

COMMUNICATION COMMITTEE MEETING MINUTES

September 11 2015 Time: 1100-1300 Place: Raritan Bay Medical Center		
This meeting was called to order by: Cathy Herrmann Save the Date-November 13 2015		
Attendees: Josephine Budino, Tirso Ballesteros, Cathy Herrmann, Joy Espejo, Alvina Perno, Kathy Birkenstock, Josephine Bodino, Laurie Trongone, Kathy Spencer		
AGENDA	DISCUSSION	DECISION - REFERRAL
PEOPLE		
Membership	Everyone introduced themselves We have membership from the following hospitals at this point- HackensackUMC, Atlantic Care Medical Center, Raritan Bay Medical Center, Centra State, Hunterdon, Jersey City Medical Center and St Josephs Regional Medical Center.	Continue to recruit members with IT background, strong writing skills for Magnet components and creative thinkers for dissemination of information.
QUALITY		
SERVICE		
Communication-Web site	<ul style="list-style-type: none"> • Minutes from all sub committees should be posted and Cathy will announce this when we report at the end of the session. Cathy will send out the minutes within 2 weeks of this meeting and approvals should be sent back within the next 2 weeks. • All marketing for educational sessions that will be offered should be placed on the homepage. <ul style="list-style-type: none"> ○ The web site needs to have credit card access. ○ The registration will go to the individual organization that is sponsoring the conference. ○ NJCOM will register on this web site. • Any forms and templates that will be utilized for communication will also be placed on the web site. • Discussed the plan for a template for education/conference brochures 	<p>Cathy will send a reminder and the template to the chair of each committee.</p> <p>Ongoing</p> <p>In progress-the minute template is posted</p>

	<ul style="list-style-type: none"> • Discussed template for the bio on each hospital this template will include: <ul style="list-style-type: none"> ○ Name of Hospital/address ○ Demographic for each hospital ○ Picture of each hospital ○ Services provided ○ Number of beds ○ Number of RNs ○ CNO and MPD names ○ NJCOMO members names/titles ○ Magnet status and dates ○ Awards • Discusses making a distribution list for all committee members to be posted on the Web. This will allow open communication. Also discussed the idea of having a communication connector who would direct the question to the appropriate personnel in their organization 	<p>We can start with the members of this committee. Once the template is completed each organization will work on their bio.</p> <p>Kathy Spencer, Josephine and Omar will work on this</p>
FINANCE		
GROWTH		
<p>Nominations</p> <p>Face book (fb)</p> <p>Future Goals Communication Committee</p>	<p>Mary Ann Hozak discussed the nomination process for Executive Committee and 2 Member at Large –that will be done with survey monkey on the Web site.</p> <p>Discusses having a fb group for NJCOMO with a link to twitter. This will be advertised with a surprise for those attending the Magnet conference.</p> <ul style="list-style-type: none"> • Quarterly newsletters- Maureen and Josephine volunteered to work on a newsletter. • Gate keeper for all sub committees communication • Networking Social Media campaign 	<p>Omar will be working on this with Mary Ann</p> <p>Kathy Spencer will work on creating fb. Mary Ann will work on surprise.</p>
SAFETY		
Adjournment:		Respectfully submitted:
Next Meeting	TBA	Cathy Herrmann

