

STTI ALPHA ETA CHAPTER BOARD MINUTES

Thursday 2/1/2018 from 5pm-6pm

Location: June Bailey Conference Room N531F/Zoom

Present: Therese Doan, Mandy Peacock, Sam Lee, Jerico Alicante, Lin Lin, Katherine Cleo, Purnima Krishna

Unable to attend: Pat Sparacino, Zina Mirsky, Pam Bellefeuille, Satu Larson, Monica McLemore, Megan Mullen, Mary Foley, Daniel Linnen, Linda Bawua, Jennifer McAdams, Melinda Bender, Melinda Cuthbert, Leigh Shinn, Schola Matovu

Topic	Discussion	Outcome and/or Follow up
<i>Checking in & announcement</i>	<ul style="list-style-type: none"> • Therese is approved for sabbatical leave! • Katherine is going back to school! – post-masters certificate • Sam is moving to Portland this weekend! 	
<i>Review and approve:</i> 1. December 2017 board meeting minutes and 2. February 2018 board meeting agenda	<ul style="list-style-type: none"> • December minutes: motioned to approve, unanimously approved 5:10pm • February agenda additions: added nurse leader application and elections discussions. Motioned to approve agenda, unanimously approved at 5:13 pm. 	
<i>President's Report</i> 1. STTI Nurse Researcher Hall of Fame nomination 2. Research symposium planning progress 3. Work group for Research 4. Collaboration with other chapters	<ul style="list-style-type: none"> • Nurse researcher Hall of Fame success! Dr. Sandra Weiss will be accepted into the Hall of Fame • Research symposium meeting minutes will be attached to these minutes. We have held two planning meetings – see attached for details. Each chapter plans to contribute \$300 and will participate in poster presentations. Motion to approve this \$300 contribution and unanimous approval from board at 5:41. • Work group: Therese, Melinda (Chair), Lin Lin, Mandy, representatives from collaborating chapters (see meeting minutes) • March 10th: Nu Xi is holding a spring enrichment event: we will co-sponsor. 2 people need to attend and help with registrations. 	<p>Therese, Melinda C, and Mandy will attend follow-up meeting on February 15.</p> <p>Mandy can email our members to ask for volunteers.</p>
<i>VP report</i> 1. Facebook update 2. Plan for membership drive: who is going to man the	<ul style="list-style-type: none"> • Leadership symposium (1.5 hours) will be right before Induction 2018 (1 hours), starting at 5:00pm. Keynote speaker – Catherine Dodd (ask for response by end of February). Saundra Weiss as backup. • Katherine has a form for all the board members to provide 	<p>Katherine & Purnima will be in charge of the Leadership Symposium. Who is contacting Catherine?</p> <p>Katherine will send Mandy the</p>

table? What do need to bring? Set deadline for membership application	<p>information that will be put up on social media (FB) so that members can get to know the board.</p> <ul style="list-style-type: none"> • Membership drive (see ASSN below under secretary's report): Banner, flyers, etc. in closet – will need people to sign-up as soon as we have the date. Deadline will be March 20 for membership applications. 	form and then Mandy will send out the form to our board members. All board members send responses to Katherine by February 28.
<p>Treasurer's report</p> <ol style="list-style-type: none"> 1. New item since December board meeting 2. Progress on transferring checking account to Chase 	<ul style="list-style-type: none"> • Treasury report: see attached document. • Sam and Therese opened up the Chase account! • \$50 check for Saundra Weiss's nomination. • \$136.75 for endowment fund • Reimbursed Megan for biennial convention • Sam sent out IRS 1099 forms to those that received >\$500 in grant funds – so we are compliant! 	
<p>Secretary's report</p> <ol style="list-style-type: none"> 1. Update on ASSN events and student reps. 	<ul style="list-style-type: none"> • ASSN event – planning their social for mid-February – Mandy has communicated with ASSN president and other members. Planning for a table, just need to know when...waiting for email. 	Mandy will follow-up with ASSN reps and let Katherine know. Will need people to volunteer for the table.
Discussion	<ul style="list-style-type: none"> • Jerico discussed Nurse Leadership application. There is a potential applicant – he was encouraged to apply and board will review. • Need to announce Margretta Madden Styles Award (MMS) • Election: Will send out a call for board members. • Board approval to send Mandy and Jerico to Leadership Connection in September: motion to approve and unanimously approved at 5:57. 	Jerico will send an announcement Jerico will send google survey seeking nominations.
Adjourn	Meeting adjourned at 5:59. Motioned to adjourn, unanimously approved.	

NEXT MEETING: Thursday March 1, 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, **11/03/17**