

STTI ALPHA ETA CHAPTER BOARD MINUTES

Thursday November 2, 2017 5pm-6pm

Location: Phone

Present (on phone): Therese Doan, Mandy Peacock, Melinda Bender, Lin Lin, Katherine Clelo, Purnima Krishna, Melinda Cuthbert, Leigh Shinn, Schola Matovu

Unable to attend: Pat Sparacino, Zina Mirsky, Pam Bellefeuille, Sam Lee, Satu Larson, Monica McLemore, Jerico Alicante, Megan Mullen, Mary Foley, Daniel Linnen, Linda Bawua, Jennifer McAdams

Topic	Discussion	Outcome and/or Follow up
1. Checking in and announcement	<ul style="list-style-type: none"> • Sam and Megan have attended Biennial Convention , receiving our Chapter Key award and serving as delegates. • Need to resuscitate social media (FB, Instagram, LinkedIn, and twitter) and hope to reach members more this way. <ul style="list-style-type: none"> ○ Highlight current board members on social media • Newsletter – where to publish (email, facebook, website) 	Jerico and Katherine will take the lead on this.
2. Review and approve: <ul style="list-style-type: none"> • September minutes • November agenda 	<ul style="list-style-type: none"> • September minutes: motioned to approve, unanimously approved 5:17pm • November agenda: motioned to approve, unanimously approved at 5:18 pm. 	
3. President's Report <ul style="list-style-type: none"> • AEC meeting • Activity calendar • Research symposium planning 	<ul style="list-style-type: none"> • Therese will have activity calendar to us soon. • Research symposium – San Jose State would like to collaborate with us on this. They can provide manpower to run symposium and chip in with funding/planning. They can also take care of CEUs. No set agenda/title yet, in the works. End of March/Beginning of April. • Idea for UCSF/AE collaboration research symposium – Follow up with Sandra Le and Sandra Weiss. 	<p>Therese will follow up on this collaboration.</p> <p>Melinda C will follow-up</p>
4. VP report <ul style="list-style-type: none"> • Leadership symposium planning 	<ul style="list-style-type: none"> • Plan for Spring quarter • Leadership symposium with the Induction 2018. Other chapters combine with induction (making the event a little longer ~3 hours). Katherine and Purnima. This will be the plan. Benefits: 	<p>Katherine & Purnima will be in charge of the Leadership portion.</p> <p>Governance committee & Counselor are in charge of the Induction. All board members (who could) will</p>

	<ul style="list-style-type: none"> ○ New member inspiration, good lead in to the Leadership award, better turnout 	show up and help at this combined Leadership symposium/Induction event.
<p>5. Treasurer's report</p> <ul style="list-style-type: none"> • New item(s) since retreat • Progress on transfer of account to Chase 	<ul style="list-style-type: none"> • Treasury report: see attached document. • \$1000 Leadership grant to Jordan Salvador (Saudi Arabia) – will require wire transfer (with \$40 fee). Wire transfer is best in terms of security. Sam will need to do this on his own. Board needs to approve. Motion to approve, unanimously approved at 5:42 pm. 	Mandy will follow-up with Sam regarding status of Chase account transfer.
<p>6. Secretary's report</p> <ul style="list-style-type: none"> • Closet reorganization 	<ul style="list-style-type: none"> • Closet re-organized by Pat Sparacino, Mandy has items for archiving in her UCSF office. 	Mandy will contacting Jennifer this week to arrange for pick-up.
<p>7. Archivist's report</p> <ul style="list-style-type: none"> • Plan for archiving materials 	<ul style="list-style-type: none"> • See above. Jennifer not able to attend the meeting. 	
<p>8. Discussion</p>	<ul style="list-style-type: none"> • Schola is working with Kaiser – they are planning nurse week event, tables. Alpha Eta could have a table here (May 9th) • Plan to nominate Sandra Weiss for Nurse Researcher Hall of Fame 2018. Melinda Bender suggested Kathleen Puntillo. 	<p>Katherine will take the lead on Kaiser event. Therese will take action and recruit help from the board for the nomination, due December 11, 2017.</p>
<p>9. Adjourn</p>	Meeting adjourned at 5:55. Motioned to adjourn, unanimously approved.	

NEXT MEETING: Thursday December 7, 2017 5-6 pm Call-in number: (515) 603-3113, Access Code: 460386#

Respectfully submitted by: Mandy Peacock, AE Secretary
Reviewed by Therese Doan, AE President, 11/03/17