Meeting Minutes

New Jersey Nursing Students, Inc.

1479 Pennington Road

Trenton, NJ 08618

July 8, 2017

Executive Board

President: Alexandra Maye

First Vice-President: Vanessa Trancoso

Second Vice-President: Julie Titus

Secretary: Chelsea Monteverde

Treasurer: Sonam Patel

Board Members

*Pulsebeat* Editor/ Public Relations Director: Martins Achanfuo-Yeboah

Membership/ Nomination Director: Ara Kim

Community Health Director: Katrina Costantinacos

Breakthrough to Nursing Director: Melissa Kapscandi

Legislation Director: Kerry Conboy

Fundraising Director: Bora Son

NJLN Consultant: Kim Seaman, MSN, RN, CNE

NJSNA Consultant: Barbara Chamberlain, PhD, RN

Parliamentarian: Barbara Chamberlain, PhD, RN

Presidential Advisor: Barbara Cannella, PhD, RN, APN

Presidential Advisor: Subbashini Satish

Staff Advisor: Regina Adams, BSN, RN, CNOR

1. **Call to Order**

Alexandra Maye called meeting to order at 10:02 AM.

1. **Roll Call**

Present: Alexandra Maye, Vanessa Trancoso, Julie Titus, Sonam Patel, Martina Achanfuo-Yeboah, Melissa Kapscandi, Kerry Conboy, Barbara Cannella, Regina Adams

Excused: Barbara Chamberlain, Kim Seaman

Unexcused: Chelsea Monteverde

Late: Ara Kim (10:12 am), Katrina Constantinacos (11:15 am)

1. **June Meeting Minutes**

June Meeting Minutes will be discussed at the next meeting in August.

1. **Treasurer’s Report**

Opening balance $187,650.75

Closing balance $178,731.41

**Motion:** To approve the treasurer’s report

**Made By:** Julie Titus

**Seconded By:** Vanessa Trancoso

**Discussion:** None

**Action:** Carried

1. **Budget**

The current budget is being worked on. Regina Adams will have it ready for next meeting.

1. **Membership Responsibilities**
2. Board reports must be submitted on time.
3. Board reports are due to your consultant the last Saturday of every month.
4. Once approved by your consultant, your board report is due to rest of the board by the next Saturday.
5. Reinforcement of board members’ professionalism and responsibility
6. **School Contact List**
7. All members have contacted their assigned schools.
8. When resending letters to schools be polite and change the body of letter to allow the school to know you have tried to contact them previously. Any changes require your consultant’s approval.
9. **Fundraising/ T-shirts vote**
10. Vanessa Trancoso discussed the possibility of having two t-shirt designs and making 50 of each shirt for convention.
11. The board reviewed each design before voting. Each individual member will selected their top 3 shirts and the shirts with the highest tally were chosen to be sold.
12. After a vote the top 3 shirts are:

-12 Days of Nursing

-Blood type: Coffee

-Nurse, Because Superhero Isn’t a Job Title

(j.pegs 19,24,15)

c. Kerry Conboy and Vanessa Trancoso have a printing source for t-shirts. Both

 will bring prices to next board meeting.

**Motion:** To approve t-shirt designs as voted upon to sell at convention

**Made By:** Kerry Conboy

**Seconded By:** Melissa Kapscandi

**Discussion:** None

**Action:** Carried

1. **Save the Date Cards**
2. Save the date cards have been designed and are now ready to be voted on by the group.

**Motion:**  To approve the blue design for our COSP Save the Date cards

**Made by:** Sonam Patel

**Seconded by:** Ara Kim

**Discussion:** Martina Achanfuo-Yeboah voiced concerns on the size of the print being too small to read on a poster. After clarification there will be no posters, but post cards with print easily legible.

**Action:** Carried

1. **2017 Leadership Conference**
2. Mt. Sinai Hospital Leadership Conference is scheduled for July 28th and will be attended by all board members, not advisors or staff.
3. All board members will meet at Penn Station at 7:00 AM in the Amtrak area. Due to frequent delays plan accordingly.
4. Transportation and lunch will be reimbursed.
5. **COSP Speakers**
6. The board members decided that the focus of speakers should reflect COSP theme, with emphasis on “Burn out.” Speakers should talk about importance of putting yourself first as well as stress relief techniques.
7. The Save the Date cards need to be changed to reflect 9:00 AM and registration will happen during breakfast.
8. The panel will consist of 3 speakers, each with a different emphasis on the theme “Mind, Body, and Spirit”

**Motion:** To have 3 speakers on our panel for COSP

**Made By:** Kerry Conboy

**Seconded By:** Melissa Kapscandi

**Discussion:** None

**Action:** Carried

1. Each part of the theme *Rejuvenating Mind, Body, and Spirit* corresponds with speaker’s topic
2. Mind- Focus on “burn out” and the importance of taking care of yourself.
3. Body- Focus on being self-aware of your body; emphasis on sleep and eating patterns; the speaker could be someone who works in stress relief such as a yoga instructor relax body.
4. Spirit- Focus on holistic nursing; could be someone who works with oils and other types of therapies.

**Motion:** To approve of 3 speakers, speaking on these topics. **Made By:** Ara Kim **Seconded By:** Sonam Patel **Discussion:** None **Action:** Carried

1. The board member recommended all panel speakers be nurses.
2. **Convention Speakers**

The key note speaker should reflect the convention theme. When contacting the key note speaker emphasize that this convention is for nursing students and is presented by the New Jersey Nursing Students, Inc..

1. Petra Kolber, spoke previously at NJLN. She is a person who has survived cancer and focuses on holistic aspects of nursing.
2. Sorrel King, whose child died from dehydration and speaks on the importance of rapid response.
3. Concern that she is an advocate. Elizabeth Scala speaks on burn out, and self-help, which reflects the theme the best.
4. Chelsea Monteverde will give convention update by next meeting.
5. As soon as forms are ready for convention, they must be sent out once approved.
6. All board members should be looking for speakers, and finding out their honoraria.
7. **Legislation Director: Project Updates**
8. Kerry Conboy participated in conference calls with INPAC, COPP, NJSNA, and JPSG on June 26th, 2017 and July 5th, 2017.
9. Kerry Conboy will provide meeting minutes to group about her calls, which focused on a possible gubernatorial debate or town hall meeting, and legislative endorsements.
10. Kerry Conboy’s outline was approved to start her article for *Pulsebeat* to keep nursing students informed on the run for governor in New Jersey.
11. **Community Health Director Director: Project Updates**
12. Katrina Constantinacos is focusing on hypertension, diabetes, and end-stage renal disease (ESRD).
13. Target audience is kids with teaching signs and tips for prevention.
14. Area in which project will take place is a city park and gym.
15. The board members suggested finding a niche. The project is too broad and reflect one population and one goal.
16. By next week Katrina Constantinacos will have emailed Regina Adams and Alexandra Maye 3 narrowed topics for project.
17. Possible topic discussed is gerontology as geriatrics is her favorite population.
18. A board member suggested visiting the *Healthy People 2020* website: possible topics include drug reconciliation, and STD’s in older population.
19. This project can be implemented in senior centers or nursing homes.
20. **Google Drive**
21. Alexandra verified that everyone has access to google drive, because it is important to have access to documents and templates.
22. There will be no more login; there will be a link in the shared tab of your email.
23. **Miscellaneous**
24. In order to remain on the board, board members’ SNA membership must be current, valid and renewed. Those whose membership runs out before convention should renew by the next meeting.

