



# New Jersey Council of Magnet Organizations, Inc.

## EDUCATION COMMITTEE MEETING MINUTES

<b>Date: Friday April 1, 2016</b>		
Time: 1000 - 1200		Place: Morristown Medical Center
This meeting was called to order by: Colleen Bardi MSN, RN-BC		
<b>Attendees:</b> Colleen Bardi, Nancy Powell, Glenda Lawson, Fiesta Clanton, Susan Oliveti, Nicole Sardinas, Ebony Samuel, Kathleen Vnenchak, Prabha Nair, Tracy Amato, Tabata Verga, Maria Brilhante, & Leslie Wright-Brown		
<b>AGENDA</b>	<b>DISCUSSION</b>	<b>DECISION - REFERRAL</b>
<b>PEOPLE</b>		
Sign-in Roster	Rounds table introductions, organization, role, & credentials	
<b>QUALITY</b>		
Charter Review	Discussed updated charter with review of committee objectives	Charter Finalized & Completed
<b>SERVICE</b>		
<b>May 18<sup>th</sup> Conference:</b> <ol style="list-style-type: none"> <li>1. Brochure Advertising</li> <li>2. Contact Hour application               <ol style="list-style-type: none"> <li>a. Speakers Bio/Col</li> <li>b. 5 Column Content</li> </ol> </li> <li>3. Parking</li> <li>4. Poster Presentations</li> <li>5. Agenda</li> <li>6. Panel Discussion</li> <li>7. Sign-In &amp; Registration</li> <li>8. Collection of Evals &amp; distribution of certificates</li> </ol>	<ol style="list-style-type: none"> <li>1. Brochure placed on NJCOMO website, possibly facebook/twitter</li> <li>2. All speakers must complete Bio/Col form as well as submit objectives for contact hour application/evaluations. <b>Please be sure to include credentials from all speakers.</b></li> <li>3. Free Parking (Starr &amp; Barry Tobias Building Conference Center)</li> <li>4. Guidelines for Posters needed. Those who wish to present posters must submit Title of Poster, Name/ Credentials, &amp; Organization to Ebony.</li> <li>5. An agenda with all speakers/topics to be created</li> <li>6. A list of questions to be created for panel discussion incase audience does not</li> </ol>	<ol style="list-style-type: none"> <li>1. Committee members to send out brochure to all organizations.</li> <li>2. Deadline for Bio/Col &amp; objectives from speakers <b>April 29<sup>th</sup></b>. Deadline for Final Presentations <b>May 4<sup>th</sup></b>.</li> <li>3. Please advise all to park towards the back of the parking lot</li> <li>4. Fiesta to send out guidelines for posters (Size, display type) Deadline</li> </ol>



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	<p>participate with questions.</p> <ol style="list-style-type: none"> <li>7. Registration table to display NJCOMO Logo. Checks may be given day of conference.</li> <li>8. Evaluations to be collected prior to Contact Hour Certificates being given</li> </ol>	<p>for post submissions <b>May 4<sup>th</sup></b> to Ebony. A list of all posters being presented to be created. JCJM to bring portable easels.</p> <ol style="list-style-type: none"> <li>5. Colleen to follow up with all speakers for names/credentials &amp; topics being presented.</li> <li>6. Nicole to distribute list.</li> <li>7. Kathie will create spreadsheet of those registered. Lock box needed for \$\$\$. Agenda, List of Poster Presentations, &amp; Evals will be given out after sign-in.</li> <li>8. Tracy, Kathie, Ebony &amp; Tabata Evaluations to be collected &amp; tallied.</li> </ol>
<b>FINANCE</b>		
<p><b>Budget for Conference</b></p>	<p>Continental Breakfast and Lunch to be served during conference will be ordered from CentraState Dining department. CentraState to provide set up.</p>	<p><b>Breakfast: \$5 per person</b> <b>Lunch: \$7 per person</b></p>
<b>GROWTH</b>		
	<p>Discussion regarding having a table to promote NJCOMO at the NJSNA Convention on October.</p>	<ul style="list-style-type: none"> <li>• Tracy will look into the cost for reserving a</li> </ul>



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<p><b>NJSNA Convention</b></p>	<p>Great way to promote NJCOMO and the education &amp; development subcommittee</p> <ul style="list-style-type: none"> <li>• Budget for table presentation?</li> <li>• Budget for Giveaways?</li> <li>• Discussed creating a poster to display May 18<sup>th</sup> conference.</li> <li>• Create a SAVE the Date for our 2017 conference</li> </ul>	<p>table</p> <ul style="list-style-type: none"> <li>• Colleen will follow up with Wendy Silverstein NJCOMO treasurer to see if there is a budget for giveaways or to create a poster.</li> </ul>
<p><b>SAFETY</b></p>		
<p>Adjournment: 1130</p>		<p>Respectfully submitted: Colleen Bardi MSN, RN-BC</p>
<p><b>Next Meeting</b></p>	<p><b>Conference Call Thursday April 21<sup>st</sup>, 2016 at 1100</b></p>	<p>Colleen to e-mail call in #</p>