

April, 2009 Meeting
New Jersey Nursing Students, Inc.
1479 Pennington Road
Trenton, NJ 08618

Date: April 11, 2009

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

Officers

President:	Regina Adams
First Vice- President:	Marie Mupada, RN
Second Vice- President:	Grant Shea
Secretary:	Sharon James
Treasurer:	Janarra Crawford

Board Members

Community Health Director:	Adam Ramadan
Membership/Nominations Director:	Denise Abbruzzese
Public Relations Director/ <i>Pulsebeat</i> Editor:	Danielle Lauda
Legislation Education Director:	Amy Collazo
Resolutions Director:	Open
Breakthrough-to-Nursing Director:	Open
Fundraising Director:	Nana Yeboah
NJSNA 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:	Regina Kukulski, RN, MSN, ACNS, BC
Staff Advisor/Admin Assistant:	Betsy Yannazzno, RN

Guests – Namrata Jani, Scott Rovito, Liz McFetridge, Sarah Lelion, Danielle Goodwin, Jillalison Camp

Call to Order - Call to begin meeting by Regina at 11:30am

Roll Call – Regina Adams, Marie Mupada, Grant Shea, Sharon James, Janarra Crawford, Adam Ramadan, Denise Abbruzzese, Danielle Lauda, Amy Collazo, Nana Yeboah, Sandra Kearns, Patrice Case, Barbara Chamberlain, Betsy Yannazzno

Excused – Melissa Campbell, Regina Kukulski

Meeting Minutes

Review of Previous Meeting's Minutes, Treasurer's Report and Old Business were not discussed because this was the start of a new term with a new board.

New Business:

- **Introduction of Board Members.**
- **Danielle Goodwin** would like to be voted in as the Breakthrough to Nursing Director. Per Dr. Chamberlain, the position must be posted on the Website for 30 days before the position can be filled. Danielle was advised to attend the next board meeting on 5/9 to apply for the position after the position has been posted for the required period.
 - Denise asked who is responsible for posting the position on the website.
 - Regina responded that the *Pulsebeat* Editor is responsible for posting information on the NJNS website. Nick at AfterCollege will instruct Danielle how to post to the NJNS website.
 - Marie asked who will be responsible for the Face Book postings. In the past, it was a function of the 1st VP.
 - Sandra Kearns said that it should be a responsibility of the Public Relations Director/*Pulsebeat* Editor.
- **Update of information.** Regina requested that all board members review the information on the Phone and Address Listing that was distributed in the board members' binders to ensure its accuracy. One correction requested: Janarra's name was spelled incorrectly. Corrections will be made by Regina.
- **All board members will receive NJNS business cards.** The email address listed on the business card will be hyperlinked to board member's personal email address so that they will receive messages without having to check a second email account.
 - Dr. Chamberlain asked about the cost of the business cards.
 - Regina estimates that it will cost approximately \$10 for 250 business cards.

Motion: To purchase business cards for the board members.

Motion made by: Grant Shea

Motion seconded by: Adam Ramadan

Discussion: None

Action: Passed

- **Thank you cards.** Currently, we don't have official NJNS letterhead. It was suggested in the past that we have pre-printed NJNS Thank You Cards to send to convention and COSP speakers and for businesses that make a donation to NJNS.
 - Sandra Kearns: the Secretary did a nice job doing hand written thank you notes this past year. However, in order to claim the expenditure as a tax deductible donation, the thank you cards need to contain the official NJNS logo.
 - Regina provided a sample Thank You note with a single fold and the NJNS logo.
 - Grant asked if the issue needed to be decided today. He requested that the sample and cost information be emailed to the board members for review. He also suggested that if we have a digitized signature, board members can complete their Thank You Notes and send them to Betsy to print and be mailed out.

- Regina: The price for the Thank You Notes is approximately \$30-\$40 for 100. We will vote on the expenditure at the next meeting.

Motion: To table the vote on the Thank You Notes until the next meeting.

Motion made by: Grant Shea

Motion seconded by: Adam Ramadan

Discussion: None

Action: Passed

- **Bios for *Pulsebeat*.** Nana asked about the requirements for the bio. Sharon James' bio was circulated as a sample to the board members. Regina asked that the bios be sent to Sandra Kearns for review and approval, and once approved, sent to Regina. The approved bios are to be sent to Regina no later than 4/24/09.
- **Requirements for *Pulsebeat* submissions.** Each board member is required to submit an article to *Pulsebeat*. Four *Pulsebeats* are produced each year. The article should contain an update of what's going on with your position.
- **Board reports.** There is a sample board report in the executive board member's binders. Each month, the board report should be submitted to a consultant for approval. Please use the format supplied in the binder. It is recommended that each board member keep a running log of everything that he/she does for NJNS. The six month board report is distributed to the attendees of COSP. The annual board report is submitted in the binders at the convention. It is best to keep a running log to keep an accurate accounting of all of the board member's activities. Reports are due by the first Saturday of the month to the appropriate Consultant and should cover the activities of the previous calendar month. Reports for board members who report to Grant should be submitted to Patrice Case for approval. Reports for board members who report to Marie should be submitted to Sandra Kearns for approval.
- **Policies & bylaws are in the binder.** Each board member should review them and the responsibilities of his/her position. There is a NJNS organization chart included as Appendix A to the Bylaws.
- **Review of Attendance Policy.** Each board member is required to attend all monthly meetings and convention. Monthly board meetings are scheduled for the second Saturday of each month at 10:00am at the NJNS office located at 1479 Pennington Rd., Trenton, NJ 08618. Every effort is made not to change the meeting dates because many people schedule work schedules and other activities around these established dates. If a school related issue conflicts with a scheduled meeting, board members are allowed one school related absence during their term. If a board member is greater than 30 minutes late to a meeting, it will be considered an unexcused absence.
 - Betsy commented that it is very important for each board member to attend each meeting so that a quorum may be established. A quorum is required for NJNS to conduct business.
 - Dr. Chamberlain commented that the bylaws should not be new to the board members. They were presented and revised at convention. Quorum is ½ plus one of the elected board and one consultant.
- **Review of communication/approval of correspondence.** All communication and correspondence must be approved by the consultants prior to distribution.
- **Review of forms.** Convention forms that were used last year were distributed to the board members. These forms included - Convention Speaker Form, Convention Registration Form,

and Monitors/Delegates Form. Each of these forms needs to be updated. Please review these forms and have comments and/or questions prepared for the next meeting.

- Regina suggested that we prepare a separate form for faculty, Deans and Directors which will include convention registration and registration for the Dean's and Director's Luncheon. This will make it easier for faculty to register for the convention and the luncheon and the payment for both events can be made with one check.
- **June 13th board meeting.** There is a conflict for our meeting location on June 13th. The board discussed whether to move the meeting date or to find another location. The board members agreed that we should find an alternate location instead of changing the meeting date.
 - Regina will ask if Capital Health has space available for the meeting on that date.
 - Janarra might be able to provide a meeting space in her church located at 733 Pennington Ave. She will also check availability for that date.
- **Convention Theme.** Each board member should consider possible convention themes and be ready to discuss them at next month's meeting.
- **School Contact List.** Marie will email the complete school list including the board member's that are responsible for maintaining contact with each school. Board members are responsible to keep in touch with their assigned schools at least once each month. Each board member signed up for the four schools for which they will maintain contact.
- **Committee Lists.** Each board member is assigned to a committee. In addition, each board member should consider what other tasks he/she will be responsible for and in what other committees he/she would like to participate.
 - Grant: Grant & Marie divided the committees that are "Vice President Oversee" committees as follows:
 - 1st Night Party Committee: Grant
 - Registration Committee & Dean/Director Award Luncheon Committee: Marie
- Next Meeting: May 9, 2009 10:00am
- Meeting adjourned: 12:55pm

Motion: To adjourn the meeting.

Motion made by: Grant Shea

Motion seconded by: Marie Mupada

Discussion: None

Action: Passed

Respectfully submitted,

Sharon James, Secretary

Regina Adams, President