



Name of Committee: NJCOMO, Inc. Meeting

Date: April 1, 2016  
at: 10:00am

Host: Morristown Medical Center

This meeting was called to order by: **President** - Rita Smith DNP, RN, NEA-BC  
**Vice President** - Mabel LaForgia MSN, RN, CNL

AGENDA	DISCUSSION	DECISION – REFERRAL
<p><b>10:00 – 12:00 Magnet Program Directors (MPD’s) Special Interest Group</b> <b>Members are:</b></p> <p><b>See Attendance Sheet</b></p>	<p><b>February Teleconference Minutes</b></p> <ul style="list-style-type: none"> <li>• Reviewed and approved</li> </ul> <p><b>2016 Review Charter</b> <b>Finalize: Goals/Mission/Objectives</b></p> <ul style="list-style-type: none"> <li>• The MPD charter was reviewed by committee and changes made.</li> <li>• Committee finalized and approved charter.</li> </ul> <p><b>October Magnet Conference – Plans</b></p> <ul style="list-style-type: none"> <li>• Discussion on where in Orlando (Disney or Universal) to hold the Magnet meet and greet took place.               <ul style="list-style-type: none"> <li>○ About 30 people would be attending</li> <li>○ Reservation can be made with NJCOMO debit card.</li> </ul> </li> </ul> <p><b>MPD Toolkit –</b></p> <ul style="list-style-type: none"> <li>• MJ to build a drop zone to share with Mary Ann for the toolkit. Once portal is completed they will disseminate with the group</li> </ul> <p><b>Mentorship Project – Update</b></p> <ul style="list-style-type: none"> <li>• No new update.</li> </ul> <p><b>Magnet Manual</b></p> <ul style="list-style-type: none"> <li>• Group worked on updating the MPD Manual</li> <li>• Updated from SE8 – EP7EO</li> </ul> <p><b>MPD Special Interest Group</b></p>	<p>Informational</p> <p>Informational</p> <p>Wendy to follow up.</p> <p>MJ and Mary Ann to follow up</p> <p>Informational</p> <p>Informational</p> <p>MJ to send the updated list</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p><b>Teleconference Dates Reviewed</b></p> <ul style="list-style-type: none"> <li>Dates reviewed and updated May 17 June 14 July – No Meeting August – No Meeting September 13 October – Disney November – Meet in Person (Nov 11) December – No Meeting</li> <li>Group suggested a meeting in the summer “Cruise on the Hudson”</li> </ul> <p><b>Open Forum</b></p> <ul style="list-style-type: none"> <li>Discuss tool kit at May teleconference.</li> <li>Mabel asked group to review and update all contact information. MPD should disseminate information to members in their organization.</li> <li>Work on expanding interstate MPD relationship</li> </ul>	<p>Informational MJ to send teleconference phone number.</p> <p>Mary Ann to look into a summer cruise meeting.</p> <p>Informational Informational</p> <p>Informational</p>
<p><b>12:00 – 1:00 Executive Committee Members and Board of Director Members</b></p> <p><b>Executive Committee Members are:</b> Rita Smith – President Mabel LaForgia – VP Joan Harewood – Past President Micki Patrick – Past VP Wendy Silverstein – Treasurer Kathleen Burke – Academic Advisor Mary Jean Burke – MPD Josephine Bodino – Member at Large Kathy Faber – Member at Large</p> <p><b>Board of Director Members are:</b></p> <p><b>Education &amp; Development:</b> Joan Harewood, Colleen Bardi,</p>	<p><b>Review of Minutes</b></p> <ul style="list-style-type: none"> <li>Minutes were approved with one change.</li> </ul> <p><b>Conference Call 3/24 updates:</b></p> <ul style="list-style-type: none"> <li>The approved preceptorship research study to be conducted by the New Knowledge and Innovations Group. <ul style="list-style-type: none"> <li>Add everyone’s name from the New Knowledge and Innovations Committee as a call investigator.</li> <li>Changing start date to April 15<sup>th</sup>.</li> <li>Will have 6 months to complete it.</li> <li>Will have to add the questions into a Survey Monkey format.</li> <li>The person responsible to fill out survey is whoever presents it to the IRB.</li> </ul> </li> <li>Approved discussion for involvement in Jean Watson Caring Science Chapter in collaboration with NJCOMO <ul style="list-style-type: none"> <li>Institute for HealthCare Caring as well as Sigma Theta Tao in collaboration would like to create caring chapters within Sigma Theta Tao. Then they would like to partner with NJCOMO to then</li> </ul> </li> </ul>	<p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Kathleen to reach out to Rose Scapeti for Southern Chapter.</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
<p>Margaret Thornton  <b>Innovation and Outcomes:</b>  Kathy Faber, Kenda Dugan  <b>Growth:</b> Liz Readau. Pam Peterson, Joanne Reich  <b>Communication:</b> Kathy Herrmann, Omar Aranibar  <b>Academic Advisor:</b> Kathy Burke  <b>MPD Chair:</b> Mary Jean Burke MaryAnn Hozak</p> <p><b>Members at Large:</b> Kathy Faber, Josephine Bodino</p>	<p>include hospitals healthcare agencies with those particular chapters to facilitate research.</p> <p><b>By-law Review</b></p> <ul style="list-style-type: none"> <li>• Combining Communication and Growth Committees.</li> <li>• Add description of CNO involvement and role during meetings. <ul style="list-style-type: none"> <li>○ CNO only at annual meeting (have a breakout session for CNO Meeting during annual meeting). They will be able to set the goals and discuss their involvement at NJCOMO</li> <li>○ Succession Planning – end of second year have president/vice president and president/vice president elect work together the last year for a smooth transition. (President and Vice President must be from the same Magnet Organization)</li> <li>○ Charter structure must be reflected in the bylaws.</li> <li>○ Membership must reflect the Treasurer in the bylaws.</li> </ul> </li> </ul> <p><b>Financial Report and Budget Review/Discussion</b>  Balance is: \$29,601.21</p> <ul style="list-style-type: none"> <li>• Finance report presented to group.</li> <li>• Add line item for sub-total (northern and southern chapters).</li> <li>• 2016 Budget reviewed and changes made. <ul style="list-style-type: none"> <li>○ Other professional fees (speakers) – \$2500</li> <li>○ Research and EVP – \$1000</li> <li>○ Stationary and Office Supplies – \$200</li> </ul> </li> </ul> <p><b>Annual Meeting Agenda items/presentations</b></p> <ul style="list-style-type: none"> <li>• Mary Jo Assi to present at annual meeting</li> <li>• The Northern NJ chapter will be</li> </ul>	<p>Will adapt changes to reflect in bylaws.</p> <p>Wendy to update finance report to reflect this change.  Wendy to update budget.</p> <p>Mabel to reach out to Mary Jo Assi</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>celebrating their 10 year anniversary and a poster presentation and timeline will be presented at the annual meeting.</p> <p><b>Open Forum</b></p> <ul style="list-style-type: none"> <li>• Mabel to send out the membership listing to make sure we have representation from every hospital at every committee.</li> <li>• Will be adding a Research consortium tab/section with a northern and southern section to the NJCOMO website.</li> <li>• Shirts/golf shirts will be ordered for the Magnet conference.</li> </ul> <p><b>Next Meeting: CentraState Medical Center – July 22, 2016</b></p>	<p>Presentation/timeline to be posted on website.</p> <p>Mabel to reach out to groups</p> <p>Mabel and Omar to work on this tab/section.</p> <p>Discuss at general session to vote for t-shirt or golf shirt.</p>
<p><b>1:00 – 2:00 General Session</b></p>	<p><b>Review of Minutes</b></p> <ul style="list-style-type: none"> <li>• Minutes were approved with one change.</li> </ul> <p><b>New Meeting Format</b></p> <ul style="list-style-type: none"> <li>• Groups liked the new meeting format.</li> <li>• Committee chairs to choose if they need the full 2 hours to meet with their committee.</li> </ul> <p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>• Balance is \$29,601.21 – Since January a total of \$9075 was deposited and \$570 withdrawn (down payment for annual meeting at NJHA and for internet site).</li> <li>• Budget created and approved.</li> <li>• Northern and Southern totals will be reflected separately.</li> <li>• Recommendation – to add a line for dissemination of information (Organizational fee for those who are going out and submitting abstracts to present at conferences).</li> </ul> <p><b>Bylaws Update:</b></p> <ul style="list-style-type: none"> <li>• Communication and Growth will now be combined. Charter to be updated to reflect updates. Chair from Growth will co-chair this committee.</li> </ul>	<p>Informational</p> <p>Informational Informational</p> <p>Budget approved with changes.</p> <p>Wendy to make changes to finance report and budget</p> <p>Revised bylaws to be presented at next meeting for approval</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
	<ul style="list-style-type: none"> <li>• Change Bylaws to reflect that the CNO’s will have one meeting a year at annual meeting. This is the opportunity for us to show them what we have accomplished and where we are going.</li> <li>• Succession Planning – end of second year have president/vice president and president/vice president elect work together the last year for a smooth transition. (President and Vice President must be from the same Magnet Organization)</li> <li>• Charter structure must be reflected in the bylaws.</li> <li>• Membership must reflect the Treasurer in the bylaws.</li> </ul> <p><b>Open Forum</b></p> <ul style="list-style-type: none"> <li>• Tablecloth ordered – if you need for events.</li> <li>• Discussion took place on whether to order t-shirts or golf shirt for the Magnet conference in Orlando.</li> </ul> <p><b>Annual Meeting Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Mabel to reach out to Mary Jo Assi from ANA to speak at annual meeting.</li> <li>• The Northern NJ Chapter will be celebrating their 10 year anniversary and a poster presentation with a timeline with all the good things they have done will be presented at annual meeting.</li> <li>• Annual meeting will be at NJHA in November.</li> <li>• Next meeting will be at CentraState. <ul style="list-style-type: none"> <li>○ Presentation on how the northern NJ Evidence Practice Consortium began will be presented.</li> <li>○ Poster to be taken to every possible presentation within the next year with the goal to reach out to central and southern part of the state.</li> <li>○ Eventually change logo to add northern, central and southern to the front of the logo.</li> </ul> </li> </ul>	<p>Informational</p> <p>Committee voted on golf shirts. Wendy to bring a picture sample of the shirt to the next meeting.</p> <p>Mabel to reach out to Mary Jo Assi</p> <p>Informational</p> <p>Informational</p> <p>Nicole to work on presentation.</p>

AGENDA	DISCUSSION	DECISION – REFERRAL
<b>MPD Report:</b> <b>Chair: Mary Jean Burke</b> <b>Co-Chair: MaryAnn Hozak</b>	<ul style="list-style-type: none"> <li>• Charter reviewed and approved</li> <li>• Approved all the teleconference meetings.</li> <li>• Approved the annual meeting</li> <li>• Working on the tool kit – to be completed by the end of this year.</li> <li>• Working on a formal structure for mentorship.</li> <li>• Worked on the sources of evidence. These will be housed on the website once completed.</li> </ul>	<p>Informational</p>
<b>Education and Development Report:</b> <b>Chair – Joan Harewood</b> <b>Co-Chair – Colleen Bardi</b> <b>Co-Chair – Maggie Thornton</b>	<ul style="list-style-type: none"> <li>• Charter reviewed and approved</li> <li>• Discussed the details on the conference on May 18 at CentraState <ul style="list-style-type: none"> <li>○ How to advertise brochure. Currently on the NJCOMO website.</li> <li>○ Will work on contact hour application/evaluations</li> <li>○ Continental breakfast and lunch will be served</li> <li>○ Free Parking – please park in back of lot</li> <li>○ Guidelines to Posters</li> <li>○ Agenda with speakers and topics to be created.</li> <li>○ Discussed having a paypal account for future conferences.</li> </ul> </li> <li>• Discussed having a table at the NJSNA Conference to promote NJCOMO. <ul style="list-style-type: none"> <li>○ Discussed a poster presentation</li> <li>○ Create a Save the Date for 2017</li> </ul> </li> </ul>	<p>Informational</p> <p>Fiesta to send out guidelines. Deadline for poster is May 4. Will reach out to the treasury</p> <p>Informational</p>
<b>Innovation &amp; Outcomes Report:</b> <b>Co-Chair: Kathy Faber</b> <b>Co-Chair: Kendra Dugan</b>	<ul style="list-style-type: none"> <li>• Charter reviewed and accepted with changes.</li> <li>• An EBP and Research master list to be created on the NJCOMO website. Currently 4 hospitals will be involved with the expectation with more hospitals to join in the future.</li> <li>• Accepted the preceptorship study.</li> <li>• Tab on the website to share PI/Quality information with other organizations.</li> </ul>	<p>Melissa will work on</p> <p>Claudia to set up survey monkey</p>
<b>Communication &amp; Growth Report:</b> <b>Chair-Cathy Herrmann</b> <b>Co-Chair – Omar Aranibar</b> <b>Co-Chair – Pam Peterson</b> <b>Advisor: Joanne Reich</b>	<ul style="list-style-type: none"> <li>• Trying to locate the original creator of the NJCOMO Facebook page. If the creator can't be found by April 15, 2016 a new Facebook page will be created – New Jersey Council of Magnet Organization (NJCOMO).</li> <li>• Bio -demographics will be hyperlinked to</li> </ul>	<p>Informational</p> <p>Will start with their group and then send out to the</p>

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

AGENDA	DISCUSSION	DECISION – REFERRAL
	<p>the different hospitals so then you can obtain all the information on that hospital.</p> <ul style="list-style-type: none"> <li>• Need to collaborate with MPDs on sharing best practices or somebody that is doing something well quarterly and publish it. <ul style="list-style-type: none"> <li>○ Add certification courses.</li> <li>○ Also talked about sending it out to different colleges.</li> <li>○ Trying to make it user friendly</li> </ul> </li> <li>• Communication and Growth joined together to form one committee.</li> <li>• Working on finalizing the charter.</li> <li>• Will send out an e-mail to the participants of the Growth Committee to confirm their attendance and participation.</li> <li>• Needs assessment to be performed on all members to determine the education needs of our members. With this information we might be able to share some of the strengths that NJCOMO may bring with organizations that are Magnet or who are on the journey to Magnet.</li> </ul>	<p>rest of the hospitals. Members to reach out to the PR Departments of their organization.</p> <p>Informational</p> <p>Informational</p> <p>Send out by April 15, 2016 with a response date of 4/22</p> <p>Informational</p>
<b>NEXT MEETING</b>	<p><b>GENERAL MEETING</b>  <b>July 22, 2016</b>  <b>at CentraState Medical Center</b></p>	
<b>Meeting Adjourned:</b>		<p><b>1:50pm</b></p> <p><b>Respectfully Submitted:</b>  Zoila Astudillo-JCMC  Recording Secretary</p>