

STTI ALPHA ETA CHAPTER BOARD MINUTES

Thursday 5/22/2018 from 5pm-6pm

Location: June Bailey Conference Room N531F/Zoom

Present: Therese Doan, Mandy Peacock, Schola Matovu, Katherine Cleo, Purnima Krishna, Leigh Shinn, Melinda Bender

Unable to attend: Sam Lee, Melinda Bender, , Megan Duck, Pat Sparacino, Mary Foley Zina Mirsky, Pam Bellefeuille, Satu Larson, Monica McLemore, Daniel Linnen, Jennifer McAdams, Lin Lin, Jerico Alicante, Melinda Bender

Topic	Discussion	Outcome and/or Follow up
1. <i>Checking in & announcement</i>	<ul style="list-style-type: none"> • Lin Lin was awarded the Gaines Research award! 	
2. <i>Review and approve:</i> <ul style="list-style-type: none"> • May 22nd board meeting agenda 	<ul style="list-style-type: none"> • Meeting agenda: motion to approve: Katherine. Seconded by Mandy. Unanimously approved at 5:09. 	
3. <i>Vice President's report (Katherine and Purnima)</i> Leadership Symposium Induction catering	<ul style="list-style-type: none"> a. Leadership Symposium <ul style="list-style-type: none"> i. Katherine is working on the program b. Induction catering: <ul style="list-style-type: none"> i. Food: Decided on Tacolicious – will deliver and serve. (\$15/person). Will order for 40 persons. ii. Drinks: Water (Purnima), lemonade (Therese), Sparkling wine (***) 	<p>Katherine will take care of catering order. Katherine will get gift for Dr. Dodd. Mandy will circulate flyer around UCSF.</p> <p>Katherine will take care of dessert.</p>

<p>4. LSC report (Jerico and Schola)</p> <ul style="list-style-type: none"> • Election results • MMS update • LDP update 	<ul style="list-style-type: none"> a. See attached list of new AE board members! b. MMS award nomination was submitted in March for Dr. Oi Saeng Hong. Some communications issues with Jerico delayed this process. Mandy motioned that the MMS award go to Dr. Oi Saeng Hong. Schola seconded. Unanimously approved at 5:32 pm. c. Need to get plaque and send award letter to Dr. Hong. d. No LDP nominations this year and so it will not be awarded. 	<p>Therese will send Mandy the template and Mandy will draft the MMS award congratulatory letter, email Dr. Hong, and deliver letter to her.</p> <p>Therese will take care of MMS plaque. Katherine will create a placeholder certificate in a frame.</p>
<p>5. Counselor's report (Therese and Mandy)</p> <ul style="list-style-type: none"> • List of inductees 	<ul style="list-style-type: none"> • See attached list of inductees for 2018. • There are three applicants that applied on CLE but did not hear back. 	<p>Therese and Mandy will follow up on this with Sigma.</p>
<p>6. Induction Final Plan (Therese)</p> <ul style="list-style-type: none"> • Go over checklist 	<ul style="list-style-type: none"> • See attached checklist 	
<p>Adjourn</p>		

NEXT MEETING: Tuesday 5/29, 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, 5/23/18

2018 Leadership Symposium/Induction Checklist

Wednesday, May 30, 2018

Room TBD

Registration 4:30 pm

Leadership Symposium 5-6 pm

Induction, Installation of Officers & Reception 6:10-8:00 PM

	ITEM	ACTION REQUIRED	LEAD PERSON[S] –RESOLUTION
1.	Coordination Meetings Teleconferences	Set up meeting via zoom (therese will do) or face-to-face	Katherine & Purnima re. Leadership symposium
	Participate in planning teleconference	Date(s): Doodle for date/time Time:	Zoom 5-6pm Tuesday 5/22 to finalize plan for the event
2.	Site		
	a) Book room	HSW works great but any room okay for ~60 people. Please book room from 4-8pm.	Toland Hall booked
	b) Registration begins at 4:30 pm	Put On Invitation & letters to students	
	c) Onsite preparation	Request 2 -3 Tables for Registration and food set up	Mandy will ask Cynthia. Sam asked through Org Sync. Schola will check it out to order tables – “host an event”, fill out info, etc... She will email Sam for questions.
	d) Set up AV	Check and set up AV	Michael (incoming MEPN student)
3.	Menu/Caterer:		
	a) Select Caterer or decide on food	Set menu	Schola suggests Ethiopian (have info); Meghan – “Lavash”; Sam sent link re. Hawaiian
	b) Quotes obtained		Quotes will be obtained by next meeting
	a) Menu finalized	Can we serve alcohol? Pam said it’s okay since this is a faculty -sponsored event. For now, we stay with sparkling ciders.	???

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	b) Others: plastic bags/containers for saving left over food; cooler for drink; table cover.	Need ziplock bags for people to take leftover home Need cooler for ice for drink Need to cover tables	Bring leftover from Research symposium
	c) Payment	Apply for ASSN reimbursement – we could get \$500. Who are our OrgSync administrators?	Schola or another OrgSync admin. Sam will walk Schola through the process
4.	Flowers/ Table Arrangement		
	a) Collect candelabra, purchase new candles,		Mandy will check the closet
	b) Flowers & Card	Need 100 carnations total in white and purple. Need bouquet + card for keynote	Mary Foley will get flowers from the flower mart. Purnima & Katherine will get card & gift for speaker
	c) Table arrangements-Stage Set UP	Table arrangements with drapes under Flowers, table tents with Anniversary Dates, & Flowers	Melinda B. , Purnima, Katherine, Therese, Pam
	d) Candlebra, podium drape, table cloths, flags, etc to be returned to 7 th floor closet		Melinda B, Purnima, Katherine, Therese, Pam
5.	Board Member recognition		
	a) Prepare Name tags for Board Members/ with Board Member ribbons		Katherine
	a) Prepare Certificates of Appreciation for Board members completing their terms.	Katherine to get certificates printed. Therese to give out at Installation of Officers.	Katherine
	b) Introduce Current Board Members & Ask to Stand to be recognized.	MC will do this.	Mary will emcee
6.	Invitations to SON faculty, administrators, & members:		We're behind. Mandy to send a blip to the faculty
	a) Announcement & Formal Invitation		

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	b) Post flyer on every floor (outside elevator) of the SON	Create flyer Same flyer to go to Active members	Katherine will send Mandy a Save the Date
	c) Electronic RSVP management for students & their guests		Pam Bellefeuille – Therese will back up via Katherine Rogers
7.	Speaker		
	a) Identify speaker.	Invite speaker - done	Catherine Dodd
	b) Thank You note	.	Mandy
8.	Emcee	Emcee for Induction	Mary
9.	Volunteers		
	Hosts/Hostesses, Volunteers to assist with registration, clean up.	We need EVERYONE to assist with registration & clean up after reception.	ALL
10.	Prepare Script for Ceremony & Installation of Officers	Therese to check STTI website for new script and modify as needed. (Include Installation of Officers)	Therese
11.	Program Printing	Inductee names needed from Faculty Councilor (Pam) Elected board members for 2018-2020	Mandy will check whether we can print thru the Dean's office. Mary will help
12.	Preparation of Induction Packets for New Members Packets include information from STTI. Signed Certificate,	Hand out index cards for individual students to write their name and the pronunciation, as preferred+ personal email. WE WILL SAVE THESE CARDS FOR OUR RECORD Each inductee will be handed a packet without certificate. Certificates will be put in a pile for inductees to pick up after the ceremony.	Melinda
13.	Registration/Check In	Need registration list to get RCO funding	Katherine will make a blank list

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14.	New Inductee Survey	Prepare and send to students electronically on Survey Monkey after the Ceremony. Results to be reported to Board at Fall Retreat.	To be discussed
15.	Misc: Cord sale	Cord available for sale at \$20 each	Pam and Mary have been selling cords from their office. Pam will bring cords for sale before Induction.
16.	Photography	Needs volunteer to take pictures for the website.	Someone will take pictures using smart phone
17.	Reception	Takes place in the hall outside Set up Clean up	ALL

Overall Schedule for May 30, 2018

4:00 pm: Board members and volunteers meet outside of room; Setting up tables & AV

4:30 pm: Registration

5:00 – 6:00 PM Leadership Symposium

6:00 – 7:00 PM Induction Ceremony & Installation of Officers

7:00 – 8:00 PM Reception + Clean up.