

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

**Date:** February 7, 2009

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

**Officers**

President:	Deyanira Zarza, RN
First Vice- President:	Open
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:	Marie Mupada, RN
Resolutions Director:	Namrata Jani, RN
Breakthrough-to-Nursing Director:	Open
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:	Open
Staff Advisor	Betsy Yannazzno, RN

**Guests** - none present.

**Call to Order** - Call to begin meeting by Regina at 1025.

**Roll Call** – Regina Adams, Scott Rovito, Jillalison Camp, Sarah Lelion, Marie Mupada, Namrata Jani, Sandra Kearns, Patrice Case, Dr. Chamberlain, Betsy Yannazzno

**Unexcused** – Deyanira Zarza, Elizabeth McFetridge

Consultants and parliamentarian appreciate the dedication and commitment that has been bestowed throughout this year from each board member.

**Meeting Minutes**

January's meeting minutes were distributed and reviewed.

**Motion:** To accept January meeting minutes with changes.

**Motion made by:** Scott Rovito

**Motion seconded by:** Marie Mupada

**Discussion:** none.

**Action:** Passed.

### **Treasurer Report**

- Bank account summary as of 31<sup>st</sup> is \$33,572.81 and our money market is \$38,619.43.
- Thirty dollars was raised at COSP for the Susan G. Komen foundation by Elizabeth McFetridge, which she matched so \$60.00 was deposited and sent to the Foundation (evidenced by the ledger).
- Deposits are still coming in for Convention 2009.
- Pulsebeat, there needs to be a re-evaluation of the pricing and contract. This can be done at a later date but there are more cost effective options available. Allyson and SHM are our current vendors . Allyson is billing us for set-up and SHM is handling the printing and shipping. See Attached Price List for SHM and Allyson. Upon Review Allyson has received \$6,400 and SHM has received \$6,888.86 for this fiscal year, which puts us over our budget. Should we have a post-convention issue? Option is to change the budget and increase it to \$13,000. If not changes are made to budget, we can not send out anymore *Pulsebeat* until a new budget is approved.
- A credit card payment from Mt. Nitty Medical Center for payment of a booth did not have the expiration date so we can not obtain payment. The price in limbo at this time is \$950.00. Scott will call the medical center to get the information needed to process the payment.
- No letters are sent out to students validating payment for registration.
- Nicholas Bursuac must bring emails indicating that he attempted online registration when he registers face-to-face.

**Motion:** To accept the Treasurer's Report

**Motion made by:** Marie Mupada

**Motion seconded by:** Jillalison Camp

**Discussion:** none.

**Action:** passed.

### **Old Business**

- **Ladies in Blue**

Since Betsy cannot be present at convention it is suggested that Theresa serve at the Pre-registration area.

**Motion:** A motion to utilize Theresa Clayton's services and in return, give her a room from Tuesday night by 1900 through Friday afternoon.

**Motion made by:** Jillalison Camp  
**Motion seconded by:** Marie Mupada  
**Discussion:** none.  
**Action:** passed.

## **New Business**

### ■ **Convention Update**

The 2009 Convention Planner - See Attached for notes and delegated responsibilities= Convention booklet has not been given to a consultant for review.

Contacts hours for RNS: opening speech, S. Rainer speech, Dean/Director's luncheon speech.

NSNA sent us a letter to read at opening ceremonies.

Students serving as delegates cannot attend the NCLEX review as their contract states the HOD has priority. The check from the school paying for their attending the NCLEX review will be returned by Betsy.

- Resolution

**Motion: To bring resolution from 2008** "In support of Taking Control of Noise in Health Care Facilities" to the House of Delegates in addition to the "In Support of Increasing Awareness Regarding Community Acquired MRSA".

**Motion made by:** Jillalison Camp  
**Motion seconded by:** Marie Mupada  
**Discussion:** none.  
**Action:** passed.

- Dean and Director Awards decision will be made by Parliamentarian & Consultations due to President's absence and VP nominating two of the candidates.
- Sponsors
  - \$500 donated by Mulhenburg Regional Medical Center for First Night Party
  - \$250.00 – To Elizabeth McFetridge for Door prizes.
  - \$250.00 – To DJ for Giveaways
  - 5- \$5.00 Dunckin Donut gift cards are given to Scott for prizes as well.
  - NJSNA donated \$2500 for D/D luncheon
  - NJLN donated \$500 scholarship
  - B. Chamberlain donated a Florence Nightingale Doll
  - Hurst donated ID wallets
- Fundraisers
  - Raffle 3 gift baskets at 1730 in the Convention Exhibit Area. Cost: \$5.00 for an arms length for baskets; Doll \$5.00 per ticket.
  - Namrata to given \$50/basket to make the baskets

**Motion:** To raffle 3 baskets at \$5.00/armlength and for the Florence Nightingale Doll to be raffled at \$5.00/ticket.

**Motion made by:** Jillalison Camp

**Motion seconded by:** Marie Mupada

**Discussion:** none.

**Action:** passed.

- Security for Convention.

The company we usually go with MSA, has downsized and will no longer be able to secure our convention. AEX recommended that Larry Ross Security to Dee

- Signage

**Motion:** To use the signs from the 2008 convention (as many as possible), no full-length agenda sign needed.

**Motion made by:** Sarah Lelion

**Motion seconded by:** Namrata Jani

**Discussion:** none.

**Action:** passed.

### **Post Convention Items:**

Thank you notes are completed for speakers. Also, donated gifts need thank-you cards for sponsors with the dollar amount for income tax purposes.

- Leadership for 2008-2009

A discussion of the lack of leadership by the president included: lack of team work by the president; convention booklet not completed; lack of delegation to executive board; lack of support to board members; absence from two meetings; two hours late for a meeting; 1.5 hours late for COSP; lack of contacting AEX, Taj related to convention issues; not meeting due dates/deadlines throughout the year; not follow protocol to have materials approved by consultants prior to submission; no reports given all year; no annual report provided by this date

**Motion:** The current president, Deyanira Zarza, RN, be by-passed as our Delegate from NJNS for the 2009 National Convention.

**Motion made by:** Jillalison Camp

**Motion seconded by:** Marie Mupada

**Discussion:** none.

**Action:** passed unanimously.

## **Miscellaneous**

Sarah Lelion submitted her resignation from the position of Pulsebeat Editor due to academic pressures. She will be attending Convention.

**Motion:** To accept Sarah Lelion's resignation effective, February 20th.

**Motion made by:** Namrata Jani  
**Motion seconded by:** Scott Rovito  
**Discussion:** none.  
**Action:** passed.

**Motion:** A motion to adjourn at 1428.  
**Motion made by:** Marie Mupada  
**Motion seconded by:** Namrata Jani  
**Discussion:** none.  
**Action:** passed.

**Respectfully submitted,**

**Jillalison Camp**  
**Secretary**

**NJNS, Inc. Convention Planner, 2009**

**Opening Ceremony: Thursday 11am-\_\_\_\_\_**

**Theme:** \_\_\_\_\_

**Key Note Speaker:** \_\_\_\_\_

**Speaker Sponsorship (\$5,000) by:** \_\_\_\_\_

TASK	Officer/Director	Done
<p><b>1. Letter to send Greetings (President)</b></p> <ul style="list-style-type: none"> <li>• New Jersey State Nurses Association (NJSNA)</li> <li>• New Jersey League for Nursing (NJLN)</li> <li>• National Student Nurses Association (NSNA)</li> <li>• Governor</li> </ul>		
<p><b>2. Request for Color Guard:</b>  <b>MSgt. Leonard F. Werner III, Superintendent</b>  <b>514 Air Mobility Wing Elite Honor Guard, McGuire Air Force Base, NJ 08641</b>  <a href="mailto:Leonard.Werner@mcguire.af.mil">Leonard.Werner@mcguire.af.mil</a> Phone: 609-754-3657 Fax: 609-754-3711</p>		
<p><b>3. Convention Program Book</b>  <b>(2<sup>nd</sup> VP) #2300</b></p> <ul style="list-style-type: none"> <li>• President Welcome</li> <li>• Board Bio's</li> <li>• Assign focus session speakers, send confirmations with room assignment and time.</li> <li>• Speaker Bio's</li> </ul> <p>• The following FORMS need to be updated and approved by the Board. They need to be ready to be mailed to the schools and updated on the website by September.</p> <ol style="list-style-type: none"> <li>1. Sponsorship Form</li> <li>2. Speaker Form</li> <li>3. Ad Application Form</li> <li>4. Exhibitor Form</li> <li>5. Exhibitor Letter (1<sup>st</sup> VP)</li> <li>6. Delegate Application</li> <li>7. Monitor Application</li> <li>8. Dean/Director/Faculty Award</li> <li>9. Candidates Petition</li> </ol>		
<p><b>4. Tote Bags- (2,300)</b>  <b>Sponsorship (\$7,000)</b>  <b>By: _____</b></p>		

<p>5. Name Badge Holders (2,300) Sponsorship (\$3,500) By: _____</p>		
<p>6. NJNS Banner (<b>Betsy to bring</b>)? Order new cloth banner and podium cover?</p>		
<p>7. Name Blocks (<b>Betsy</b>)</p>		
<p>8. 4 Monitors for Opening Ceremony Name #1 _____ #2 _____ #3 _____ #4 _____</p>		
<p><b><u>House of Delegates:</u></b></p> <p>1. Delegate Application (Leg/Ed Director)</p> <ul style="list-style-type: none"> <li>• Confirmation letter to be sent to Delegates</li> </ul>		
<p>2. Delegate Binders (75?)- the following need to be sent to Betsy by January 10<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• Agenda from President</li> <li>• Annual Board Reports from all Board Members</li> <li>• Proposed Bylaw Changes and Policy and Procedures (2<sup>nd</sup> VP)- mailed and posted on Website by January 10th</li> <li>• Proposed Resolution (Resolution Director)</li> </ul>		
<p>3. PRO/CON/POINT OF INTREST CARDS (? AEX to make 2 of each?)</p>		
<p>4. Candidates Application FORM (Mem/Nom Director)</p> <ul style="list-style-type: none"> <li>• Polaroid Camera and Film</li> <li>• Poster Board for Candidates</li> <li>• Ballot (To be made at convention by Mem/Nom Director)</li> <li>• Ballot Box</li> <li>• Large Envelope for Barbara for results.</li> <li>• Pens/Pencils (Betsy to bring the above supplies)</li> <li>• 4 Monitors for Voting Session</li> </ul> <p>Name #1 _____ #2 _____ #3 _____ #4 _____</p>		
<p><b><u>Deans/Directors Luncheon : Thursday 12:30-2</u></b></p>		

<p>Theme: _____  Speaker: _____  Sponsorship \$2,500 by : _____  <b>**Invitation/Letter from President (December) RSVP to Secretary for final count and confirmations.</b></p>	
<p>1. Giveaways (80-100?)  2. Welcome from President (Speech needs to be approved by a Consultant)***  3. Invitation /Letter to invite NJSNA/NJLN Presidents, Andrea Aughenbaugh, Gail Hammond, and Key Note Speaker to join the Board for Lunch.</p>	
<p>4. 2 Monitors to check Guest List.  Name #1 _____ #2 _____</p>	
<p><b><u>FIRST NIGHT PARTY-</u></b> Thursday 7pm-11pm (Community Health Director to Chair)   Theme: _____  Dress: _____ ?  Sponsorships:  <ul style="list-style-type: none"> <li>• Decorations \$1,000 by : _____</li> <li>• Giveaways \$250 by : _____</li> <li>• Door Prizes \$250 by : _____</li> </ul> </p>	
<p><b><u>EXHIBIT HALL: 1<sup>st</sup> VP</u></b>   Set up Wednesday : _____ - _____ Thursday _____ - _____ Close for Lunch _____ - _____ Reopen _____ - _____   The following are needed for the Exhibitor packets:   <b>**Exhibit Hall Letter</b>  <b>**Exhibitor Application</b>  <b>**Sponsorship Form</b>  <b>**Ad Form</b>  <b>1<sup>st</sup> Mailing May/June, Follow Up October/November</b></p>	
<p>1. Floor Plan from AEX- AEX needs to be updated once Exhibitor is assigned a booth #, so they can mail out their follow up packet.   -Suggestion: After College #100, NJSNA #101, NJLN #102, 4 Booths for NJNS</p>	

- #200-#204 - 2 for Fundraising (baskets), 1 for Mem/Nom, 1 for Community Health Director.
2. Assign Exhibitors to booths and send confirmation letters and return phone calls.
  - 3.4-6 monitors plus 1 or 2 People in Blue.
  4. Money for Fundraising Table (Treasurer).
  5. Raffle tickets (Betsy)
  6. Exhibitor Breakfast/Brunch in a closed off section of Exhibitor Hall \_\_\_\_\_ - \_\_\_\_\_
  7. Exhibitor Lunch -Close Exhibit Hall \_\_\_\_\_ - \_\_\_\_\_.
  8. Water, Ice tea or Lemonade Stations- check to replenish.
  9. Security Wednesday night till Thursday \_\_\_\_\_ - \_\_\_\_\_ for Exhibit Hall and 1 for 1<sup>st</sup> Night Party Thursday \_\_\_\_\_ - \_\_\_\_\_.
  10. Exhibitor Name Tags (Betsy)  
Tote bags and program book
  11. Exhibitor Feed back form (1<sup>st</sup> VP) hand out Wednesday night and collect Thursday -round to thank exhibitors .
  12. Monitor to be in Exhibit Hall for Registration??

**REGISTRATION :** Treasurer/ Betsy/ People in Blue

1. In house Registration forms (Betsy)
  2. Online Registration (Treasurer)
  3. Schools who want to register their whole schools need to email me at [betsy@njsna.org](mailto:betsy@njsna.org) . Name tags, tote bags and program book to be handed out separately (?Board Room) if possible Wednesday night.
  4. Cash for onsite Registration (Treasurer) \$\_\_\_\_\_. All money MUST Be counted with a consultant at the start and end of day . Receipt book to be used . Credit Card Machine and receipts (Betsy)
  5. On site Registration Form (Betsy)
  6. Blank Name Tags and Markers (Betsy)
  7. Supplies for office: pens, markers, tape, Printer, paper, .
  8. Registration Lines :  
A-E, F-J, K-M, N-P, Q-S, T-Z?????
- \*People in Blue: Contact info to follow-  
\*Hands on CPR, Cherie Garrison  
[www.handsoncpr.com](http://www.handsoncpr.com)

[Cheriecpr@aol.com](mailto:Cheriecpr@aol.com)

Office 732-255-2858, Cell 732-278-5545

**Information needed for the Taj by December 1<sup>st</sup>:**

1. List of Board Members Room Assignment- arriving Tuesday or Wednesday and who is leaving Friday or Saturday.
2. Monitor rooming List - (40 rooms?) TBA- 4 to a room assigned by Mem/Nom Director.
3. Menus:
  - HOD dinner Wednesday - ? - # of people \_\_\_\_\_ Time: \_\_\_\_\_
  - D/D Luncheon Buffet - #100 ?
  - Exhibitor Breakfast Thursday # \_\_\_\_\_ Time: \_\_\_\_\_ (Area to be blocked off)
  - Exhibitor Lunch Thursday # \_\_\_\_\_ Time \_\_\_\_\_ (Hall to be closed)
  - Boxed Lunches #1800- don't forget to have some vegetarian available. # of tables? \_\_\_\_\_ to be set up . 2 Monitors needed - system needed to figure out who had lunch: tickets, sticker, whole punch?? Time: \_\_\_\_\_
  - HOD Friday Brunch # \_\_\_\_\_ Time \_\_\_\_\_
  - Transition Dinner #30 Time: \_\_\_\_\_  
Sponsored (\$ \_\_\_\_\_)by : \_\_\_\_\_

**BOARDS FROM AEX:**

1. Directional Signs from AEX
2. Opening Ceremony - Keynote Sponsored by : \_\_\_\_\_
3. D/D Luncheon Sponsored by \_\_\_\_\_
4. Exhibit Hall
5. Registration Signs
6. NCLEX Review
7. CPR Recertification
8. 1<sup>st</sup> Night Party? Sponsorship
9. Large Focus Session Sign for Registration Area.
10. House of Delegates
11. ?????