

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

Date: December 12, 2009

Place: NJNS, Inc. Headquarters, 1479 Pennington Rd., Trenton, NJ 08618

Officers

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

Board Members

Community Health Director:	Adam Ramadan
Membership/Nominations Director:	Denise Abbruzzese, RN
Public Relations Director/ <i>Pulsebeat</i> Editor:	Danielle Lauda, RN
Legislation Education Director:	Amy Collazo
Resolutions Director:	Liz McFetridge
Breakthrough-to-Nursing Director:	Danielle Goodwin
Fundraising Director:	Nana Yeboah, RN
NJSNA Consultant:	Sandra Kearns, MSN, RN, CNE
NJLN Consultant:	Patrice Case, MSN, RN, BC
Parliamentarian:	Barbara Chamberlain, PhD, APRN
Presidential Advisor:	Melissa Campbell, MSN, RN
Presidential Advisor:	Regina Kukulski, RN, MSN, ACNS, BC
Staff Advisor/Admin Assistant:	Betsy Yannazzno, RN

Guests – None

Call to Order - Call to begin meeting by Regina at 10:07am

Roll Call – Regina Adams, Marie Mupada, Jillalison Camp, Sharon James, Janarra Crawford, Adam Ramadan, Denise Abbruzzese, Danielle Lauda, Amy Collazo, Liz McFetridge, Danielle Goodwin, Nana Yeboah, Sandra Kearns, Patrice Case, Barbara Chamberlain, Regina Kukulski, Betsy Yannazzno

Excused – Melissa Campbell

Quorum Established

Meeting Minutes

Review of November meeting minutes:

Motion: To accept the November meeting minutes as presented.

Motion made by: Jillalison

Motion seconded by: Marie

Discussion: None

Action: Carried

Treasurer's Report:

(Attached)

Motion: To accept the Treasurer's Report as presented.

Motion made by: Adam

Motion seconded by: Denise

Discussion: None

Action: Carried

Old Business:

Update/Finalization of Skills Lab

Denise: We will have the following six stations at the skills lab: 2 SimMan stations (1 adult, 1 pediatric), G-tube medications, pressure ulcer care and stoma care. Somerset Medical Center will lend us the equipment that we need for the Skills Lab. We need one more instructor to run one of the stations. Donna Cybulski (Helene Fuld) & Kevin Webb will run the two SimMan stations, Mrs. Abbruzzese and Regina Kukulski will run two of the three other stations. We will also have a VIRTUAL IV Self-Directed Learning System available for students to use without an instructor present. The VIRTUAL IV simulator does not require an instructor.

We will have two skills lab sessions on Friday: 9:00am-10:30am and 10:30am-12:00pm. The SimMan stations will require 30 minutes and the four non-simulator stations will last 15 minutes/station. – This timeframe needs to be revisited at the next meeting. We will not have enough time as it is currently planned.

Keynote/Endnote/Dean Director Speaker

Jillalison: Needs contact information for Jewish Community Leader from Sandra. Sandra will forward the information to Jillalison. Formal invitations have been sent to the other End Note panelists and the Keynote Speaker. Regina is trying to provide contact hours for RNs who attend the KeyNote and Deans/Directors luncheon. In order to receive contact hours, the attendee will need to provide an evaluation along with their name and address. In addition, we will set up a station in the back of the Theater where the KeyNote address will be held that will be manned by monitors who will collect the evaluations and have a signup sheet for RNs. When the RN hands in the evaluation form, he/she will receive a Continuing Education contact hour certificate. Carol Houston, our Keynote and Deans & Directors Luncheon speaker, will be flying in to Philadelphia on Wednesday, 2/17/10 after 5:00pm. We will arrange for a rental car for her so that she can drive from Philadelphia to Atlantic City, the cost of which will be paid by an anonymous donor.

1st night party decorations

We will plan on 250 attendees at the First Night Party. The tables will be decorated with globes for center pieces, with nested international people figurines around it, and sprinkled with confetti. Passports will be provided by Jim Adams at no cost and will be placed at each seat at the tables. Topics will be pre-printed on each page and as the attendee finds a person at the first night party that meets the criteria, he/she will sign off on that page (e.g. Find someone that was born in another country, Find someone that has traveled outside of the U.S.). Some additional First Night Party ideas include: Geography quiz/culture quiz, bingo, prize giveaways including one night at the Tropicana. \$300 was spent on baskets last year. After the End Note speakers finish the panel discussion, we will present the prize giveaways and scholarships. Barbara has donated three books & a Florence Nightingale doll. Liz & Jillalison will put together baskets (\$200 budgeted for baskets), Danielle L. has four Trenton Thunder tickets. Sandra and Regina will each donate a basket. Baskets will be located in the exhibitor hall.

Motion: To donate \$200 for baskets

Motion made by: Marie

Motion seconded by: Adam

Discussion: None

Action: Carried

Dean/Director gifts

Jillalison reminded the board that last year's gifts were donated. She found a recycled cardboard journal with logo embossed on the front, with lined paper inside, and a pen holder. We will need to print 150. The cost of the journal is \$3.54/each. The journals will be given to focus session speakers and attendees at the Dean and Directors Luncheon. Jillalison has requested a free sample of the journal to assess the quality.

Motion: To accept the recycled journal for convention gifts.

Motion made by: Adam

Motion seconded by: Janarra

Discussion: None

Action: Carried

Speaker update

Jillalison: There are approximately 20 speakers confirmed. We need 17 more. All board members should ask their faculty to be speakers.

Convention security

Regina spoke with Larry Ross at Larry Ross Security. He has agreed to provide security at the same rate as last year (\$55/hour). Regina will meet with him next week in Atlantic City to discuss our security needs. Regina spoke with Ford Phifer at the Tropicana to set up a meeting to finalize the details of the convention.

Motion: To accept Larry Ross Security to provide this year's convention security.

Motion made by: Adam

Motion seconded by: Marie

Discussion: None

Action: Carried

MSA Security update

Regina has spoken with MSA Security several times on the phone regarding the funds that the company owes us. She has also sent two letters to MSA Security. She received one letter back from MSA Security assuring payment in July, 2009. To date, we have received no funds. NJSNA attorney Evan Jahos said that it doesn't look very promising that we will receive the outstanding \$1,033.50. The board needs to weigh the costs of recouping the funds vs. the amount owed. Evan Jahos has sent a letter to MSA Security asking that payment be remitted in a timely manner. Adam suggested filing a small claims case. Regina reminded the board that instituting a small claims case doesn't insure payment. Regina K suggested filing a complaint with the Better Business Bureau. Sandra stated that any further action needs to be coordinated through NJSNA and their legal counsel.

New Business

Resolution: In Support of Improving Nursing Students' Health Literacy

Liz: will put the latest draft of the Resolution proposal in APA format and coordinate with Barbara regarding content and grammatical changes.

Motion: To accept above-referenced resolution subject to Parliamentary changes.

Motion made by: Jillalison

Motion seconded by: Adam

Discussion: Adam

Action: Carried

Registration help (Ladies in Blue)

Betsy: We do not have many monitors signed up yet, so we will most likely need some help from the Ladies in Blue during the convention. She will speak with them regarding assisting with our registration and fundraising table. They charge approximately \$12/hour. Regina emailed the Rutgers College of Nursing regarding delegates and monitors applications. Jillalison will send last year's monitor schedule to Denise who will be coordinating the monitors at this year's convention.

Convention booklet

Any design cover ideas and pictures for the convention booklet should be sent to Regina for consideration.

Miscellaneous convention details

Closing ceremonies will be held on Friday, February 19 from 1:15pm-2:45pm.

Board members need to arrive at the Tropicana Resort & Casino in Atlantic City on Tuesday night, 2/16/10 by 8:00pm to help assemble convention bags.

Board members need to submit an approved one paragraph bio with current picture as well as an approved annual board report that will include the months from the beginning of their term through January, 2010.

Convention menu

Regina will discuss the convention menu with Ford Phifer when she meets with him this week.

Community service project

Our community service project will be a food collection for the Atlantic City Rescue Mission. Adam will contact the Rescue Mission to coordinate the delivery of goods. Adam will compose an article for the upcoming PulseBeat announcing the Community Service Project and Blood Drive at Convention.

Blood Drive: Adam reported that the blood drive has been arranged with the American Red Cross. We will require 10 cots for the blood drive. The drive will be held on Thursday, 2/18/10 from 9:00am-5:00pm. Adam will contact Danielle L. to coordinate an email blast announcement regarding the Blood Drive that will be held in the Green Room at convention.

Pulsebeat Articles:

Danielle L. needs all approved articles by Friday, 12/18.

Bylaws Review

Regina: brought up the question about how many board members can go to the NSNA annual convention. Article 7 Section 9 of the NJNS, Inc. bylaws states that if a board member is representing their school SNA, the member may go to the annual convention as a delegate. Barbara stated that the President always attends + 1 alternate attends. The board can vote to make a temporary change without making a permanent change to the bylaws. The following board members are interested in representing their schools as a delegate: Adam, Danielle G, and Liz. The NSNA Convention is in April, 2010.

Janarra suggested that we make the treasurer's term of office to officially begin in June instead of April to enable the new treasurer to shadow the old treasurer from April – June (end of fiscal year), and officially take over in June. According to our bylaws, we hold our transition meeting two weeks after the NSNA annual convention, in accordance with Article V, Section 3 of the bylaws. The following month the new officers assume their office. No further action was taken on this discussion.

Any proposed changes to the Bylaws need to be in the hands of the delegates 30 days prior to the convention (Jan. 18, 2010). The board does not anticipate any bylaw changes for 2010 at this time.

All board members should review the current policies and bylaws and be ready to discuss them at next month's meeting. Regina stated that the returned check policy was copied from the bylaws into the policies. Barbara suggests that we consider using electronic signatures. Sharon will present information on electronic signatures to the board at the next meeting.

PulseBeat Articles

Barbara reviewed the following important writing and editorial guidelines with the board:

- It is important to always put an antecedent prior to using an acronym (e.g. the first time in the article that the New Jersey Nursing Students, Inc. is mentioned, spell out the New Jersey Nursing Students, Inc. (NJNS, Inc.). Students may not be aware of the abbreviations used in healthcare and nursing.
- It is vital to be accurate as possible with your content when submitting any articles for publication
- All articles related to NJSNA need to be initially approved by Sandra and/or Patrice, and then be sent to Barbara for final approval.

Announcements

Sharon is in contact with Tricia Bray, Secretary of Our Lady of Lourdes School of Nursing Student Nurses Association, and will be mentoring her through the process of organizing their SNA. Sharon is in contact with Grand Canyon University regarding the possibility of the University exhibiting at our NJNS, Inc. convention.

Sharon will revise the current exhibitor convention form and delete the “early bird special pricing notation” and will distribute the revised form to the board.

Miscellaneous

Nana will be emailing Standris Medical Supply again to try to organize a fundraising event.

Adjournment

Motion: To adjourn the meeting at 12:45pm

Motion made by: Adam

Motion seconded by: Sharon

Discussion: None

Action: Carried

Meeting adjourned: 12:45pm

Next meeting: January 9, 2010

Respectfully submitted,

Sharon M. James, RN, Secretary

Regina Adams, RN, President