

**January, 2010 Meeting
New Jersey Nursing Students, Inc.
1479 Pennington Road
Trenton, NJ 08618**

Date: January 9, 2010

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 10:12 am

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

Excused – Melissa Campbell, Regina Kukulski

Unexcused – Denise Abbruzzese, Nana Yeboah

Quorum Established

Meeting Minutes

Review of December meeting minutes:

Motion: To accept the December meeting minutes as presented.

Motion made by: Sharon

Motion seconded by: Marie

Discussion: None

Action: Carried

Treasurer's Report:

(Attached)

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

Motion made by: Sharon

Motion seconded by: Marie

Discussion: None

Action: Carried

Old Business:

Update/Finalization of Skills Lab

Denise is not present at the meeting to update the Board. Skills Lab schedule not provided to Regina prior to the meeting.

Keynote/Endnote/Dean Director Speaker

Jillalison: For EndNote, we have 5 speakers confirmed for the cultural panel. Three quotes for round trip transportation for the Keynote speaker (Carol Huston) to and from the convention from the Philadelphia Airport were obtained: \$238 (Al's Limousine Service), \$260 (Kings Limousine Service), \$300 (Bernhardt's Limousine Service).

Motion: To accept Al's limo service to transport Carol Huston to and from the convention for \$238.

Motion made by: Adam

Motion seconded by: Janarra

Discussion: None

Action: Carried

Electronic Signatures

Sharon: According to the NSNA Policies Handbook for Secretaries, NSNA will accept scanned signatures on meeting minutes for electronic submittal. Sharon will use scanned signatures for Regina and herself for the January minutes and submit to NSNA electronically.

Deans/Directors Gifts

Regina: Several journals and pens were presented for consideration by the Board. The Board considered each choice.

Motion: To purchase 500 pens (Item # WI 503) for \$.57/piece to present as giveaways at the NJNS convention booth and use for Deans/Directors gifts.

Motion made by: Jillalison

Motion seconded by: Adam

Discussion: None

Action: Carried

Motion: To purchase 144 journals (Item # WP503) for \$2.59/piece as Deans/Directors gifts.

Motion made by: Jillalison

Motion seconded by: Janarra

Discussion: None

Action: Carried

Speaker Update

Jillalison: To date, we have 25 confirmed speakers. All information will be sent to Regina by Wednesday. We need 10 more speakers for focus sessions.

Convention Security

Regina: spoke with Larry Ross and details can be handled via a phone conversation.

Resolution

Liz will email the resolution to the board. She will contact NSNA to ask whether to use APA Version 5 or Version 6 for the resolution.

Convention Booklet

Regina will work on putting the booklet together and sending it to Annie (the publisher) for printing.

Community Service Project Update

Adam: The Blood Drive is set up for convention. Blood Drive cards will be given out to students at registration. 10 beds will be available for donors. Regina will announce the Blood Drive at the Opening Ceremony. For the Community Service Project, we will be collecting jackets, clothing, and canned goods for the Atlantic City Rescue Mission, who will pick up the donations from the Tropicana. The collection will happen on Thursday. Danielle L. will put it an announcement on Facebook, Blast email, and in PulseBeat. Items that are particularly in need are underwear and socks for men.

Pulsebeat: Jan/Feb Issue

Danielle L.: Layout is done. 2 more articles will come in this week. It should go to print and in for approval for Monday.

1st night party decorations/scrubs

Jillalison: Table decorations are done. Passports will contain 6 pages. Jim Adams will prepare them. Jill will get confetti to decorate the tables. One person at each table will have a stamp to stamp the passports. Quiz: facts of NJ. Prizes: \$15 gift cards. Food to be served via food stations: Roast beef with sauce, turkey, pasta, antipasto salad, Chinese food, and ice cream. Jillalison brought a sample of the scrubs for the board to view.

Scholarship applications: Jillalison has 2 scholarship applications to date. Danielle G. volunteered to be on the scholarship committee with Barbara & Regina.

Motion: To move the deadline for the scholarship application to January 31, 2010.
Therefore all forms are due on the same date.

Motion made by: Sharon

Motion seconded by: Janarra

Discussion: None

Action: Carried

New Business

Position responsibilities during convention:

Denise: Monitors. (Jillalison will forward monitor information from last year to Denise)

Amy: Delegates. Delegate confirmation letter will be submitted for approval by the end of this week. Delegate binders will be put together this weekend.

Betsy: alphabetize registrations in preparation for convention.

Bylaw changes: The board does not have any proposed changes. Betsy will send an email to the schools stating such and that any changes can be brought to the House of Delegates.

Exhibitors Cost of booth reduction: A discussion took place to offer a discounted rate (\$400, off the \$1200 fee) to previous exhibitors. Betsy offered to call potential exhibitors this week and offer the discounted rate of \$800/booth.

Motion: To reduce the exhibitor booth rate to \$800 as a special rate until January 31, 2010.

Motion made by: Sharon

Motion seconded by: Adam

Discussion: None

Action: Carried

2010/2011 Board positions

Amy plans to run for her current Legislation Education Director position.

Necessary Cash at Convention

The board agreed that Janarra will withdraw cash in the amounts of \$300 for the NJNS fundraising table and \$700 for the convention registration table from the NJNS, Inc. bank account in small bills. The purpose of the cash will be to be able to provide change to students/faculty that pay in cash.

Hotel room assignments

Sandra: Tues-Sat

Patrice: Wed-Fri

Barbara: Wed-Fri

Betsy: Tues-Sat

Amy: Tues-Fri

Danielle L: Tues-Fr

Danielle G: Tues-Sat

Adam: Tues-Sat

Marie: Tues-Sat

Liz: Tues-Sat

Jillalison: Tues-Sat

Sharon: Tues-Fri

Gina: Tues-Sat
Janarra: Wed-Sat
Nana: Tues-Sat
Regina K: Tues-Sat
Denise: Tues-Fri
Melissa: Thur-Fri
Keynote: Wed-Fri

Announcements

All Board members will meet on Tuesday, 2/16/10 at 8:00 pm in the Rolling Room at the Tropicana to assemble tote bags.

Adjournment

Motion: To adjourn the meeting at 1:08 pm

Motion made by: Sharon

Motion seconded by: Jillalison

Discussion: None

Action: Carried

Meeting adjourned: 1:08 pm

Next meeting: February 13, 2010

Respectfully submitted,

Sharon M. James, RN, Secretary

Regina Adams, RN, President

Attachment: 2010 NJNS Convention Planner

**Attachment:
2010 NJNS, Inc. Convention Planner
Convention Theme - Nursing All Around: We've Got You Covered**

Opening Ceremony: Thursday 11am-12:15pm

Theme: Becoming a Nurse Leader: The Challenges in an Increasingly Complex World

Key Note Speaker: Carol Huston

Speaker Sponsored by: Drs. Mark & Barbara Chamberlain

TASK	Officer/Director	Done	Pending
1. Letter to send Greetings (President) <ul style="list-style-type: none"> • New Jersey State Nurses Association (NJSNA) • New Jersey League for Nursing (NJLN) • National Student Nurses Association (NSNA) • Governor 	Regina	X	
2. Request for Color Guard: MSgt. Leonard F. Werner III, Superintendent 514 Air Mobility Wing Elite Honor Guard, McGuire Air Force Base, NJ 08641 Leonard.Werner@mcguire.af.mil Phone: 609-754-3657 Fax: 609-754-3711	Betsy	X	
3. Convention Program Book <ul style="list-style-type: none"> • President Welcome • Board Bio's • Assign focus session speakers, send confirmations with room assignment and time. • Speaker Bio's 	Regina Regina Betsy Jillalison Jillalison	X X X X X	

<ul style="list-style-type: none"> • 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. <ol style="list-style-type: none"> 1. Sponsorship Form 2. Speaker Form 3. Ad Application Form 4. Exhibitor Form 5. Exhibitor Letter (1st VP) 6. Delegate Application 7. Monitor Application 8. Dean/Director/Faculty Award 9. Candidates Petition 	Sharon	X	
4. Tote Bags Sponsored by: Hurst Review Services	Regina	X	
5. Name Badge Holders Sponsored by: Drexel University	Regina	X	
6. NJNS Banner & Podium Overlay	Betsy	X	
7. Name Blocks	Betsy	X	
8. 4 Monitors for Opening Ceremony #1 & #2: Collect Evaluations #3 & #4: Hand out Certifications	Denise	X	
<u>House of Delegates:</u> (46 Delegates of 2/13/10) 1. Delegate Application	Amy Amy	X X	

<ul style="list-style-type: none"> • Confirmation letter to be sent to Delegates 	Amy	X	
<p>2. Delegate Binders - the following need to be sent to Betsy by January 1st.</p> <ul style="list-style-type: none"> • Agenda from President • Annual Board Reports from all Board Members • Proposed Bylaw Changes and Policy and Procedures - mailed and posted on Website by January 1st • Proposed Resolution (Resolution Director) 	Regina Board Jillalison Liz	X X X X	
<p>3. PRO/CON/POINT OF INTEREST CARDS (AEX to make 2 of each)</p>	Regina	X	
<p>4. Candidates Application Form</p> <ul style="list-style-type: none"> • Polaroid Camera and Film • Poster Board for Candidates • Easel • Ballot • Ballot Box • Large Envelope for Barbara for results. • Pens/Pencils • 2 Monitors for Voting Session (to check Delegate badges & to count votes) 	Denise Betsy Denise Liz Denise Betsy Betsy Betsy Denise	X X X X X X X X X	

<p><u>REGISTRATION:</u> Janarra/ Betsy/ People in Blue</p> <ol style="list-style-type: none"> 1. In house Registration forms 2. Online Registration 3. Schools who want to register their whole schools need to email Betsy at betsy@njsna.org . Name tags, tote bags and program book to be handed out separately. 4. Cash for onsite Registration (\$700). All money MUST be counted with a consultant at the start and end of the day. 5. Receipt book to be used. Credit Card Machine and receipts. 6. Onsite Registration Forms 7. Blank Name Tags and Markers 8. Supplies for office: pens, markers, tape, printer, paper. 9. Registration Lines : A-E, F-J, K-M, N-P, Q-S, T-Z <p>*People in Blue: Contact info to follow-</p>	<p>Betsy Janarra Betsy</p> <p>Janarra</p> <p>Betsy Betsy Betsy Betsy Betsy</p>	<p>X X X</p> <p>X</p> <p>X X X X X</p>	
<p><u>Information needed for the Tropicana by January 10th:</u></p> <ol style="list-style-type: none"> 1. List of Board Members Room Assignments- arrival/departure dates. 2. Monitor rooming List - 4 to a room assigned by Mem/Nom Director. 3. Menus: <ul style="list-style-type: none"> • HOD dinner Wednesday - Time: 5:45pm-6:45pm • D/D Luncheon • Exhibitor Lunch Thursday - Time: 11:00am-12:15pm (Hall to be closed) • Boxed Lunches - don't forget to have some vegetarian available. 2 Monitors needed - Time:12:15pm-1:00pm • HOD Friday Breakfast - Time: 9:00am-10:30am 	<p>Regina Denise</p> <p>Regina Regina Marie</p> <p>Marie</p> <p>Regina</p>	<p>X X</p> <p>X X X</p> <p>X</p> <p>X</p>	

<u>BOARDS FROM AEX:</u>			
1. Directional Signs from AEX	Regina	X	
2. Opening Ceremony - Keynote Sponsored by: Drs. Mark & Barbara Chamberlain?	Regina	X	
3. D/D Luncheon Sponsored by Drs. Mark & Barbara Chamberlain	Regina	X	
4. Exhibit Hall	Regina	X	
5. Registration Signs	Regina	X	
6. NCLEX Review	Regina	X	
7. Skills Lab	Regina	X	
8. 1 st Night Party	Regina	X	
9. Large Focus Session Sign for Registration Area.	Regina	X	
10. House of Delegates	Regina	X	