

Central Region SGNA Meeting
Meeting Minutes
Date: 4/27/24
Location: Microsoft Teams

Present: Mary Kate Caponegro, Maryanne Joachim, Samantha Kelly, Beverly Levanti, Kyle O'Donnell, Natasha Santolla, Michelle Sanzone, Elle Sawyer, Teresa Soldiviero
Absent: N/A

Topic	Discussion	Recommendations/ Follow-up
Welcome Natasha Santolla	Welcome and introduction to CEU presentation to follow	N/A
Old Business	N/A	N/A
Barrett's Esophagus Presentation Mary Kate Caponegro	Discussion on barrett's esophagus disease process and treatment 1.0 CEU Presented by Mary Kate Caponegro from Medtronic	CEU will be sent to all in attendance on Monday 4/29
October 2024 Conference Natasha Santolla	<ul style="list-style-type: none"> - October 19th 2024 at Overlook Hospital - Auditorium and Conference Room 1 are booked - Maximum attendance: 120 people - Conference Title: Central Hub: Endoscopy Enlightenment 	N/A
Conference A/V Natasha Santolla	William Green is \$100 per hour Budget: \$700	need to formally book Will Green
Conference Food and Beverage Natasha Santolla & All	Breakfast: food from Costco/BJs Lunch: from Panera - \$15 per person Water: water coolers from OMC	no carafe rental options <ul style="list-style-type: none"> - potentially use Bev and Teresa's carafes Kyle will further explore lunch catering from Panera
Conference Pricing Natasha Santolla	<i>Early Bird/Virtual Registration:</i> RN members: \$120 RN non-members: \$145	N/A

	<p>Tech/Associate member: \$50 Tech/Associate non-member: \$60</p> <p><i>In Person Prices 9/1 or later:</i> RN member: \$135 RN non-member: \$160 Tech/Associate member: \$60 Tech/Associate non-member: \$70</p>	
<p>Conference Registration Natasha Santolla</p>	<ul style="list-style-type: none"> - Wufoo has been set up - Plan for registration to be available July 15th - Early bird registration available until September 1st 	<p>will create teams link for virtual conference to send out prior to opening registration</p>
<p>Vendors for Conference Natasha Santolla</p>	<ul style="list-style-type: none"> - need to send letter to vendors - will request \$800 per vendor table 	<ul style="list-style-type: none"> - will draft letter and tax form for vendors and email to vendors along with wufoo payment link - planning to invite 15 vendors
<p>Conference Flyer / Brochure Natasha Santolla</p>	<ul style="list-style-type: none"> - has been created for our CEU application - CEU application has been submitted 	<ul style="list-style-type: none"> - 7 CBSPD credits have been approved - waiting to response on nursing CEUs
<p>Conference Set Up, Break Down Natasha Santolla</p>	<ul style="list-style-type: none"> - room set up and break down will be taken care of by hospital staff 	<ul style="list-style-type: none"> - we will be responsible for taking down the things we bring
<p>Door Prizes and Raffle Baskets Natasha Santolla</p>	<ul style="list-style-type: none"> - Door prizes: folders, water bottle, candy - Vendors to give out raffle tickets for prize baskets - planning for 8 baskets - budget \$800-\$1000 for baskets <ul style="list-style-type: none"> - SGNA basket, including book, swag, etc. - lottery ticket basket - wine/cheese basket - fall decor - coffee basket 	<ul style="list-style-type: none"> - finalize raffle basket idea

	<ul style="list-style-type: none"> - movie theme - spa gift card 	
Conference Speakers Natasha Santolla	<ul style="list-style-type: none"> - Jerri Jacobson, RT - Patricia Meringer, CRNA - John Franzese, MD - Sanjay Salgado, MD - Edyta Ruczynski, RN - BMS: IBD discussion - Healthmark: Reprocessing to SGNA guidelines 	We will offer \$100 gift card per speaker (budget \$500)
2024 SGNA National Conference Natasha Santolla	Katherine Stagman and Michelle Sanzone are going on \$1,000 scholarships from NJSGNA	N/A
Treasurer's Report Beverly Levanti	<ul style="list-style-type: none"> - Received dues from SGNA most recently on December 14th - Balance today is \$20,742,75 	will follow up on why dues are coming in so inconsistently

Next meeting scheduled for: TBD October 2024

***Respectfully submitted,
Samantha Kelly BSN, RN, CGRN***