

# **STTI Alpha Eta Board Meeting Minutes**

**February 4, 2013**

**12:00 P.M. - 13:00 P.M.**

**Draft**

**UCSF School of Nursing Office of the Dean Conference RM 319**

## **Attendants:**

Shirley Evers-Manly-Linda Gregory, Carrie Jacobson, Rachel Sandlin, Daniel Linnen, Cathy Bain,

## **Conference Call Attendants:**

Hayley Brown, Ann Cullen, Lisa Richard,

**Minutes recorder:** Shirley

**Quorum established:** 9 attendees Quorum established

**Approved December 18, 2012 meeting minutes as amended**

## **Agenda Review**

### **President's report:**

Per Abby National STTI received the update on our Chapter's progress in getting back into compliance with STTI Bylaws requirements. Congratulations on getting chapter Bylaws updated, annual reports in, and officer positions filled. Per Abbey, we have made great strides in a short time.

Abbey would like to talk about the possibility of reviving the Bay Area Consortium of STTI Chapters. Alpha Eta always took a key role in this effort. Now that we are moving forward so well, it would be good to talk about the potential for some shared programming across our Bay area Chapters to engage members more actively in the work of STTI. Abbey would be willing to lead this effort in her role as Regional Coordinator.

Shirley suggested that we partner with some of the campus activities to fulfill our Research Day commitment. Linda Gregory will check on the feasibility of STTI working with the PosterPalooza research activity.

She also polled the group about the Leadership conference. She suggested that we utilize our future leaders to speak at the conference. The group agreed to host the leadership conference in the fall. The theme would be to highlight our future nurse leaders.

President has checked that most active members have paid dues and she asked the Leadership committee if they would monitor.

Open board positions: Archivist, Doctoral and Master student rep: suggested---Linda Gregory or Schola Matovu for Doctoral Rep, Linda will contact Schola regarding the position.

Welcomed Rachel Sandlin to Alpha Eta

### **Financial/budget updates**

1) Documents, Media, and Mail Services on 1/22/13 in the amount of \$100 for website updates.

Expected return of \$3,000 and \$500 from a student who received STTI scholarships/leadership award

2) Shirley reported that the 42nd Biannual Conference is in Indianapolis, Nov 16-20, 2013, and that the Dean asked if AE could pay students to attend the conference. Shirley suggested that we use the returned funds of approximately \$3,500 to pay the fees for the students to attend the conference and that the students stay in the room with the two conference delegates. To date, the fees have not been determined by STTI. Shirley will continue to seek the cost for the students to attend the conference. Action item: Assess how much it will cost to send two students to attend the conference.

Determine selection criteria for sending students to the conference is financially feasible.

- \$28,077.99 in checking account (as of November 30, 2012)
- \$1,438.76 in savings account (as of November 30, 2012)
- \$67,693.88 in the UBS investment account (as of Aug-Sept 2012, Oct-Nov statement not received). Account matures in July 2017
- Our budget for 2011- 2012 was\$32,980; we spent , \$28,280 . We projected the 2012-2013 budget based on last year's membership fees. We kept the budget flat for 2012-213.

### **Committee's Reports:**

#### **Governance Committee**

Daniel Linnen reported the following: The committee met January 5, 2012 We have been 3, approved for \$1048.00 in RCO funding for our induction ceremony and provide an overview of the budget

<b>No.</b>	<b>Line Item</b>	<b>Requested</b>	<b>Approved</b>
1	Room Rental - MU Golden Gate/City Lights	\$278.00	\$278.00
2	Food & Beverages - 120 guests x \$5	\$600.00	\$600.00
3	Supplies: Eating - 120 plates, cups and utensils	\$40.00	\$40.00
4	Speaker - Guest speaker fees	\$250.00	\$100.00
5	Supplies: Decorations - Decorations	\$30.00	\$30.00
<b>Totals:</b>		\$1,198.00	\$1,048.00

**Approve** purchase of new URL [www.alphaeta-ucsf.org](http://www.alphaeta-ucsf.org) at weebly for \$29.99/year for five years (25% discount). This includes an easy to use drag-and-drop site builder.

Ann and Daniel will built a site that went live on 1/29/2013. He explained that we can expand the site if necessary.

They took down content from old site and directed traffic from old URL to new URL on 1/28/2013. It was recommended that old site stay to redirect function for a while, so that visitors can update their bookmarks.

Update chapter URL in online directories, SON website, STTI chapter directory

Give board until 2/11/13 to make recommendations for changes to new website.

**Approve** Facebook page and LinkedIn group for immediate go-live (Invite all AE members and send announcement-Jeff Kilmer)

**Approve** Governance committee proposal for applications to go paperless. One email submission by student (including application and two references in Word .doc format)

**Approve** Governance committee proposal to move back membership application dates to April 26, 2013, to give students more time to apply. Equally, move leadership award applications back to April 3, 2013 (Abigail will submit updated applications for upload to new site).

### **Induction ceremony**

- June 13, 2012 5-8
- Golden Gate/City Lights in Milberry Union (\$280 with RCO discount)
- Can't get into room before 5 (other function), so officially start at 6pm?
- Shirley suggested we hold business meeting in SON board room prior to ceremony.

### **Leadership Awards:**

- Send notice to MEPN/MS listserv March 4, 2013 (Jeff Kilmer).
- Applications are due April 3, 2013.
- Share award recipients with board in April meeting.

### **SON Mezzanine Table**

- **March 6, 2013**, 12-1: Pam, Abigail, Daniel
- **March 20, 2013**, 12-1: Pam, Kevin

All motions were approved and carried forward

### **Leadership Succession Chair**

Carrie Jacobson----

### **Research Awards**

As of the last update from Cheryl Kemp, only one application received. The committee agreed that we need a minimum of seven applications to ensure that the Alpha Eta Research Award remains competitive. The committee agreed to extend the deadline by two weeks if we had not received a minimum of seven applications.

At this time we have 24 volunteers to review Research Award applications. Assuming 100% participation of volunteers, this will be sufficient to review up to eight applications.

Open positions are as follows:

- Governance Committee (1)
- Leadership Succession Committee
- Communications Chair (1; CC was appointed for this year and, therefore, must be included on the ballot if she wishes to continue in the role)
- MS Student Representative (1; RS was appointed to this role and, therefore, must be included on the ballot if she wishes to continue in this role)
- Archivist (has been vacant x 1 year)
- Finance Committee (1; LB was appointed to this role and, therefore, must be included in the ballot if she wishes to continue in this role)
- Counselor (1; Pam Bellefeuille was appointed to this role and, therefore, must be included in the ballot if she wishes to continue in this role)
- Board Members at Large (unknown)

Timeline: no changes to the original timeline laid out by the LSC at the beginning of the year.

Ahmad H. Abu Raddaha, PhD, RN-BC submitted the following abstract: The Interrelationships between Nicotine Dependence and Symptoms of Depression among Jordanian Patients with Cardiovascular Diseases

Special Task for LSC Committee:

Membership sustainability: Should this committee add current member sustainability to its responsibilities? LSC agreed on the importance of maintaining active members. Discuss this with the Board at the next Board Meeting.

Email members when memberships are nearing expiration/time for renewal? LSC recommends emailing those whose memberships have recently expired to encourage renewal. The group is unclear at what point members move from "active" to "inactive" status.

During the 2.4.13 Board Meeting, Shirley requested that LSC identify two students to attend the STTI Leadership Conference to represent Alpha Eta. Suggestion was that LSC should choose students who receive the Research Award. LSC recommends sending one MSN student and one PhD student.

Action Item:

Discuss membership sustainability at April 15, 2013 meeting

Upcoming meetings:

Research Award follow up meetings	Thursday, March 14th @8pm
Elections follow up meetings	Thursday, April 4th @8pm
MMS follow up meetings	Thursday, April 4th @8pm & Thursday, April 25th @8pm

### **Publicity/Newsletter Chair**

- Shirley appealed for a publicity/newsletter chair and also asked the group if we can take part of our STTI meetings to write an article for the newsletter if we cannot find someone to commit to the position. The group indicated that taking time during the meeting to write an article for the newsletter is a good idea. The committee will continue to explore this option.

### **STTI AE Calendar**

- SON Calendar: 2013 STT reviewed and voted on. –
- Please refer to the website [www.alphaeta-ucsf.org](http://www.alphaeta-ucsf.org) calendar for board meeting dates (Mondays 12-1, no meeting in March).

Action Item: Daniel will update the website with calendar dates. He also need photos from the current board members for

**Review Fundraising, Endowment Goals and Objectives (I do not recall if we discussed the endowment, Please refresh my memory. I think there was an upcoming meeting to discuss the fundraising goals. Please advise)**

•

### **50th Anniversary Celebration**

- Linda Gregory and Jenny meet briefly to outline the concept of Fifty Years, Fifty Legends. They will seek members of the committee to join in the planning of the festivities.

### **Open Discussion**

- Shirley reminded routing all documents/minutes to Sarah Oppenheim for distribution.

Meeting adjourned at 1:00 pm