

STTI ALHPA ETTA  
BOARD MEETING  
November 7, 2012  
UCSF School of Nursing Room 319 Y  
And by Conference Call

Introductions:

Establish Quorum:

Approve Minutes for September 28, 2012- Blank currently to amend the chapter bylaws. Shiley was to call the national office and they are advising they need to amend the bylaw. So long as we have it in our minutes to approve that we can have our meetings on line. Move to approve. The minutes have been approved for 9/22.

**President's Report-**

Few points: 1) met with Abby Heydman Sigma Theta Tau Regional Director. For

1. Participation in the 2012 Fall electronic House of Delegates.  
(Action: We must be sure that we have listed electronic delegates on your Chapter Management System and that these members vote during the Biennium. There will be another ballot in Spring 2013. It is also essential that all chapter officers have a current email address on file with STTI so that they receive ballots and official messages.)
2. Positions required by the Bylaws are filled.  
(Action: (Remedy: Provided an updated officers list, Corrected the spelling of my name. Correct Vice President's; name is entered into the Chapter Management System. )
3. Make sure Bylaws update is submitted. (Action: Submit updated Bylaws as soon as we can).
4. All chapter officers are active members. (Action: Renewal dates of each member will be checked on the Chapter Management System and reported at the next meeting).

- We cannot apply for Key awards this year because we did not submit our bylaws in and end of the year board report to national office.
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- The team reviewed the following Officers list as follows:
  - Shirley Manly Lampkin-President
  - Jenny Chew as Vice President
  - Lou Mulligain-immediate past president
  - Sarah Oppenheim as secretary
  - Christina Andrade-treasurer.
  - Counselor Role: Pam Bellefeuille

- Open board positions:
  - archivist
  - Doctoral and Master Student Representative (Sarah and Abigail to find Masters Student Representative).
- Minutes have not been posted on the current website. According to Lou, it is very costly to send one or two items to the Webmaster. It was queried when the bylaws should be posted on the website. According to Robert rules of order only approved minutes are posted on the website or kept where the public can review them, because we are a nonprofit. Communication officer- Cindy is in charge of website development. Megan (past president) had worked on the website.

#### **ACTION ITEMS:**

- 1) Make a final decision on how to organize website and coordinate submitting data on the site.
- 2) Send required documentation/information to National
- 3) People to pay dues
- 4) Shirley will pull list of who has paid and not paid
- 5) Who can join Shirley to go over to Library Office in December 18<sup>th</sup> to review our archives and design a display for the 50 year anniversary?
- 6) Shirley will give Sarah template

Shirley plans to meet with Paulina (UCSF Archivist) in the Library. We do not have anyone in position to do this task at this time. Paulina indicated that we can bring items to her once a year with agreed table of contents. Ellen Schell said she would work with us as well. Posta Palooza items are archived. For our 50<sup>th</sup> year anniversary we can use these archives.

Who can join Shirley to go over there December 18<sup>th</sup> to Library Archives to uncover old memorabilia?

#### **Financial Report- (Submitted, see attached)**

Sept 27<sup>th</sup>. \$27230.53

#### Check Expense:

1. Ann Cullen- STTI Leadership Conference: \$1057.52
2. Carrie Jacobson – STTI Leadership Conference: \$576.28

STTI – Past President Pin: \$64.99

#### Deposits:

1. Sigma Theta Tau: \$16,972.12

(As of 10/26/12 Treasurer doesn't have details regarding this deposit)

Golden Savings Balance: 1,438.64

Dividends: 0.06

Transferred to Checking from Savings:

Transferred to Savings from Checking:

*UBS Value:*

*Would like to send a letter to the treasurer (currently out of country) to get budget approved.*

**Make copies to get budget approved.**

### **Committee Reports**

#### **Governance Committee –**

- Induction Ceremony- and Annual Business meeting must be separate events/dates.
- Previous recipient of a conference travel award had conference cancellation. The student wanted to keep the funds to apply them to another event. It was recommended that she return the award and reapply.
- Needs- set up calendar

#### **Leadership Succession Chair**

- Ann- Research awards begin in December.  
Carry will start the drive in December.

#### **Publicity/Newsletter Chair**

- Communications- Cindy? Who is in charge of newsletter? We should be submitting articles to national and regional news letter.
- We need to reach out to STTI membership  
Communicate more often to dues paying members to increase the number of people that are involved in our chapter.
- Introduce the drives coming up.
- (Kevin, Pat, Anne, Theresa, and Zinna) will be meeting about the endowment fund on Friday, November 9th

#### **Vote 2012-2013 STTI Budget**

- Moved and unanimously voted to adopt the 2013 budget: \$30,225.

#### **Update/ Vote on Bylaws-**

- No changes. Waiting for information to put regarding the online voting and meetings. (Action, Shirley to work with National regarding the correct language a protocol to include this item on the budget.
- Review Chapter Board Roster/ Review Vacant Positions and make suggestions to the nominations committee

#### **Develop STTI AE Calendar Including meeting times & dates (Vote)**

- Add the Endowment meeting for Friday, November 9<sup>th</sup>.
- Feb 20<sup>th</sup>- Membership drive due
- MEPN June 7<sup>th</sup>
- We need to get the calendar on the Website.
- April= Lots of applications due.

#### **Review Fundraising and Endowment Goals and Objectives**

- Discuss 50<sup>th</sup> Year Anniversary (2014) Start planning now!

- Jenny and Linda Gregory are interested on being committee.
- Ideas: Online silent auction to raise money.

**Financial Report:**

- Discussion of how to do the fundraising compared to the school of nursing alumni. How do they interplay? Need more discussion on how to do this?
- Increasing research.
- Raising money to develop abstracts to attend International Conferences.

**Open Discussion:**

- RCO registration problem. Registered as a second. Linda Gregory has offered to be the second person. Needs to be done by 14<sup>th</sup>. Will be inactive. Linda needs to go to student life and add her information. Campus life offers budget and allows us to use the spaces. IMPORTANT.

12:56 Meeting adjourned.

Next meeting December 18, 2012 from 12-1 in School of Nursing's conference room and via telephone conference.