Meeting Minutes

New Jersey Nursing Students, Inc.

1479 Pennington Road

Trenton, NJ 08618  
May 13, 2017

Executive Board

President:

First Vice-President:

Second Vice-President:

Secretary:

Treasurer:

Alexandra Maye

Vanessa Trancoso

Julie Titus

Chelsea Monteverde

Sonam Patel

Board Members

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| *Pulsebeat* Editor/ Public Relations Director: | Martina Achanfuo-Yeboah |
| Membership/Nominations Director: | Ara Kim |
| Community Health Director:  Breakthrough to Nursing Director:  Legislation Director: | Katrina Constantinacos    Melissa Kapscandi  Kerry Conboy |
| Resolutions Director: | Leigha Fromm |
| Fundraising Director: | Bora Son |
| NJLN Consultant:  NJSNA Consultant: | Kim Seaman, MSN, RN, CNE  Barbara Chamberlain, PhD, RN |
| Parliamentarian: | Barbara Chamberlain, PhD, RN |
| Presidential Advisor: | Barbara Cannella, RN, PhD, APN-c |
| Presidential Advisor: | Subbashini Satish |
| Staff Advisor: | Regina Adams, BSN, RN, CNOR |

1. Call to order

Alexandra Maye called meeting to order at 11:20 AM

1. Roll call

Present: Alexandra Maye, Vanessa Trancoso, Julie Titus, Chelsea Monteverde, Sonam Patel, Martina Achanfuo-Yeboah, Ara Kim, Katrina Constantinacos, Melissa Kapscandi, Kerry Conboy, Leigha Fromm, Bora Son, Barbara Cannella, Barbara Chamberlain, Regina Adams

1. Welcoming of New Board and Ice Breaker

There were no minutes as this was the first meeting of the board. Everyone introduced themselves and told something that was unique to them.

1. Open issues
2. Review of Budget
   1. Explanation of budgeting and types of events revenue will be allocated to as well as reimbursements to new board
      1. National Student Nurses Association (NSNA) Leadership event explained and discussed, July 28th from 8:30 to 5:00

in New York City. All members are encouraged to attend.

* 1. All members are encouraged to review the budget and bring revisions to the next meeting.

1. New business
2. **Goals for 2017-2018 year**
   1. More open communication and support between members and the board
   2. Increase attendance at Council Of School Participants (COSP)
   3. More fundraising
      1. T-shirts sold well and should be created again this year. Please feel free to draft a design.
   4. Use of Google Drive to improve efficiency
3. Letters to Schools
   1. School Assignments
      1. Each member will be assigned to schools; members must obtain all contact information and correspondents by July meeting. Members are encouraged to form a relationship with correspondents and obtain student leader contacts. Send updated contact information to Ara Kim, membership/nominations director. **Please be aware of deadlines.**
      2. Monthly letters to schools may be sent to correspondents ahead of time for review. Draft for at least two schools should be sent in by June 10th to your consultant. Each member should have four schools they are in contact with. Please bring updated contact information for schools and any questions to the July 8th meeting.
   2. Letter Content
      1. Inform faculty of convention dates early in advance so students are less likely to have academic conflicts and thus more likely to attend convention
      2. For monitors, inform schools that it is a first come first serve basis
4. Convention and COSP Theme and Forms

a. Bring suggestions to next meeting and review themes of previous years, themes of COSP and convention should bounce off each other. Theme will be established by June 10th.

b. Board meeting will be held immediately after COSP, note that this meeting will be lengthy.

c. Plan to arrive between 6-7 PM on Tuesday, February 27th for convention at Bally’s, Atlantic City.

d. Bring draft ideas for fundraising to meetings

1. Upcoming Events and Board Responsibilities
   1. Members must submit their board reports for consultant approval by the last Saturday of every month before being sent out to the board members.
   2. *Pulse Beat* articles must be written by each board member.
   3. Board members must attend convention

Feb 27th - Tuesday, Board arrival - arrive by 6-7

Feb 28th - House of Delegates arrival

March 1st - Convention

1. New Jersey State Nurses Association (NJSNA) convention occurs from October 10th -13th; note that board members are not required to attend all days.
2. COSP - October 14th
3. Biographies

a. Biographies should be written/revised and sent to Barbara Chamberlain, please refer to biographies currently online to use as template - consider writing about your goals. Biographies should be around 300 words.

b. Please email drafts by the 20th of May and approved revisions by the 26th. Barbara will return revised biographies by May 24th.

1. Miscellaneous
2. **Organizational Chart**
   1. President, Secretary, *Pulse Beat* and Resolutions Directors - Report to Barbara Chamberlain
   2. First Vice President, Membership/Nominations Director, Community Health Director, Breakthrough to Nursing Director, Fundraising Director - Report to Kim Seaman
   3. Second Vice President, Treasurer, Legislation Director - Report to Barbara Cannella
3. Robert's Rules

Overview of the rules is discussed. All meetings will be held in the fashion of Robert's Rules as to provide structure. Please familiarize yourself with its rules.

1. Adjournment

Motion: To adjourn meeting at 12:43 PM

Made By: Vanessa Trancoso

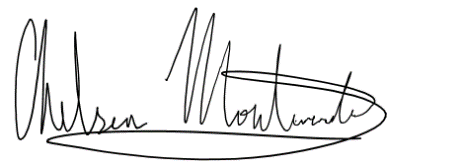
Seconded By: Sonam Patel

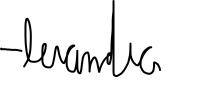
Discussion: None

Action: Carried

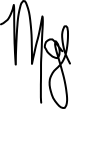
Alexandra Maye adjourned the meeting at 12:44 PM.

Respectfully submitted,





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**Chelsea Monteverde                                                Alexandra Maye**

**Secretary                                                                    President**