

## STTI ALPHA ETA CHAPTER BOARD MINUTES

Tuesday September 19, 2017 5pm-8pm

Location: UCSF Room N617

**Present:** Therese Doan, Pat Sparacino, Katherine Clelo, Sam Lee, Mandy Peacock, Schola Matovu, Lin Lin, Mary Foley.

**On call:** Melinda Cuthbert, Purnima Krishna, Leigh Shinn

**Unable to attend:** Zina Mirsky, Pam Bellefeuille, Satu Larson, Monica McLemore, Jerico Alicante, Meghan Duck, Monica McLemore, Melinda Bender, Daniel Linnen, Linda Bawua, Jennifer McAdams.

Topic	Discussion	Outcome and/or Follow up
1. Checking in and announcement	<ul style="list-style-type: none"> <li>• Agenda approved at 1738. Mandy moved, unanimously approved.</li> </ul>	
2. Therese: President's Report	<ul style="list-style-type: none"> <li>• We received our 4<sup>th</sup> chapter key award. Sam Lee will accept award on behalf of Alpha Eta in Indianapolis.</li> <li>• UCSF SON new student orientation is September 26 at noon. Therese and Mary Foley will represent AE. This will be a 5 min talk/presentation in Cole Hall.</li> <li>• Meeting activity schedule is not finalized, coming soon!</li> <li>• Board meetings will be the first Thursday of the month from 5-6pm. <b><i>We will not have an October meeting.</i></b> Will meet monthly Nov-May.</li> <li>• Conference room needed – last year we were in the Dean's conference room.</li> <li>• Reviewed officer and committee responsibilities 2017-2018</li> <li>• Divvy up work of Outreach and Publicity Chair. Mandy will post meeting minutes to website. Zina has come onboard to help with website management.</li> </ul>	<p><b>Mandy</b> will follow-up with room reservations.</p>

<p>3. Katherine: Vice-President's Report</p>	<ul style="list-style-type: none"> <li>• Co-sponsoring a <b>Fall</b> Leadership Symposium with Nu Xi at Large chapter (Samuel Merritt, Holy Names, CSUEB) Details of our involvement in this event are unclear at this time.</li> <li>• We will look at Leadership Symposium for <b>Spring</b> (see attached draft). <ul style="list-style-type: none"> <li>○ May have Master's reps to assist?</li> <li>○ Increase time frame to 1.5-2 hours (5:30-7)?</li> <li>○ Leading suggested topic is "Nurses leading policy"</li> <li>○ CEUs, certificates as incentives</li> <li>○ Will send out a doodle poll for attendance</li> <li>○ Looking at something from STTI website/store as a thank you gift for Dr. Dodd.</li> </ul> </li> </ul>	<p><b>Katherine</b> will follow-up via phone/email regarding plan.</p> <p><b>Need a venue and date for spring. Katherine and Purnima</b> should contact Judy Martin-Holland for CEU approval. If co-sponsored, do other schools grant CEUs?</p>
<p>4. Sam: Treasurer's Report</p>	<ul style="list-style-type: none"> <li>• Starting with \$27,561 in checking account (see attached budget)</li> <li>• Outstanding from last year: leadership development award. Have not heard from Jordan Salvadore (recipient). Also upcoming biennial convention travel for Megan and Sam.</li> <li>• Checking and savings currently through Golden 1. Inconvenient as the only location is at UCSF campus. Looked into switching to Chase business account. Would need to keep at least \$15,000 in account at all times.</li> <li>• Budget approved at 1813. Mary moved, unanimously approved. Major changes: <ul style="list-style-type: none"> <li>○ Decreasing projected chapter dues income based on previous year. Need to work on recruitment and retention to increase this revenue in the future.</li> <li>○ Increasing biennial convention funding from \$3000 to 4000.</li> <li>○ Maintain research fund at \$10,000</li> <li>○ Increase leadership fund to \$3000</li> </ul> </li> </ul>	<p>In order to switch accounts, <b>Mandy</b> will provide copy of minutes. At least 2 Chapter officers need to be present at bank for transfer (Therese, Mandy, Sam, Katherine). Any check issues for \$1000 or more requires two signatures: Treasurer and president</p>
<p>5. Therese: Strategic Plan</p>	<ul style="list-style-type: none"> <li>• Reviewed Strategic Plan (see attached document)</li> </ul>	

	<ul style="list-style-type: none"> <li>□ Knowledge <ul style="list-style-type: none"> <li>• research awards</li> <li>• Idea for UCSF/AE collaboration research symposium. Winter is ideal (Spring/May is too busy). Mid-March? Sandra Weiss and Chris Miaskowski are faculty members for <i>Integrative Bio-behavioral methods in studying symptoms</i>/NIH post-doc program: Bio-behavioral research training in symptom science. Could coordinate. Invite other chapters?</li> </ul> </li> <li>□ Leadership <ul style="list-style-type: none"> <li>• Sending Sam and Megan to biennial convention 2017.</li> <li>• There is an online document to assist with Chapter Key award documentation. Consider disseminating progress through newsletter?</li> <li>• Informal mentor program in place, would be nice to put together a formal mentoring program. Target MEPN and/or 1<sup>st</sup> year MS students and pair w/ AE members? Consider research mentoring year-to-year.</li> <li>• Increasing leadership award – up to \$3000</li> </ul> </li> <li>□ Service <ul style="list-style-type: none"> <li>• Idea – Collaborate with EBP project planning course for MS students – sponsor poster and podium presentation for dissemination.</li> <li>• Tau-Lambda-at-large is a group of schools in sub-Saharan Africa. Talked about at-large members joining AE from Uganda/how to cover.</li> <li>• We submitted nomination for Regional Showcase of Excellence.</li> </ul> </li> </ul>	<p><b>Monica</b> to follow-up with awardees from last year?</p> <p>Speak w/ Maria Elena regarding doctoral mentoring program, if still ongoing. Consider a sub-group for mentoring program. Follow up with research awardees regarding mentoring potential applicants/future awardees.</p> <p>Lynda Mackin is FOR in this course. <b>Mandy</b> can contact.</p>
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<ul style="list-style-type: none"> <li>□ Pat: AE Leadership and Research Endowment</li> </ul>	<ul style="list-style-type: none"> <li>• See report attached</li> <li>• Goal is \$400,000. Current balance is \$236,143 (59%)</li> <li>• Currently getting contributions through STTI renewal, extra membership dues of \$3.85 per person. But, individual contribution is essential to success of endowment. <b>At this rate, it will take 17 more years!!</b> Idea that Board should have 100% participation (any amount). Mary moved, Therese seconded, unanimously approved at 1944.</li> <li>• Publicize the endowment. This money funds scholarship and leadership here and internationally. Encourage active members to donate.</li> <li>• <a href="#">Online donation</a> to AE Research and Leadership Endowment. Tax deductible!</li> </ul>	

	<ul style="list-style-type: none"> <li>• Can also send a check payable to <i>UCSF Foundation FBO Alpha Eta Nursing Research and Leadership Endowment</i>. Send check to UCSF Foundation, Alpha Eta Nursing Research and Leadership Endowment, P.O. Box 45339, San Francisco, CA 94145</li> </ul>	
<input type="checkbox"/> Set sub-groups for Chapter events and activities	<ul style="list-style-type: none"> <li>• Community service – see above</li> <li>• Induction: Typically the night before graduation. Concern that this is too much for students in 24 hour time frame.</li> <li>• Leadership symposium: Jan/Feb?</li> <li>• Membership drive: coordinate with ASSN</li> <li>• Research symposium: mid-March?</li> <li>• Election: many positions are up for election next year (including Pres, VP, Treasurer)</li> <li>• 7<sup>th</sup> floor cabinet organization: Alpha Eta archives are in the library – contact Jennifer McAdams for this. Typically leave for her to pick-up.</li> </ul>	<p>Board agreed on Induction 2018 to occur on Wednesday May 30<sup>th</sup>, 2018</p> <p><b>Katherine &amp; Purnima</b> will work on Leadership symposium in spring  <b>Therese</b> will contact Sandra Weiss and Chris Miakowski re. collaboration with T-32 proseminar for research symposium end of Winter quarter.  <b>Pat and Mandy</b> will coordinate cabinet organization</p>
<input type="checkbox"/> Adjourn.	Meeting adjourned at 20:04.	Next Meeting <b>November 2, 2017 5-6pm</b>

**NEXT MEETING:** November 2, 2017 from 5-6pm. **Room TBA. If unable to attend, call: (515) 603-3113, Access Code: 460386#**

Respectfully submitted by: Mandy Peacock, AE Secretary  
 Reviewed by Therese Doan (10/18/2017)