

**Sigma Theta Tau, Alpha Eta
Board Meeting – December 9, 2013**

- I. Establish Quorum: established. 9 people present (9 needed for quorum).
Meeting begun at 5:06 pm.
 - a. Shirley Evers-Manly, Lisa Richard, Liz Halifax, Sarah Oppenheim, Christina Andrade, Schola Matovu, Rachel Rojo, Therese Doan, Victoria Keeton

- II. Approve Minutes for October 2103
 - a. Motion to approve 10/7/13 meeting minutes by Sarah. Seconded by Therese. Motion passes unanimously.

- III. President's Report
 - a. 50 years, 50 leaders:
 - i. Governance committee did a great job writing the first one.
 - ii. We're going to send out a letter introducing the campaign, framing our 50th year, and asking for money. Then we will start sending out the bios committees are writing.
 - iii. Pat – did the endowment change its fundraising goal? Shirley to f/u with Pat directly.

- IV. 42nd Biennial Convention Update
 - a. Very large conference.
 - b. A few changes to the bylaws were made. Shirley will make sure our bylaws get updated accordingly.
 - c. New Region One leader Juli Maxworthy. Elected at the convention.
 - d. Bill Holtzemer said he'd come help out with our 50th anniversary celebration. He's excited about it.
 - e. Sharing rooms (getting suites) at these conferences can save our chapter money. Shirley, Jenny, and Iffy shared a room at this year's conference.

- V. Financial Report
 - a. Account balances:
 - i. Golden 1 Checking balance (as of 10/31/13): \$31,347.32
 - ii. Golden 1 Savings Account (as of 10/31/13): \$1,439.25
 - iii. UBS Value (as of 10/31/13): \$67,902.83 (Cash \$57,027.14; Bonds \$10,875.69)
 - b. We receive membership dues in September and November from last year's dues.

- i. This year we received \$15,700.90 in September (vs. last year we received _____).
 1. Because of this decrease, Chris adjusted the projected budget to reflect this decrease.
 2. Shirley recommended that we send a reminder letter to our members how have not paid their dues. We can review the paid and unpaid members on the STTI portal. The Membership Committee should take on this task.

VI. Committee Reports

a. Governance Committee

- i. Membership application will be fully online (Moodle) this year so that we can have an easier time moving data into the online STTI database. Then we can export info from Moodle into Excel and then upload it to STTI's system.
- ii. For outside applicants (non-students) we will need to use the old fashioned Word document application.
- iii. We'll still accept the old Word applications but Moodle should make it easier for us for the majority of new applicants.
- iv. Shirley will send Victoria the Excel sheet that STTI uses. Victoria will then use this Excel sheet to create the questions for the Moodle application so that everything matches up well for the upload.
- v. STTI sends letters / dues request directly to the accepted applicants.

b. Leadership Succession Committee

- i. What are the open roles for the 2014-16 terms?
 1. - President
 2. - Vice President
 3. - Secretary
 4. - Treasurer
 5. - Leadership Succession Committee (2 seats)
 6. - Governance Committee (2 seats)
 7. - Board Members at Large (3 seats)
 8. - Finance Committee (3 seats)
- ii. Who is the new "Cheryl Kemp" who will accept the research award applications? In the last meeting minutes it says "Helen" but what's her last name?
 1. Helen Birkeland.

c. Publicity/Newsletter Committee

- i. Rachel is updating our website, Facebook, and LinkedIn pages.
 1. If you have anything you want on these sites, let Rachel know via email!

- ii. To get Jeff Kilmer to send things out we need to have him content by the 25th of the month before (i.e. by January 25th for a February email).
 - iii. We should send out a save the date announcement for the 50th anniversary party.
- d. Archivist
- i. 50th Anniversary display questions:
 - 1. Where would the display be located? (3rd floor display case?)
 - a. The library is interested in hosting our exhibit since it may encourage other organizations do create archives....
 - 2. What is the budget for the display?
 - 3. What is the goal or what should be highlighted? (Some ideas could be by 10 year increments, by major chapter achievements, by people, etc.)
 - ii. In the archives are the following:
 - 1. Photos
 - 2. 1st newsletter (1961)
 - 3. 1st minutes (1961)
 - 4. Chapter histories
 - 5. Annual induction pamphlets
 - iii. Jen McAdam is more than happy to start working on the display but she would love to have a few others who know the chapter well and who might have strong interest on what should be highlighted. Please contact Jen at jmccadam@samuelmerritt.edu
 - iv. Will discuss these ideas further at the next meeting since Jen isn't here and we want her involved in the discussion.

VII. Review Fundraising and Endowment Goals and Objectives

- a. We met October 21 to review our goals and projects, we are working in pairs to further those action plans, and we will be meeting again in late January.
- b. As of December 1, the participation toward the Alpha Eta Fund/Endowment has been: Board 34% and Fundraising Task Force 100%.
 - i. Board members, remember to donate to the STTI endowment.
 - 1. Directions on how to donate online:
 - a. Go to student resources (<http://nursing.ucsf.edu/student-resources>) and then the information about the Alpha Eta Research and Leadership Endowment (<http://www.alphaeta-ucsf.org/alpha-eta-research-and-leadership-endowment.html>) and then click on "support" (<https://makeagift.ucsf.edu/site/SPageServer?pagen>)

[ame=A1_API_GeneralGivingForm&Primary=Nursing.](#)) Be certain to then click on "make a gift" and "choose a designation" and then designate (first listed!) Alpha Eta Nursing Research and Leadership

- c. I have not sent the letter, requesting the conversion of the Fund to an Endowment, to Shirley for her signature as I have been waiting for confirmation of the correct address in Los Angeles.

VIII. Discuss 50th Year Anniversary

- a. Partnering with the UCSF alumni association, 150th anniversary of UCSF, and STTI's anniversary.
- b. Jenny needs help planning!
 - i. What happened to those who have already expressed interest in helping plan the event?
 - ii. We need marketing materials designed and sent out ASAP.
- c. Shirley still needs to hear how much the SON and/or the alumni association is going to give us vs. how much STTI will need to raise / contribute from our budget to the event.

IX. June 7, 2014 -- Region 1 Conference

- a. Therese, Shirley, and Schola have volunteered to review abstracts.
- b. Suggested donation is \$150. We only have \$100 left in our budget for donations.
- c. We may have money saved from the STTI convention that move to the donation line item
- d. We'll table the donation discussion and vote to January's meeting.

X. Open Discussion

XI. Next Meeting: Monday, January 6, 2014 from 5-6pm.

Motion to adjourn made by Liz. Seconded by Sarah. Meeting adjourned at 5:58pm.