz will submit a calendar.

The website- our website is out of date and it is our responsibility to get our sections organized and up to date. If you are not getting e-mails from national you need to contact them.

EXPO would like the opportunity to presentation their products for Conference (piping, draping, carpeting etc.)

Dee- do we want him at the business meeting at COSP? It was agreed that EXPO can/will present at the business meeting following COSP.

- Marie Mupada is introduced by Namrata. She attended the convention as a delegate last year and is very much interested in the Legislation Director. Marie has her RN degree and graduated from Charles E. Gregory this past May and just became a RN last week. Enrolled at Monmouth for RN-MSN track. Marie enjoys legislative issues and has already researched the position, understands she must attend a NJ IMPACT meeting, and feels her

skills and interest in this area would make her an excellent candidate for this position. Marie is currently a NSNA member.

Motion: Motion to accept Marie as our Legislation Director pending paperwork.

Motion made by: Jillalison Camp

Motion seconded by: Regina Adams

Discussion: None

Action: Motion Passes.

- HURST (Marlene) has offered to sponsor our name badges and is willing to do four focus sessions. In return, they are requesting to do the NCLEX review at convention and also receive a 2-night stay and a table in the exhibitor hall.
- Betsy – it has been brought that her attention that other NCLEX review boards want to get involved. Dee confirms that she has been in contact with other companies but as soon as they find out they are expected to sponsor, they don't want to be involved. The companies she has tried to contact are: Kaplan, Drexel & Rutgers and there is one smaller company and she spoke at COSP mid-year who Dee is also in contact with.

NOTE: A free booth is given at convention for significant sponsorships.

Motion: For HURST to complete the review and in exchange for review, we will give them standard housing for convention.

Motion made by: Regina Adams

Motion Seconded by: Namrata Jani

Discussion: none

Action: Motion passed

- We contacted Staples, Office Max, Garden State Awards, Clifton Trophies regarding the purchase of name badges and ID blocks –Clifton Trophies was selected regarding name badges and ID blocks.
- Hands on CPR (Cheri) would like to do our CPR re-certification. The costs are: mask \$15.00, CPR re-cert is \$40.00 and to re-cert with the book is \$55.00. It will be held the First day which is Thursday.

Motion: Motion to accept Cheri Garrison to complete our CPR re-certification.

Motion made by: Amy Skapyak

Motion Seconded by: Regina Adams

Discussion: None

Action: Motion passed

- Fundraising regarding convention can be discussed after COSP.
- **Mid-Year Hotel Reservations**
- November 13 - November 16th

- Dee will definitely be attending. Possible attending candidates are: Sarah Lelion
- The president and a board member are going to COSP at NSNA mid year convention.

Motion: 2008 Midyear conference, the president and a board member will attend.

Motion made by: Leeihnae Reese

Motion Seconded by: Scott Rovito

Discussion: None

Action: Motion Passed.

- The American Red Cross would like to have a booth given to them free of charge.
- More information is needed before we can vote on whether we are going to give them a table or not.

Motion: Motion to give Red Cross a booth at our Convention.

Motion made by: Jillalison Camp

Motion Seconded by: Namrata Jani

Discussion: Could they do a focus session on Disaster Relief? Are they willing to list us as supports or acknowledge them since we are basically “giving” the table to them?

Action: Motion postponed until further information can be obtained.

Motion: Motion to table the Red Cross’ request for a free booth at Convention.

Motion made by: Namrata Jani

Motion Seconded by: Amy Skapyak

Discussion: None

Action: Motion passed.

- **Resolutions Director - Namrata**
Idea’s concerning this year’s Resolution Motion:
Promoting men in nursing campaign, addressing the nursing shortage of nursing, increasing acknowledgement of nursing at a early age, promoting awareness of drug/alcohol drug awareness to middle and high school, increasing awareness of methods to prevent bed-ulcers for short-term and long-term patients, aggressive pain control methods for patients in chronic pain (a motion for the same but with drug abusers), increasing awareness of stroke and acting fast. Increasing awareness of HTN, Mandating a Nurse/Patient Ratio according to the patient acuity (would be Namrata’s motion).
- Other suggestions: how about for med/surg nurses who are working on the floor do not know how to care for alcohol/substance abused patients withdrawing. Bed ulcers are also really big right now... Insurances are no longer paying these costs if incurred at the hospital.

BTN Update – Leeihnae Reese

Search for NJNS on facebook.com; people are not finding it. Leeihnae has been gathering free circulations to take articles from and gathering articles for the community (with permissions and

getting editorials published). New idea- to collaborate with colleges regarding students who test well in the areas of nursing/science on aptitude tests to supply them with information regarding the nursing field and the opportunities it has to offer.

Community Health Nursing – Elizabeth McFetridge

September –

October – breast cancer awareness month.... Money made at COSP selling the potpourri bags will be donated to the Susan Koman Breast Foundation. Rough estimate would be .75cents to make and charge \$1.00 at the COSP. Liz is willing to make 35 of them and donate her own costs as part of her donation to cancer research. Liz can be included in the introduction to briefly discuss breast cancer awareness.

Use of Website:

- **Advertise convention sponsors**
- **Convention forms**
- **Update October 1**

Motion: Motion to adjourn the meeting at 1345

Motion made by: Jillalison Camp

Motion Seconded by: Elizabeth McFetridge

Discussion: None

Action: Motion Passed.

Respectfully submitted,

**Jillalison Camp
Secretary**