**December 2022 Minutes**

**New Jersey Nursing Students, Inc.**

**1479 Pennington Road**

**December 10th, 2022**

**Executive Board**

President: Lauren Bedell

First Vice-President: Florencia Favale

Second Vice-President: Caroline Wendland

Secretary: Joelle Motley

Treasurer: Julia Jin

**Board Members**

*Pulsebeat* Editor/Public Relations Director: Kelly Cheng

Membership/Nominations Director: OPEN

Population and Global Health Director: OPEN

Breakthrough to Nursing Director: Alexis Chiu

Health Policy and Advocacy Director: Purandhri Prajapati

Resolutions Director: Sally Weir

Fundraising Director: OPEN

NJLN Consultant: Illya DeVera-Bonilla. MSN, RN

NJSNA Consultant: Dan Misa, MSN, RN, CEN, CPEN, NE-BC

Presidential Advisor: Jessica Zheng

Organizational Manager: Regina Adams, MSN, RN, CNOR

1. **Call to order**
2. President Lauren Bedell called the meeting to order at 10:37 am.
3. **Roll call**
4. President Lauren Bedell, First Vice-President Florencia Favale, Secretary Joelle Motley, Treasurer Julia Jin, Pulsebeat Editor/Public Relations Director Kelly Cheng, Breakthrough to Nursing Director Alexis Chiu, Health Policy & Advocacy Director Purandhri Prajapati, Resolutions Director Sally Weir, NJLN Consultant Illya DeVera-Bonilla, NJSNA Consultant Dan Misa.
5. Absent: Second Vice-President Caroline Wendland.
6. Excused: Presidential Advisor Jessica Zheng, Organizational Manager Regina Adams.
7. Guests: None
8. 8 of 9 quorum established
9. **Review and approval of November meeting minutes**

Motion: To accept November meeting minutes

Made by: First Vice President Florencia Favale

Second: Breakthrough to Nursing Director Alexis Chiu

Discussion: None

Vote: Unanimous

Action: Carried

1. **NJLN Consultant**

NJLN Consultant Illya DeVera-Bonilla reviewed the following information with the board.

* 1. First Vice-President is responsible for contacting and confirming the vendors.
	2. Second Vice-President is responsible for contacting and confirming the speakers.
	3. The Secretary is responsible for creating the registration forms.
	4. The President is responsible for creating the convention book and schedule.
	5. NJLN Consultant Illya DeVera-Bonilla stated the November minutes needed to be more detailed and requested an updated version to be presented to the board by December 27th for an online vote.

**V. Tabling of November meeting minutes**

Motion: To table the November meeting minutes for corrections

Made by: First Vice President Florencia Favale

Second: Breakthrough to Nursing Director Alexis Chiu

Discussion: None

Vote: Unanimous

Action: Carried

**VI. Treasurer’s Report**

1. Treasurer’s Report is deferred until January 2023 meeting. There is no statement available.
2. NJLN Consultant Illya DeVera-Bonilla instructed Treasurer Julia Jin to confer with Organizational Manager Regina Adams to obtain a copy of the monthly statement.
3. Treasurer Julia Jin is to contact Organizational Manager Regina Adams by Wednesday, December 14th, regarding the Treasury Binder.
4. NJLN Consultant Illya DeVera-Bonilla explained that Treasurer Julia Jin should maintain separate lists for expenses in and expenses out.
5. NJLN Consultant Illya DeVera-Bonilla explained that everyone listed on the New Jersey Nursing Students has a fiduciary responsibility and liability regarding the funds.
6. President Lauren Bedell guided Treasurer Julia Jin to reference the October onboarding email for Treasurer duties.
7. NJSNA Consultant Dan Misa has previously served as Treasurer of NJSNA and offered to assist Treasurer Julia Jin, if needed.
8. **First Vice-President**

A. The exhibitor forms were emailed to vendors by Organizational Manager Regina Adams.

B. First Vice-President Florencia Favale has emailed Organizational Manager Regina Adams for more information and will follow up with the board regarding the vendors invited.

C. NJLN Consultant Illya DeVera-Bonilla reported that Organizational Manager Regina Adams emailed nearly 40 vendors due to a lack of time. The cost of each booth is $850. Vendors will be requested to donate an item for raffles.

D. NJLN Consultant Illya DeVera-Bonilla suggested inviting healthcare institutions such as Robert Wood or Atlantic Care for recruitment purposes.

E. NJSNA Consultant Dan Misa suggested reviewing the exhibitor list from the 2020 convention for more ideas.

1. **Second Vice-President**
2. President Lauren Bedell announced the resignation of Second Vice-President Caroline Wendland by reading the resignation letter aloud.

Motion: To accept the resignation of Second Vice-President Caroline Wendland

Made by: Pulsebeat Editor/Public Relations Director Kelly Cheng

Second: Secretary Joelle Motley

Discussion: General well-wishes for the resigning officer and understanding the challenges of time management and the nursing curriculum were discussed. NJLN Consultant Illya DeVera-Bonilla expressed the importance of utilizing the NJNS advisors and knowing that the advisors are here to support the board members as much as possible.

Vote: Unanimous

Action: Carried

1. President Lauren Bedell explained that the Second Vice-President’s duties are to be reassigned as follows: First Vice President Florencia Favale will take over the speaker responsibilities for the annual convention, and Health Policy & Advocacy Director Purandhri Prajapati will review the Second Vice-President Email.
2. NJLN Consultant Illya DeVera-Bonilla explained that the three advisors will confer about which speakers to invite and follow up with First Vice President Florencia Favale.
3. NJLN Consultant Illya DeVera-Bonilla asked if NJSNA Consultant Dan Misa would orient the delegates to Robert’s Rules for the annual convention.

**IIX. Secretary**

1. NJLN Consultant Illya DeVera-Bonilla emailed the 2020 Google Student Registration Form to finetune the 2023 Google Registration Form, pending the final decision if the registration will be on Google or Wufoo.
2. NJSNA Consultant Dan Misa clarified that the registration form is not yet live.
3. NJLN Consultant Illya DeVera-Bonilla expressed that the goal is to have the online registration live by the end of next week (Saturday, December 17th).
4. NJLN Consultant Illya DeVera-Bonilla expressed that there should be a separate registration form for the Deans & Directors Luncheon with a cost of $50.
5. NJSNA Consultant Dan Misa suggested that the topic of the NextGen NCLEX would be an excellent topic for the Faculty Speaker Luncheon and a Breakout Session.
6. NJLN Consultant Illya DeVera-Bonilla explained that the NextGen NCLEX consists of a higher percentage of SATA questions and will include drop boxes, clusters, and case studies. NextGen NCLEX will go live in April.
7. **Pulsebeat Editor & Public Relations Director**
8. Pulsebeat Editor/Public Relations Director Kelly Cheng discussed the requested raffle basket results: Student Nurses Basket – Lauren & Florencia, Fitness & Health Basket, Book Lovers, Spa Gift Basket, Self-Care Basket - Sally, NCLEX Review Basket – Joelle.
9. NJLN Consultant Illya DeVera-Bonilla suggested contacting publishers for donations or interest in exhibitor booths, such as FA Davis and Elsevier.
10. NJLN Consultant Illya DeVera-Bonilla instructed President Lauren Bedell to contact Susan from NJLN regarding the COSP Sweater Weather basket.
11. Pulsebeat Editor/Public Relations Director Kelly Cheng explained that the website and link tree are updated.
12. The convention page of the website is based on the previous year. Pulsebeat Editor/Public Relations Director Kelly Cheng is waiting to publish it until receiving all the activated and updated links.
13. Breakthrough to Nursing Director Alexis Chiu’s Google site has been connected to the NJNS website.
14. Most recent Pulsebeat article published.
15. Dr. Margarita David contacted NJNS via Instagram and expressed interest in presenting as the keynote speaker for the annual convention. NJLN Consultant Illya DeVera-Bonilla suggested asking to present in a Breakout session instead.
16. NJLN Consultant Illya DeVera-Bonilla expressed that NJNS has a “go-to” list of speakers, and more research needs to be done on new speakers.
17. NJSNA Consultant Dan Misa suggested formatting a response to Dr. David informing her the keynote speaker position is filled but provided a speaker form if she is interested in presenting as a Breakout Session.
18. NJLN Consultant Illya DeVera-Bonilla and President Lauren Bedell suggested sending contact information to establish an email thread and then providing the speaker form.
19. NJLN Consultant Illya DeVera-Bonilla expressed the importance of President Lauren Bedell making a rough draft of the program for speaker timing.
20. NJLN Consultant Illya DeVera-Bonilla expressed that Dr. Pacquiao will need to provide a headshot and bio to update on the NJNS website and that President Lauren Bedell will use the bio to make an introduction speech.
21. Pulsebeat Editor/Public Relations Director Kelly Cheng will create flyers for ways to register for the annual convention, the first night party, and Breakthrough to Nursing Director Alexis Chiu’s mentorship program.
22. Pulsebeat Editor/Public Relations Director Kelly Cheng to make promotions for the annual convention raffle baskets.
23. NJLN Consultant Illya DeVera-Bonilla asked Pulsebeat Editor/Public Relations Director Kelly Cheng to reach out to schools via the NJNS Instagram account, especially William Paterson and Felician University. If there is a comment about the expense of the tickets, suggest applying as a monitor or delegate.
24. NJLN Consultant Illya DeVera-Bonilla will speak to Organizational Manager Regina Adams about reducing the shared room from four people to two people.
25. **Breakthrough to Nursing Director**
26. Breakthrough to Nursing Director Alexis Chiu has finished the mentoring Google site, and it has been connected to the NJNS website under the Resources section.
27. Breakthrough to Nursing Director Alexis Chiu expressed that she has not yet contacted schools.
28. Health Policy & Advocacy Director Purandhri Prajapati suggested including Old Bridge High School because of their Future Healthcare Career Students Program.
29. NJSNA Consultant Dan Misa shared information from the NSNA Breakthrough to Nursing monthly program goals regarding the BTN Award.
30. **Health Policy & Advocacy Director**
31. Health Policy & Advocacy Director Purandhri Prajapati compared the NJNS Bylaws to the NSNA Bylaws noting there was a difference in Section 6 regarding emergency meeting procedures because this is discussed in Section 7 of the NJNS Bylaws.
32. NJLN Consultant Illya DeVera-Bonilla explained that the NJNS Bylaws should mirror the NSNA Bylaws.
33. NJLN Consultant Illya DeVera-Bonilla asked Health Policy & Advocacy Director Purandhri Prajapati to forward both Bylaw copies to her.
34. NJLN Consultant Illya DeVera-Bonilla requested Health Policy & Advocacy Director Purandhri Prajapati to email an updated copy to all board members for review.
35. NJSNA Consultant Dan Misa suggested having legal counsel review the Bylaws due to the NJNS non-profit status and can check for a law contact with NJSNA.
36. Health Policy & Advocacy Director Purandhri Prajapati was instructed to follow up with Organizational Manager Regina Adams on the availability of a legal contact from NSNA.
37. NJLN Consultant Illya DeVera-Bonilla discussed creating the NJNS binder to include monthly board reports from each officer, the updated Bylaws, and the Resolution submitted to President Lauren Bedell.
38. NJLN Consultant Illya DeVera-Bonilla expressed that Bylaws will be reviewed during onboarding moving forward.
39. **Unfinished Business**
40. Dean and Director Luncheon discussed during the Secretary report.
41. Raffle baskets discussed during Pulsebeat Editor & Public Relations Director report.
42. Pulsebeat Editor/Public Relations Director Kelly Cheng will edit the video script to reduce time to two minutes. The board will discuss when to record the promo video in the GroupMe chat.
43. President Lauren Bedell will send the email template to advertise the annual convention. Board members must forward to all school contacts by Sunday, December 11, especially Rutgers, William Paterson, and Felician University.
44. There will be no Stop the Bleed training at the annual convention.
45. NJLN Consultant Illya DeVera-Bonilla and NJSNA Consultant Dan Misa restated that contact must be made with school contacts this weekend advertising the annual convention and that the assigned advisor should be BCC’d on each email.
46. President Lauren Bedell and Secretary Joelle Motley discussed that Google Drive needs to have ownership turned over to Organizational Manager Regina Adams for the continuity of information.
47. All board members should have mailed out their COSP raffle baskets to the winners.
48. NJSNA Consultant Dan Misa shared the NSNA Annual Convention is held April 12 – April 16 in Nashville, TN. NJNS will be sending President Lauren Bedell and Resolutions Director Sally Weir.
49. NJLN Consultant Illya DeVera-Bonilla shared that NJNS is invited to the CARES Award ceremony in Pines Manor of April 6 by the Institute for Nursing (IFN), the foundation of NJSNA. President Lauren Bedell or First Vice-President Florencia Favale are expected to speak on behalf of NJNS.
50. **Adjournment**
	1. The meeting adjourned at 1:03 pm.



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Joelle Motley

Secretary

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Lauren Bedell

President