MEETING MINUTES

6/3/2021 Tele-Conference (Google Meet)

TOPIC	DISCUSSION	CONCLUSIONS/ RECOMMENDATIONS	ACTIONS/ FOLLOW UP	RESPONSIBLE PERSON
CALL TO ORDER		Meeting called to order by D. Penn at 1:00 pm		
Review of Minutes	Minutes 2/5/2021		Motion to approve minutes made by C. Kumar, 2 nd by J. Mertz. Unanimously accepted.	
Treasurer's Report	D. Penn	D. Penn reported that when C. Kumar takes over as President she will stay on Treasurer. D. Penn – Annual Report Reviewed Budget Faculty Scholarship was paid. Payment for Website back on track. Proposed budget for 2021-2022 is \$14, 446.91. Will be minus \$1,000 paid for Scholarship.	Motion to approve report made by C. Campbell, 2 nd R. Beecher. Unanimously accepted.	

Annual Committee Reports			
Membership	R. Beecher	Annual Report Reviewed Welcome letter sent in September with individual applications to Deans/Directors. Application forms were also sent to individual members. A second mailing was sent in November. Individual membership is \$25. Membership down from 33 to 25. Treasurer shows 26 but one member Asri Byll paid twice and will be credited for 2021-2022. Need to encourage membership.	
Professional Action	D. Penn NJ Action Coalition	D. Penn reported that Teresa Merola is stepping down from the Professional Action Committee. D. Penn stated she can report on the NJ Board Advisory of the NJ Collaborating Center for Nursing. This is a different board from the Professional Action Committee. There is no report at present.	
Education	Scholarships S. Moore-Jervis	Annual Report Reviewed	

	S. Moore-Jervis reported two students were awarded scholarships. Applications were due November 23 and there were many applicants. Scholarship was awarded to a Senior from Holy Name and a Freshman from JFK. There were no faculty applicants. Deadline was extended to May 19, 2021 and only received one applicant. The recipient was A. Grillo-Dias from Trinitas. Check was mailed.	
Educational Programs (ADSPN and NCHASCN)	Discussed that conferences are starting to be in person. Example – NLN, ACEN, & ATI. S. Moor-Jervis stated that at St. Francis Medical Center still doing virtual and not permitting attendance at in person conferences. National Coalition held virtual conference. D. Penn stated that virtual conferences are very easy to do. Need a platform and need a school to sponsor. Cynthia Clark who just presented program for National Coalition is no longer with ATI. Nurse Time needs to do platform and gives CEU's. May need to hold	

		off for another year. Webex works well. Nurse Tim has a list of topics. S. Richard will coordinate with D. Penn. National Coalition had good representation from the schools. Would save money, no need to order food, or pay for cost of the room.
Nominating (2022 Nominations)	Jennifer Gazdick	Nominations 2021-2022 President – C. Kumar Treasurer – D. Penn Scholarship – S. Moore-Jervis Education – D. Penn Membership – R. Beecher Nominating – J. Gazdick Website – C. Campbell Secretary – M. Montufar NJCCN – D. Penn
Communication/ Website (Blue Host Issue)	C. Campbell	C. Campbell updating website throughout the year. D. Penn did handle the monies. The website security cost \$9.99 a month. Site is locked and linked to debit card. When M. Shemin stepped down, D. Penn got a new debt card. Did find password but could not get in to website. C. Cebek looking for official documents. Domain BueHost expires 7/11/2021. There is a one-time payment for 2 years for security. When switched to

		BlueHost not a problem when M. Shemin was handling but now cannot get in. D. Penn stated will continue to deal with the issue or change Domain Name. All want to
		do is update credit information. Two people need to have this information.
Bylaws	D. Penn	D. Penn state will defer to September meeting to review. Last time reviewed was June 2017.
Proposed 2021 –		
2022 Budget	D. Penn	D. Penn reviewed budget line by line: Revenue: 1. Education Program: Will revise budget expense for education program 2021-2022 to \$2,000 from \$4,500. If do virtual program will not cost \$4,500. Need to make cost of speaker less than \$2,000. D. Penn will make change on budget line. Need to change expense and revenue line. 2. Dues: Individual Membership Took in \$650 for membership. Budgeted \$1,000 proposed 2021-2022 - \$700
		3. Dues: School Membership

Continue to keep at \$1,000	
Continue to keep at \$1,000.	
Expenses:	
1. Educational Program – change	
to \$2,000.	
2. Did not spend the \$200 for	
Board/General and other	
meetings. All meetings were	
virtual.	
3. \$0 – do not need advertising	
4. Conference/Summit Expenses:	
Keep in if Executive Board Member	
wants to attend a meeting. Last	
year said to leave it in budget	
because may want a	
representative at a national	
conference. Finances have leveled	
off to about \$13,000 to \$14,000.	
Question to drop amount down to	
\$1,000. There is a NLN summit in	
the Fall.	
6. NJHA contract cost is down to	
\$3,500. D. Penn will find out if can	
reduce even more and if meet at	
Hospital Association only once a	
year.	
C. Cebek does all the clerical work	
and need this to be done.	
C. Cebek does check the mail and	
dues, etc.	
7. NJHA Membership Fee – need	
to pay this fee.	
8. Audit \$0. Audit is listed in case	
need an audit, but we do not have	
a lot of transactions.	
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		 9. & 10. Same 11. Website security - \$9.99 is the actual figure. 12. Cost is for the 2-year period 13 & 14 will change if need 	Motion to approve budget made by C. Campbell, 1 st , J. Mertz, 2nd Unanimously accepted.
2021-2022 ADSPN Annual Report	D. Penn	D. Penn will update budget. Asked if any changes or need to revise submit in a week and then will put report in to be printed.	
2021-2022 Meeting Dates	D. Penn	D. Penn stated meetings will be on the 1 st Friday of the meeting months. September 3, 2021 November 5, 2021 February 4, 2022 Theses meetings will be virtual. June 3, 2022 – 10 am in person at the Hospital Association.	
Train Act Legislation (Medicare Clawback)	D. Penn	Reported that there is a bipartisan bill to get eliminate of having to pay back from schools bundled in with GME. Stand-alone schools overpaid monies for 8 years. All schools signed on. SFMC has signed on but have a GME.	

Dealing with COVIO-19 Vaccinations	C. Campbell reported that OLOL mandating vaccinations for incoming Freshman. Holy Name not requiring right now. Acceptance letter recommending and to upload onto Document tracker. OLOL students are returning to site.	
School Updates/NCLEX Results	C. Campbell – OLOL waiting for approval from State Board of Nursing concerning new curriculum. D. Penn stated can go on Website day before meeting and will just state meeting tomorrow and can attend. C. Campbell stated were told will get a letter in a week. Will need letter of approval from ACEN but will need letter of approval from State Board of Nursing before ACEN will approve. OLOL went from traditional to concept. Program has 77 credits. First year at CCC and will have four — 13 week semesters — so actually a 3 year program.	
	C. Kumar reported had 87 graduated in person. Working out return for the Fall. Stated if doing	

concept based curriculum need to be in person for group work.

Holy Name – Fall 2022 ACEN visit

SFMC – received reaccreditation
letter but Dept. of Ed requiring a verification visit. ACEN will return in person on June 21st. They are there to see the students and do a tour of the school. This needs to be done because visit was virtual.

Adjourned – 3 pm

Respectfully submitted by:

Marilyn Montufar

Time: 10 am

Place: virtual Meeting

Members Present:

Donna Penn Joan Mertz Rose Beecher Colleen Kumar Jennifer Gazdick Carol Campbell Sharnee Moore-Jervis Marilyn Montufar **Committee:** ADSPN

Chairperson: Donna Penn, President

Members Absent:

Shirley Richardson (Vacation – tried to connect by phone

but not successful)