

STTI ALPHA ETA CHAPTER BOARD MINUTES

Thursday 5/3/2018 from 5pm-6pm

Location: June Bailey Conference Room N531F/Zoom

Present: Therese Doan, Mandy Peacock, Schola Matovu, Sam Lee, Melinda Bender, Purnima Krishna, Megan Duck, Pat Sparacino, Mary Foley, Katherine Cleo

Unable to attend: Zina Mirsky, Pam Bellefeuille, Satu Larson, Monica McLemore, Daniel Linnen, Jennifer McAdams, Lin Lin, Leigh Shinn, Jerico Alicante, Melinda Bender

Topic	Discussion	Outcome and/or Follow up
1. <i>Checking in & announcement</i>	<ul style="list-style-type: none"> • N/A – right to business! 	
2. <i>Review and approve:</i> <ul style="list-style-type: none"> • March 2018 board meeting minutes • April meeting agenda 	<ul style="list-style-type: none"> • April 2018 minutes: Mandy moved to approve minutes, Schola seconded. Unanimously approved 5:09 pm • May agenda: Katherine motioned to approve. Mandy seconded. Unanimously approved at 5:10 pm. 	
<ul style="list-style-type: none"> • <i>President's report (Therese and Pat)</i> Endowment update Prepare for Induction: Checklist 	<ul style="list-style-type: none"> • Endowment update <ul style="list-style-type: none"> ○ Pat met with Dean Gilliss regarding the annual payout for the endowment. The endowment was reviewed – money comes from donations and the annual payout (interest that accumulates). Currently the balance is \$242, 819, still shy of our \$400,000 goal. At the current rate, it will take 15-17 years to achieve our goal. ○ Only 2 board members have donated this year – the goal is that ALL board members donate to the endowment. ○ Need board's permission to re-invest the annual payout that comes to the SON and then is re-invested in the UCSF Foundation/endowment. Mary motioned to approve the re-investment and Katherine seconded. Board unanimously approved at 5:14 pm. • Induction checklist <ul style="list-style-type: none"> ○ See attached document. 	<p>ALL BOARD MEMBERS: donate to endowment</p>

	<ul style="list-style-type: none"> ○ We will hold a teleconference via Zoom on May 22nd from 5-6pm to complete induction planning. 	
<p>VP's report (Katherine and Purnima)</p> <ul style="list-style-type: none"> ● Leadership symposium 	<ul style="list-style-type: none"> ● Leadership Symposium <ul style="list-style-type: none"> ○ Planning is going forward in coordination with Induction planning. The total budget for both events is \$1000. ○ Will occur in Toland Hall May 30th from 5-6 pm (Registration at 4:30 pm). ○ Dr. Dodd will be sending objectives, need to confirm if we are to upload slides. We will budget \$50 for a thank you gift. ○ Discussed flyers to promote the event, program, and evaluations. ○ Discussed catering possibilities: Lavash, Ethiopian restaurant. 	<p>Katherine will get gift.</p> <p>Katherine will make program/flyer/evals. Mandy will post the flyer around UCSF and send to faculty members.</p> <p>Katherine and Purnima will follow up on catering.</p>
<p>Treasurer's report</p>	<ul style="list-style-type: none"> ● See attached document ● Please send all outstanding reimbursement requests to Sam ASAP – see disbursement request form at the end of this document. 	
<p>LSCs' report</p> <ul style="list-style-type: none"> ● Ballots ● MMS award ● LDP award 	<ul style="list-style-type: none"> ● Ballots will be open from 5/4-5/17. Schola will send ballot/bios to Mandy to distribute. <ul style="list-style-type: none"> ● Mary Foley: President ● Katherine Cleo: VP ● Sam Lee: Treasurer ● Katherine Hettinger: Counselor ● Alex Rutherford: Master's rep ● Alicia Swartz, Melinda Bender, and Purnima Krishna: Board Members at Large. ● MMS and LDP: need to hear from Jerico about status of these. ● Schola will also represent AE at Kaiser Vallejo to raise awareness about our chapter! 	<p>Schola will send Ballots to Mandy. Mandy will send the ballot slate to the organization.</p> <p>Schola will follow-up with Jerico and report back to board.</p>

<i>Adjourn</i>	Meeting adjourned at 6:21. Thersese motioned to adjourn, Sam seconded, unanimously approved.	
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NEXT MEETING: Thursday June 7, 2018 5-6 pm. Call-in number: **Will send Zoom link with call-in number prior to meeting**

Respectfully submitted by: Mandy Peacock, AE Secretary
Reviewed by Therese Doan, AE President, 5/21/18