

New Jersey Nursing Students, Inc.
Midyear Board Report
President

During the months of April 2009 through September 2009 I have performed the following as President:

April 2009

- Attended the April meeting
- Prepared meeting agenda
- Prepared binders for the incoming board members
- Created a board contact list with incoming board members
- Reviewed meeting minutes for April
- Communicated with various board members
- Attended National Convention in Nashville, TN
- Attended COSP at Nationals
- Communicated with Nick at After College about the NJNS website
- Added Danielle Lauda to NJNS facebook account
- Updated the Wachovia account with current board members
- Communicated with NSNA to ensure constituency status
- Delivered meeting minutes to NSNA at National Convention
- Respond to emails as appropriate
- RSVP'd to an upcoming NJ State Nurses event
- Prepared reimbursement forms

May 2009

- Attended the May meeting
- Prepared meeting agenda
- Composed professional letter to Christ Hospital
- Composed professional letter to MSA Security
- Reviewed meeting minutes for May
- Sent forms to the secretary to be updated
- Communicated with various board members
- Forwarded board member biography's and pictures to Danielle to be placed on NJNS website
- Communicated with Nick at After College and Danielle Lauda about the NJNS website
- Ordered business cards for board members
- Checked mail at office
- Discussed community health ideas with Adams Ramadan
- Attended Helene Fuld School of Nursing graduation
- Respond to emails as appropriate
- RSVP'd to an upcoming NJ State Nurses event
- Prepared reimbursement forms
- Prepared exhibitor packets

June 2009

- Attended the June meeting
- Prepared meeting agenda
- Reviewed meeting minutes for June

- Attended Charles E. Gregory School of Nursing graduation
- Attended Governor's Awards
- Obtained a quote from Award Pros for name blocks and name tags
- Sent forms to the secretary to be updated
- Reviewed updated forms
- Updated approved letterhead
- Reviewed and signed new contract for Princeton Packet a Pulsebeat printer
- Communicated with various board members
- Communicated with Nick at After College and Danielle Lauda about the NJNS website
- Ordered business cards for board members
- Checked mail at office
- Respond to emails as appropriate
- RSVP'd to an upcoming IMPAC meeting
- RSVP'd to NSNA for the NE Leadership Conference
- Communicated with Annie at DJG Associates, Inc.
- Received and reviewed a quote from DJG Associates, Inc to print convention booklet
- Prepared reimbursement forms
- Communicated with the President of the New York Nursing Students
- Communicated with the 1st V.P. at length in preparation of the July meeting
- Prepared July meeting agenda

July 2009

- Prepared meeting agenda
- Reviewed meeting minutes for July
- Ordered name blocks and name tags from Award Pro
- Communicated with Sharon Rainer about COSP door prizes and food
- Reviewed questions for the panel speakers for COSP
- Reviewed updated forms
- Communicated with various board members
- Communicated with Nick at After College and Danielle Lauda about the NJNS website
- Ordered business cards for board members
- Checked mail at office
- Respond to emails as appropriate
- Attended NJSNA IMPAC meeting
- Attended the NE Leadership Conference
- Communicated with Annie at DJG Associates, Inc.
- Received and reviewed a printing portfolio from DJG Associates, Inc to print convention booklet
- Prepared reimbursement forms
- Communicated with the President of the New York Nursing Students
- Communicated with Mike Fernald at Aftercollege about site changes
- Requested a copy of the contract from Aftercollege
- Assisted Pulsebeat editor with PDF files
- Communicated with Alison Faust with NSNA
- Participated in the COSP Corner discussion online
- Communicated fundraising ideas to Nana Y. Yeboah
- Communicated BTN ideas to Danielle Goodwin
- Updated Bio for website and Pulsebeat

August 2009

- Attended the August meeting
- Prepared meeting agenda
- Reviewed meeting minutes for august
- Ordered name blocks and name tags from Award Pro
- Communicated with Sharon Rainer about COSP door prizes and food
- Communicated with Jennifer at NJSNA about trading editorial pages
- Reviewed questions for the panel speakers for COSP
- Reviewed updated forms
- Communicated with various board members
- Checked mail at office
- Respond to emails as appropriate
- Communicated with Annie at DJG Associates, Inc.
- Signed the contract with DJG Associates, Inc. to layout and print convention booklet
- Prepared reimbursement forms
- Communicated with the President of the New York Nursing Students
- Requested a copy of the contract from Aftercollege
- Assisted Pulsebeat editor with PDF files
- assisted Pulsebeat editor with proofing final version of the publication
- Communicated fundraising ideas to Nana Y. Yeboah
- Communicated with Adam about pamphlets to be distributed

September 2009

- Attended the September meeting
- Prepared meeting agenda
- Reviewed meeting minutes for September
- Picked up name blocks at Award Pros
- Communicated with Jennifer Martin-Steen about COSP door prizes and food
- Communicated with Jennifer at NJSNA about trading editorial pages
- Communicated with various board members
- Checked mail at office
- Respond to emails as appropriate
- Communicated with Kenny from AEX
- Attended a meeting at the Tropicana in Atlantic City
- Prepared reimbursement forms
- Assisted Pulsebeat editor with PDF files
- assisted Pulsebeat editor with proofing final version of the publication
- Dropped check off to SHM for the mailing of the Pulsebeat
- Communicated with Paul at Hurst about the convention
- Made account changes at Wachovia
- Communicated with Drexel University about conducting the review for convention
- Communicated with Vice Presidents about sponsorships, speakers, exhibitors

Respectfully submitted,
Regina Adams,
President, NJNS, Inc.

New Jersey Nursing Students, Inc.
Midyear Board Report
1st Vice President

During the months of April 2009 through September 2009 I have performed the following as 1st Vice President:

April 2009

- Attended April board meeting transition 2008/2009
- Completed banking forms for NJNS, Inc. checking account
- Assumed the position of 1st Vice President
- Reviewed position responsibilities
- Reviewed by-laws and policies
- Completed bio's for Pulsebeat and Website
- Updated convention forms (sponsorships, exhibitors, advertisements, cover letter)
- Corresponded with Amy Collazo newly elected Leg/Ed Director
- Provided contact information to the board
- School contacts selected
- Attended NSNA Convention in Nashville, TN
- Assumed the duties of the President's absence, due to emergent circumstances, during COSP at NSNA convention
- Served as NJNS delegate at NSNA convention
- Spoke and handed out state convention information to potential exhibitors
- Spoke with Nick Fitzpatrick from AfterCollege and gave new updated board member list and pictures in CD from state convention
- Met Suzanne Begeny, MS, RN, Director of Government Affairs, and possibly having her to speak in our state convention (pending theme approval)
- Attended Burlington College to represent NJNS, Inc. to increase awareness of member participation for NSNA
- Answered emails appropriately

May 2009

- Attended May board meeting
- Attended and networked at NJSNA wine and cheese Fundraising event
- Reviewed meeting minutes for May
- Communicated with various board members
- Emailed Jennifer Martin-Steen from NJSNA regarding INPAC meeting
- Brainstormed ideas with Adam Ramadan regarding agenda meeting for the NJ Commissioner of Health and Senior Services for the NJ Commissioner of Health and Senior Services RSVP'd an event for NJSNA
- Organized list for potential sponsors and exhibitors
- Corresponded with Regina Adams with ideas for convention
- Started to update the systematic worksheet for sponsor and exhibitor listing
- Inquired updates on school contact list
- Answered emails appropriately

June 2009

- Attended June board meeting
- Attended Tropicana meeting for convention
- Reviewed meeting minutes for June

- Attended Charles E. Gregory School of Nursing graduation
- Communicated with various board members
- Informed Regina I will attend INPAC meeting for July
- Communicated at length with Regina in preparation to run July meeting
- Updated convention exhibitor contract form
- Prepared email letter to potential exhibitors/sponsors
- Answered emails appropriately

July 2009

- Attended July board meeting
- Reviewed meeting minutes for July
- Attended Andrea Augenbaugh's retirement celebration
- Chaired July monthly meeting
- Attended INPAC meeting at Andrea Augenbaugh's residence
- Communicated with various board members
- Attended NSNA Northeast Leadership Conference in Mt. Sinai Hospital in New York
- Made contact with exhibitors to possibly attend our convention
- Continued to update convention sponsor contact list
- Answered emails appropriately

August 2009

- Attended August board meeting
- Reviewed meeting minutes for August
- Convened at Regina's house to discuss convention planning
- Submitted articles for the Pulsebeat newspaper
- Communicated with Mrs. Siegel from Middlesex County College regarding upcoming convention
- Communicated with various board members
- Contacted Renown Health for possible sponsorship
- Contacted UCLA Health System for possible sponsorship
- Contacted Kelle Chevrolet for possible advertisement
- Contacted US Army for possible sponsorship
- Contacted Omar Ahmed from ATI to exhibit
- Contacted Chenney Chen from Monster.com to exhibit
- Emailed Sherri Xie from Alberta Canada for sponsorship
- Emailed Johnson and Johnson for sponsorship
- Emailed and received response from Hyun Kim from Advanceweb.com regarding convention negotiation
- Emailed Matt Lowney from Davita for sponsorship, advertisement and/or to exhibit
- Emailed Chris Woodham from Healthsouth for sponsorship, advertisement, and/or to exhibit
- Emailed Sylvia Colon Cabassa from FDU for sponsorship, advertisement, and/or to exhibit
- Emailed Lilly Cortez from Holy Redeemer Health System for sponsorship, advertisement, and/or to exhibit
- Emailed Tracey Zglinicki from Loving Care Agency for sponsorship, advertisement, and/or to exhibit
- Emailed Steven White from Lippincott for sponsorship, advertisement and/or to exhibit

- Emailed Erin Lubin from Walden Univeristy for sponsorship, advertisement, and/or to exhibit
- Emailed Stephanie Steins from Bloomfield College for sponsorship, advertisement, and/or to exhibit
- Emailed Mark Phander from F.A. Davis for sponsorship, advertisement, and/or to exhibit
- Emailed Ruth Allen from VNACJ for sponsorship, advertisement and/or to exhibit
- Emailed Anthony Doyle from Widener University for sponsorship, advertisement, and/or to exhibit
- Emailed Erin Glynn from Digz for Dignity for sponsorship, advertisement, and/or to exhibit
- Emailed Nancy DeLapo from CFG Health System for sponsorship, advertisement, and/or to exhibit
- Emailed Candace Amorino from St. Peter's College for sponsorship, advertisement, and/or to exhibit
- Emailed Nina Lindia from Kaplan for sponsorship, advertisement, and/or to exhibit
- Emailed Anita Pollard from U.S. Dept. of Justice for sponsorship, advertisement, and/or to exhibit
- Emailed Cami Legacy from Floyd for sponsorship, advertisement, and/or to exhibit
- Emailed Darrell Christopher from Pearson for sponsorship, advertisement, and/or to exhibit
- Emailed Kathryn McLay from Raritan Bay Medical Center for sponsorship, advertisement, and/or to exhibit
- Emailed Alex Cortizo from The College Network for sponsorship, advertisement, and/or to exhibit
- Continued to update convention sponsor contact list
- Answered emails appropriately

September 2009

- Attended September board meeting
- Reviewed meeting minutes for September
- Picked up materials from Sandra and handed over to Jillalison
- Attended INPAC Breakfast
- In progress of writing an article for Pulsebeat
- Communicated and contacted assigned schools for upcoming COSP
- Registered for COSP
- Communicated with various board members Contacted Atlantic Health
- Contacted CampusRN
- Contacted Capital Health System
- Contacted Chilton Memorial Hospital
- Contacted Christ Hospital SON
- Contacted College of St. Elizabeth and replied
- Contacted Felician College
- Contacted Hurst Review and replied
- Contacted International Service Learning
- Contacted John Hopkins Hospital
- Contacted Kaplan and replied
- Contacted Kessler Institute for Rehab
- Contacted Meridian Health and replied
- Contacted Monmouth University

- Contacted Mt. Nittany Medical Center
- Contacted NJ Sharing Network
- Contacted Pinnacle Health System
- Contacted Pitt County Memorial Hospital
- Contacted Rutgers College
- Contacted Seton Hall University
- Contacted South Carolina Hospital Association
- Contacted South Jersey Healthcare
- Contacted St. Francis Medical Center and replied
- Contacted Sylvia Rayfield and replied
- Contacted The College of NJ
- Contacted US Army
- Contacted UMDNJ and replied
- Contacted UMS Healthcare
- Contacted University of Delaware
- Contacted Virtua Health
- Communicated with Betsy and Regina regarding convention planning
- Continued to update convention advertisement, contact, exhibitor, and sponsor list
- Obtained email reply from UMDNJ inside front cover reservation
- Obtained email reply from NJLN inside back cover reservation
- Obtained email reply from Thomas Edison State College back cover reservation
- Answered emails appropriately

Respectfully Submitted:

Marie Mupada, RN
1st Vice President
NJNS, Inc.

New Jersey Nursing Students, Inc.
Midyear Board Report
2nd Vice President

During the months of July 2009 through September 2009 I have performed the following as 2nd Vice President:

July 2009

- Reviewed meeting minutes for June
- Communicated with Liz about COSP decorations
- Attended NJNS board meeting.
- Responded to phone calls and e-mails appropriately.
- Added my name to the bank card.
- Reviewed bi-laws & policies.
- Attended Cumberland County College's Freshman orientation.

August 2009

- Reviewed meeting minutes for august
- Mailed my NJ school contacts regarding NSNA and NJNS, Inc. membership benefits, COSP and convention.
- Responded to e-mails and phone calls appropriately.
- Worked with Resolutions Director for COSP decorations.
- E-mailed board members regarding bilaws & policies.
- Reviewed bilaws & policies.
- Submitted a biography for Pulsebeat

September 2009

- Attended the September meeting
- Reviewed meeting minutes for September
- Communicated with various board members
- Working on an article for Pulsebeat
- Contacted my schools
- Contacted possible focus speakers
- Reviewing Bylaws
- Respond to emails as appropriate
- Contacted Ace Screen Printing about first night party scrubs.
- Liz and I organized COSP decorations and ordered them.

Respectfully submitted,
Jillalison Camp,
2nd Vice President, NJNS, Inc.

New Jersey Nursing Students, Inc.
Midyear Board Report
Secretary

During the months of April, 2009 through September, 2009, I have accomplished the following as NJNS, Inc. Secretary:

April, 2009

- Attended the NJNS Executive Board transition meeting on 4/11/09.
- Received and reviewed all materials from outgoing NJNS Secretary.
- Assumed the position of Secretary.
- Reviewed bylaws, policies and position specific responsibilities.
- Completed and submitted bio for PulseBeat and website.
- Completed and distributed approved April board meeting minutes to the board via email for review.
- Attended NSNA National Convention in Nashville, TN as a Delegate.
- Attended State Secretary's Workshop at NSNA National Convention.
- Informed Helene Fuld Executive Board that I am their NJNS representative.

May, 2009

- Attended the NJNS Executive Board meeting on May 9.
- Completed and distributed approved May board meeting minutes to the board via email for review.
- Earned the NJSNA Region 5 Leadership Award.
- Attended the NJSNA Region 5 Annual Dinner on May 20.
- Revised Convention forms for the President.

June, 2009

- Attended New Jersey Governor's Nursing Award Dinner in Princeton on June 4.
- Attended the NJNS Executive Board meeting on June 13.
- Completed and distributed approved June board meeting minutes to the board via email for review.
- Revised all Convention forms.
- Created the COSP flyer.
- Contacted Deb Harwell to obtain list of possible COSP panel participants.
- Emailed possible COSP panel participants regarding participation in panel discussion.
- Spoke with Lydia Albuquerque, Indian Nurses Association regarding COSP. Confirmed her attendance via email.
- Emailed with Leo Jurado, Philippine Nurses Association and confirmed his attendance at COSP.
- Emailed Dr. Kim Louie to invite her to be on the COSP panel.
- Mailed April Executive Board meeting minutes and contact list to NSNA.
- Spoke with Dr. Valerie Smith Stephens at Rutgers University to obtain contact for the Hispanic Nurses Association.
- Emailed Ana Nogueira of the Hispanic Nurses Association to invite her to be on the COSP panel.
- Left a follow up voice message for Dr. Kim Louie to invite her to be on the COSP panel.

July, 2009

- Attended the NJNS Executive Board meeting on July 11.
- Completed and distributed approved July board meeting minutes to the board via email for review.
- Emailed COSP panel participants regarding preparing a bio.
- Confirmed Ana Nogueira's (Hispanic Nurses Association) participation on the COSP panel.
- Spoke with Deborah Walker-McCall, Northern Black Nurses Association of NJ, and confirmed participation on the COSP panel.
- Sent a follow up email to Deborah Walker-McCall with the COSP details.
- Emailed approved COSP flyer to Danielle Lauda to post on NJNS website.
- Emailed Danielle Lauda requesting that approved NJNS monthly meeting minutes be posted on the NJNS website.
- Emailed COSP committee members soliciting suggestions on food and questions for panel.
- Received bio from Deborah Walker-McCall and Lydia Albuquerque.
- Emailed Leo Jurado and Ana Nogueira requesting their bios.
- Emailed approved COSP article to Danielle Lauda for inclusion in the PulseBeat 7/16/09.
- Emailed Cecilia Boyd on 7/17/09, instructor at Helene Fuld School of Nursing, regarding suggestions for cultural competence topics for COSP panel. Also requested that she encourage the students at Helene Fuld to attend COSP as part of their cultural competency training.
- Emailed November '08 – June '09 NJNS meeting minutes to Danielle Lauda to post on NJNS website.
- Wrote and distributed preliminary list of COSP questions to COSP committee members on 7/27/09 for feedback.
- Applied for and received NSNA Project In Touch Recruiter number.
- Attended NSNA Northeast Leadership Conference in New York City on 7/31/09.

August, 2009

- Attended the NJNS Executive Board meeting on August 8.
- Completed and distributed approved August board meeting minutes to the board via email for review.
- Finalized COSP panelist bios and emailed to Danielle L. to post on website.
- Finalized the COSP Agenda.
- Finalized the COSP Questions and emailed to COSP panelists.
- Revised New Jersey Schools listing and emailed to board.
- Mailed 15 copies of May, June & July meeting minutes to NSNA.
- Emailed Jillalison & Liz regarding decorations for COSP.
- Emailed Nana regarding door prizes for COSP.
- Spoke at Helene Fuld School of Nursing's Freshmen Orientation on 8/18 and signed up the complete freshmen class as NSNA members.
- Discussed NJNS, NSNA, COSP and Convention.
- Emailed Janarra, Liz and Denise regarding school's listing.
- Emailed approved COSP questions, agenda and bios to the board.
- Emailed revised Faculty Convention Registration form to Danielle L. to post on website.
- Emailed my NJ school contacts regarding NSNA and NJNS, Inc. membership benefits, COSP and convention.

- Emailed my NJ school contact email to the rest of the board so that they could use it, or parts of it, if they so desired when contacting their schools.
- Reviewed position description in NJNS bylaws and emailed comments to Jillalison.

September, 2009

- Attended the NJNS Executive Board meeting on September 12.
- Completed and distributed August board meeting minutes to the board via email for review.
- Emailed approved August board meeting minutes to Danielle L. to post on the website.
- Emailed contact information for Dr. Kem Louie (possible Key Note or End Note Convention speaker) to Jillalison.
- Emailed approved NJNS letterhead template to the board.
- Emailed final COSP details to COSP panelists, including agenda, bios, questions, and directions.
- Emailed Jillalison and Liz regarding COSP decoration details.
- Emailed Nana regarding COSP door prizes.
- Emailed President and Faculty Advisor of Helene Fuld School of Nursing regarding COSP.
- Mailed 15 copies of August meeting minutes to NSNA.
- Emailed with Cathy Ramos at NSNA regarding submission of NJNS monthly meeting minutes.
- Forwarded email from Cathy Ramos to Regina.
- Emailed with Danielle L. regarding information provided to COSP registrants upon registration online.
- Spoke with Perfecto "Mac" Villanueva, Education Coordinator at Virtua Health, regarding attending COSP and considering being a speaker at convention on Cultural Competency.
- Emailed with Perfecto "Mac" Villanueva regarding the possibility of Virtua Health advertising in convention booklet and/or sponsoring NJNS convention.
- Emailed first 10 COSP registrants and requested that they download the COSP agenda, panelist bios, and directions to NJSNA.
- Monitored COSP registrations and updated Regina Adams.
- Sent a reminder email to board members to register for COSP.
- Emailed Regina regarding contact person for Our Lady of Lourdes Nursing School.

Respectfully Submitted;
 Sharon M. James, RN
 Secretary
 New Jersey Nursing Students, Inc.

New Jersey Nursing Students, Inc.
Mid-Year Board Report
Treasurer

During the months of April 2009 through September 2009, I have accomplished the following as NJNS, Inc. Treasurer:

April 2009

- Attended the April board meeting
- Reviewed Bylaws & position responsibilities
- Submitted bio for *Pulsebeat*/website
- Communicated with Regina Adams regarding cost analysis of publications & postage and agenda items
- Revised monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses
- Reviewed reimbursement discrepancies
- Reviewed 2009 convention speaker list and forms
- Responded to e-mails

May 2009

- Attended the May board meeting
- Prepared monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses
- Prepared reimbursements for payment
- Prepared Monthly Trial Balance to Budget
- Responded to emails

June 2009

- Attended the June board meeting
- Prepared monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses
- Started preparations for Budget 2009-2010
- Prepared reimbursements for payment
- Prepared Monthly Trial Balance to Budget
- Contacted
 - Insurance carrier regarding insurance coverage
 - Merchant Services regarding fees
- Prepared letters for outstanding registrants
- Responded to emails

July 2009

- Attended the July board meeting
- Prepared monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses
- Prepared reimbursements for payment
- Prepared Monthly Trial Balance to Budget
- Contacted
 - Insurance carrier regarding insurance coverage for Tropicana
 - Merchant Services to stop fees for period August to December

August 2009

- Attended the August board meeting
- Prepared monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses.
- Prepared reimbursements for payment.
- Prepared Monthly Trial Balance to Proposed Budget
- Contacted
 - Insurance carrier regarding bonding for Treasurer
 - Contacted Merchant Services again to obtain appropriate paperwork to stop fees for period August to December.
 - Accountant regarding year-end financials and taxes due.
 - Vanguard regarding access to online account & change of information submitted.
- Submitted outstanding credit card registration fees for payments due.
- Prepared year-end financials for Accountant review.
- Prepared Budget Analysis to finalize 2009-2010 Budget for review by Budget committee.

September 2009

- Attended the September board meeting
- Prepared monthly bank statement to reflect actual cash on hand
- Prepared and paid outstanding expenses.
- Prepared reimbursements for payment.
- Prepared Monthly Trial Balance to Proposed Budget
- Contacted Vanguard to re-establish access to online account.
- Submitted Financials to Accountant.
- Performed Budget for review with Budget committee.
- Submitted proposed Budget to Board of Directors.
- Submitted Six-Month Board Report.

Respectfully Submitted:
Janarra K Crawford, Treasurer
NJNS, Inc.

New Jersey Nursing Students, Inc.
Midyear Board Report
Community Health Director

During the months of April 2009 through September 2009 I have performed the following as Community Health Director:

April 2009

- Attended April 2008 monthly meeting
- Reviewed previous meeting minutes and agenda
- Assumed position as Community Health Director
- Contacted Rosanna Tabakei from the American Red Cross concerning blood drive with a scheduled meeting May 12, 2009
- Contacted Donna McMackin from Community Blood Center concerning blood drive with a scheduled meeting May 13, 2009
- Contacted schools selected from April meeting
- Spoke with Luis Guezzman president of SNA at Passaic County Community College regarding community activities and blood drive
- Spoke with Rebecca Dudeck President of SNA regarding blood drives and community activities
- Contacted donna Lochner from Montclair Unitarian Church to schedule blood drive this summer pending approval
- Contacted Central Paramus Unitarian Church and left message with Herb Ouida regarding blood drive
- Communicated with Dean of Bergen Community College regarding community activities and blood drive and meeting with president and vice president of SNA
- Scheduling meeting to with Karen Smith secretary of Heather Howard,
- Commissioner of New Jersey Department of Health and Senior Services.

May 2009

- Attended May 2009 monthly meeting
- Reviewed previous meeting minutes and agenda
- Corresponded and collaborated with Regina Adams regarding agenda for meeting with Department of Health and Senior services and how to implement within the state
- Corresponded and collaborated with Marie Mupada regarding agenda for meeting with Department of Health and Senior services and how to implement within the state
- Corresponded with Sandra Kearns regarding meeting with Department of Health and Senior services
- Communicated with Andrea G. Orbe-Martinez (Director of Community Relations and Constituency Services) concerning meeting agenda and participants with Commissioner of Health and Senior Services
- Attended Felician College SNA meeting and informed and organized upcoming blood drive in October
- Attended meeting with Donna McMackin (corporate account manager) from community blood services to help organize future blood drives
- Attended meeting with Rosina Tabakei from the American Red Cross regarding future blood drives and information for NJNS Inc. annual convention
- Spoke with Mary Darruto from the American Red Cross concerning the incorporation of nursing students with blood drives

June 2009

- Attended June 2009 monthly meeting
- Reviewed previous meeting minutes and agenda
- Contacted Mary Darruto concerning August blood drive at the Unitarian Church of Montclair
- Left message with Donna Lochner for August blood drive at Unitarian Church of Montclair
- Reviewed information put forth by Donna McMacken from Community Blood Center
- Attended meeting with Annie Magliano for pricing information for annual convention booklet
- Communicated with Regina Adams in regards to annual convention booklet and pricing information
- Spoke with Nancy Dail for health related information to be distributed at community centers and school from the Department of Health and Senior Services
- Contacted Lorrie Navien at The March of Dimes organization with meeting to be scheduled next week for future involvement of nursing students

July 2009

- Attended July 2009 monthly meeting
- Reviewed previous meeting minutes and agenda
- Attended meeting with Laurie Navin with the March of Dimes organization
- regarding student participation and gathering of material to be distributed to student bodies
- Contacted Montclair Unitarian Church and gave contact information for Mary Darruto (Essex Co) blood drive representative regarding upcoming blood drive, to help speed up blood drive process
- Contacted Health and Senior Services for information regarding swine flu
- Left message with Washing Crossing Unitarian Church, Baptistown Unitarian Universalist regarding blood drive
- Spoke with Bob with First Unitarian Universalist of Hunterdon County and collaborated blood drive this coming fall and gave contact information to Community Blood Center
- Corresponded with Regina Adams regarding Northeast Leadership Conference
- Attended Northeast Leadership Conference
- Wrote Pulse beat article regarding blood drive and student participation in the community
- Sent appropriate information to be reviewed and accepted to Sandra Kearns
- Responded to all call and emails accordingly

August 2009

- Attended August 2009 monthly meeting
- Reviewed previous meeting minutes and agenda
- Emailed finalized copy of Pulse Beat article to Danielle
- Collaborated with Lorrie Nauven regarding March of Dimes pamphlets to be distributed to schools
- Spoke with president of NAANA(National American Arab Nurses Association) regarding speaker for COPS
- Called and left message with Omar Mosque(Paterson, NJ)
- Called and left message Masjid Al-Nur Islamic Center
- Called and left message with Paterson Islamic Mission

- Called and left Message with Islamic Center of Ewing
- Called and left message with Islamic Circle of Mercer County
- Contacted and received information from American Cancer Society regarding pamphlets to be distributed to schools.
- Contacted and received information from American Heart Association regarding pamphlets to be distributed to schools
- Spoke with Regina Adams regarding COSP, and pamphlets to be distributed to schools regarding MOD, AHA and ACS
- Distributed MOD information to pregnant mother
- Corresponded to emails in a timely manner.

September 2009

- Attended September 2008 monthly meeting
- Reviewed previous meeting minutes and agenda
- Contacted Rosanna Tabakei from the American Red Cross concerning blood drive at the annual convention in Atlantic City
- Corresponded with Jillalison Camp regarding changes to Community Health Director bylaws
- Distributed pamphlet packet to William Paterson, Felician College, Bergen Community College and Passaic County College
- Contacted ACS for pamphlets to be distributed at COSP regarding breast health and awareness
- Researched and arranged H1N1 information and breast cancer awareness to be presented at COSP
- Finalized November 11, 2009 blood drive at Felician College through the Red Cross
- Blood drive scheduled at First Unitarian Universalist in Baptistown, NJ Sunday October 4th 2009
- Contacted Donna Lochner regarding blood drive through Red Cross. Dates to still be confirmed

Respectfully Submitted
 Adam Ramadan
 Community Health Director
 NJNS, Inc.

New Jersey Nursing Students, Inc.
Midyear Board Report
Pulsebeat Editor/Public Relations Director

During the months of April 2009 through September 2009 I have performed the following as Pulsebeat Editor/Public Relations Director:

April 2009

- Attended the April board meeting
- Reviewed Bylaws & position responsibilities
- Submitted bio for *Pulsebeat*/website
- Communicated with Sarah Lelion regarding SHM
- Communicated with Regina Adams regarding Facebook
- Updated Facebook
- Communicated with Regina Adams regarding software for *Pulsebeat*
- Brainstorm ideas for suggested changes to website
- Reviewed 2009 convention forms for possible changes
- Contacted schools
- Answered e-mails appropriately

May 2009

- Continued to contact schools
- Researched software for *Pulsebeat* editing
- Attended May board meeting
- Communicated appropriately with Jen Martin-Steen of NJSNA regarding newsletter software & value of ads in *Pulsebeat*
- Communicated appropriately with Tania O'Neill at SHM mailers
- Communicated appropriately with Regina Adams regarding pictures, biographies, *Pulsebeat*, AfterCollege, Web-site
- Continued to update Facebook
- Began to update NJNS website
- Communicated appropriately with Nick at AfterCollege regarding Website
- Communicated appropriately with Ally Backes regarding *Pulsebeat* Printer
- Communicated appropriately with Maria Henderson of *The Princeton Packet*

June 2009

- Attended June Board meeting
- Updated Facebook
- Communicated appropriately with Maria Henderson at The Princeton Packet regarding drafting a contract for Pulsebeat layout and printing
- Communicated appropriately with Tania at SHM mailers regarding the cost of mailing Pulsebeat and the current mailing list
- Communicated appropriately with fellow board members regarding updating bios
- Communicated appropriately with fellow board members regarding Pulsebeat articles and deadlines
- Communicated appropriately with Regina Adams and Sandra Kearns regarding the Pulsebeat contract with The Princeton Packet
- Communicated appropriately with Nick of AfterCollege regarding web-site changes and

- updates
- Communicated appropriately with Ally Backes, informing her we will now be using The Princeton Packet for our layout needs but thanking her for her services to NJNS

July 2009

- Attended July Board meeting
- Requested quotes for the convention booklets from The Princeton Packet & Sir Speedy
- Communicated appropriately with fellow board members regarding Pulsebeat articles and positional updates to be posted on the website
- Posted approved information on Facebook regarding COSP
- Wrote Pulsebeat articles
- Communicated appropriately with Mike of Aftercollege regarding website updates
- Edited website
- Posted bios and pictures of board members on website

August 2009

- Attended the August board meeting
- Set up a teleconference with Mike of AfterCollege for the September meeting
- Sent all Pulsebeat articles to Princeton Packet
- Edited the August/September edition of Pulsebeat
- Contacted potential convention sponsors
- Contacted assigned schools regarding COSP and NSNA membership
- Posted all meeting minutes on the website
- Appropriately responded to e-mails
- Brainstormed fundraising and ideas and sought sponsors

September 2009

- Attended September board meeting
- Completed editing, printing and mailing of the August/September Pulsebeat
- Communicated appropriately with Princeton Packet and SHM mailers regarding Pulsebeat
- Sent out COSP BLAST e-mail
- Communicated appropriately with Susan Wong of NSNA
- Uploaded Pulsebeat archives to website
- Communicated appropriately with Mike of Aftercollege regarding website updates
- Communicated appropriately with other board members
- Actively sought 2010 convention speakers
- Continued to seek 2010 convention sponsors/exhibitors
- Wrote letter to aid in recruiting 2010 convention sponsors/exhibitors/advertisers
- Wrote letter to nurse recruiters to post jobs on our website
- Appropriately communicated with fellow board members

Respectfully Submitted,
 Danielle M. Lauda, RN
 Pulsebeat Editor/Public Relations Director
 NJNS, Inc.

New Jersey Nursing Students, Inc
2009 Midyear Board Report
Breakthrough to Nursing Director

During the months of July 2009 through September 2009, I have performed the following as Breakthrough to Nursing Director:

July 2009

- Assumed role as Breakthrough to Nursing Director.
- Attended July board meeting.
- Prepared and submitted an approved bio for Pulsebeat.
- Reviewed June meeting minutes.
- Attended NSNA's Annual Northeast Leadership Conference in Mt. Sanai, NY.
- Communicated with President Regina Adams regarding BTN project.

August 2009

- Attended August Board meeting.
- Reviewed July meeting minutes.
- Communicated with President Regina Adams regarding BTN project for 2009-2010.
- Communicated with board members regarding ideas for BTN project.
- Submitted registration form for Project In Touch recruiting number.
- Prepared letter to send to assigned schools regarding membership and convention registration.
- Spoke with senior students at Capital Health School of Nursing regarding COSP.
- Spoke with incoming freshmen students at Capital Health School of Nursing regarding NSNA, NJNS, and COSP.
- Emailed informational letters to Burlington County Community College, St. Francis School of Nursing, and Mercer County Community College regarding NSNA membership and news.
- Communicated appropriately with assigned nursing schools.

September 2009

- Attended September Board meeting.
- Reviewed August meeting minutes.
- Along with Fundraising director, Nana Yeboah, purchased COSP door prizes.
- Sent out COSP reminder letters to assigned nursing schools.
- Spoke with various students regarding COSP attendance.
- Communicated further with President Regina Adams about BTN project.
- Sent out Community Health information to assigned nursing schools.

Danielle Goodwin
Breakthrough to Nursing Director
NJNS, Inc.

New Jersey Nursing Students, Inc.
Monthly Board Report
Resolutions Director

During the month of June through September 2009 I have performed the following as Resolutions Director:

June 2009:

- Spoke with previous 2008-2009 Resolution Director, Namarata Jani
- Researched passed Resolutions from 2005 till 2009 on NSNA website
- Researched journals regarding topics of Improved communication by increased use of language line.
- Typed and sent biography for pulsebeat and website
- Reviewed position responsibilities and deadlines

July 2009:

- Researched health literacy topic for pulsebeat. Reference: "Guide to Culturally Competent Health Care" & online site: national network of libraries of medicine/ nnim.gov
- Looked at ideas for COSP decorations and went shopping for materials at dollar store. Idea to print mini flags for students with cultural questions on it or tape flags on pencils as give-aways
- Researched resolutions topic of "Increasing awareness to use of the language line". Reference: languageline.com. Gave stats for increased need by 20% since 2007. Hard topic to find information on.
- Attended July NJNS meeting

August 2009:

- Ordered flag decorations and mini globe pencil sharpeners as favors for COSP with Jillalison.
- Made poster size flags representing each panelist for COSP.
- With the help of Jillalison, researched numerous journal articles to support the resolution of increased awareness for the use of the language line and/or videoconferencing by http://www.hhs.gov/ocr/civilrights/resources/specialtopics/health_disparities/effectivecommunication & http://www.accessmylibrary.com/coms2/summary_0286-17665079_ITM
- Spoke with each of the four schools assigned. Sent COSP registration via fax to each contact and clarified phone number, fax number, and contact person.

September 2009:

- Attended the September meeting.
- Finished poster/decorations for COSP.
- Sent flyers to contact schools made by Adam, Community Health Director.
- Posted COSP flyers around HFSN campus.
- Spoke with Mrs. Bobik, Coordinator for Nursing 5 HFSN regarding website posting of COSP flyer for all HFSN students to view.
- Researched topic of health literacy using websites
- HYPERLINK "<http://www.nap.edu/catalog/10883.html>" www.nap.edu/catalog/10883.html
- HYPERLINK "<http://www.health.gov/communication/literacy/powerpoint>" www.health.gov/communication/literacy/powerpoint
- HYPERLINK "<http://www.health.gov/communication/literacy/quickguide>" www.health.gov/communication/literacy/quickguide
- HYPERLINK "<http://www.aoa.gov/prof/communicating/communication.asp>"

www.aoa.gov/prof/communicating/communication.asp.

• HYPERLINK "<http://www.hrsa.gov/healthliteracy/training.htm>"

www.hrsa.gov/healthliteracy/training.htm

Respectfully Submitted;
Elizabeth McFetridge
Resolutions Director
New Jersey Nursing Students

New Jersey Nursing Students Inc,
Midyear Board Report
Membership/Nominations Director

During the months of April 2009 through September 2009 I have performed the following as Membership/Nominations Director:

April 2009

- Attended the April Board meeting
- Reviewed Bylaws and policies
- Review expectations for elected position
- Chose schools for contact
- Obtained numbers and e-mail addresses of schools for contact
- Reviewed forms for convention
- Submitted Bio
- Conversing with President about Facebook account

May 2009

- Attended the May Board meeting
- Reviewed meeting minutes for May
- Continued contacting schools
- Brainstormed ideas about how to increase membership
- Communicated with president
- Answered e-mails appropriately

June 2009

- Attended the June Board meeting
- Reviewed meeting minutes for June
- Continued contacting schools
- Submitted updated bio to Danielle Lauda
- Communicated appropriately with Danielle Lauda about articles for the Pulsebeat
- Communicated appropriately with Pamela Hicks and Tracey Siegel regarding SimMan
- Answered e-mails appropriately

July 2009

- Attended the July Board meeting
- Reviewed meeting minutes for July
- Attended the Northeast Leadership Conference
- Submitted article to Danielle Lauda for the Pulsebeat
- Spoke to nurse externs at Somerset Medical Center about NSNA membership and COSP
- Communicated with board members appropriately
- Continued contacting schools
- Answered e-mails appropriately

August 2009

- Attended the August Board meeting
- Reviewed meeting minutes for August
- Reviewed the Bylaws

- Called Kevin Webb from Leardal about SimMan
- Sent an e-mail to Leardal services about SimMan
- Sent informational e-mails about COSP to assigned schools
- Continued contacting schools
- Answered e-mails appropriately

September 2009

- Reviewed meeting minutes for September
- Continued communicating with Kevin Webb from Leardel about SimMan
- In progress in writing an article for *Pulsebeat*
- Registered for COSP
- Continued contacting schools
- Communicated with various board members appropriately
- Answered e-mails appropriately

Respectfully submitted by:
Denise Abbruzzese
Membership/Nominations Director
NJNS, Inc

New Jersey Nursing Students, Inc.
Midyear Board Report
Fundraising Director

During the months of April 2009 through September 2009 I have performed the following as Fundraising Director:

April 2009

- Attended April meeting
- Assumed position of Fundraising Director
- Reviewed position responsibilities
- Contacted schools
- Brainstormed fundraising ideas
- Brainstormed convention theme ideas
- Reviewed by-laws and policies
- Drafted a biography for website
- Communicated with board members
- Responded to emails appropriately

May 2009

- Attended May meeting
- Reviewed minutes from May meeting
- Communicated with various board members
- Responded to emails as appropriate
- Drafted possible fundraising projects
- Contacted assigned schools
- Provided information about to NJNS to students whom where not members of NJNS

June 2009

- Attended June Board meeting
- Communicated with various board members
- Responded to emails as appropriate
- Collaborated with board members for ideas for fundraisers
- Drafted an updated Bio for Pulsebeat
- Reviewed minutes for June meeting

July 2009

- Attended July meeting
- Reviewed meeting minutes for July
- Reviewed question to be presented at COSP
- Attended Northeast Leadership Conference
- Communicated fundraising ideas with Regina Adams and Danielle Goodwin
- Requested information from Yankee Candles Fundraising
- Reviewed school list
- Responded to emails as appropriate

August 2009

- Attended July meeting
- Reviewed meeting minutes for July
- Received information from Danielle Lauda about organizations that could possible donate to NJNS
- Communicated with Sharon James about door prizes for COSP
- Contacted schools through email
- Responded to emails as appropriate
- Revised Letter for fundraising with Regina Adams

September

- Reviewed meeting minutes for August
- Sent e-mails to assigned schools about COSP
- Purchased COSP door prizes with Danielle Goodwin
- Sent out Community Health information provided by Adam Ramadan
- Responded to emails as appropriate
- Emailed Standris about the possibility of fundraising with NJNS at 2010 convention

Respectfully Submitted,

Nana Y. Yeboah, RN
Fundraising Director

New Jersey Nursing Students, Inc.
Mid Year Board Report
Legislative Education Director

During the months of April 2009 through September 2009 I have performed the following as Legislative Education Director:

April 2009

- Attended April meeting
- Assumed position of Legislative Director
- Reviewed position responsibilities
- Brainstormed convention theme ideas
- Reviewed by-laws and policies
- Drafted a biography for website
- Communicated with board members
- Responded to emails appropriately
- Attended Advance Job Fairs & Career Event at the Jacob Javits Center in New York. At the event I had the opportunity to speak with 10 different exhibitors about possibly attending our convention in February.

May 2009

- Attended May 2009 monthly meeting
- Reviewed previous meeting minutes and agenda
- Responded to emails appropriately
- Communicated with Marie Mupada and Regina Adams
- Contacted Sharon the Deputy Executive Director for NJSNA via email about attending the July 16th IMPACT meeting

June 2009

- Attended June board meeting
- Reviewed meeting minutes for June
- Sent email to Sharon R. Rainer in regards to attending INPAC meeting.
- Informed Regina I will attend INPAC meeting for July
- Prepared packets to be mailed to potential exhibitors
- Answered emails appropriately

July 2009

- Attended June board meeting
- Reviewed meeting minutes for June
- Spoke with Danielle Lauda via email in regards to my writing an article for the Pulsebeat about the INPAC meeting I attended in July.
- Wrote and submitted article pending approval
- Contacted potential exhibitors and prepared packets to be mailed to them regarding convention and the organization.
- Answered emails appropriately

August 2009

- Answered emails appropriately
- Reviewed meeting minutes for August 2009

- Spoke with Regina Adams about attending the INPAC breakfast on September 24, 2009.

September 2009

- Answered emails appropriately
- Reviewed meeting minutes for September 2009
- Attended the INPAC breakfast on September 24, 2009 with Marie Mupada.
- Working on an article for Pulsebeat with Marie Mupada in regards to what took place at the INPAC breakfast.
- Took photos with Assembly women Joan M. Quigley, Dem. Jersey City and Nancy F. Munoz. Rep, Summit, for the Pulsebeat.

Respectfully Submitted:
Amy Collazo, RN
Legislative Education Director
NJNS, Inc.