

STTI Alpha Eta Board Meeting Minutes
Tuesday December 18, 2012
12:15P.M. - 13:15 P.M.
UCSF School of Nursing Office of the Dean Conference RM 319

Attendants:

Shirley Manly-Lampkin, Pat Sparacino, Linda Gregory, Carrie Jacobson, Lisa Richard, Jenny Choo, Lou Mulligan

Conference Call Attendants:

Anna Tascucci, Hayley Brown, Kevin Worth, Ann Cullen, Daniel Linnen

Minutes recorder: Jenny

Quorum established: 12 attendees

Approved November 7, 2012 meeting minutes as amended

Agenda Review

President's report:

- 1) 2012 Fall electronic House of Delegates: President met with STTI Regional Director to update all current AE chapter officers names and contact info on file with STTI so that they now will receive ballots and official messages
- 2) Positions required by the Bylaws are filled
- 3) 2012-2013 Bylaws were updated and submitted to STTI
- 4) President has checked that most active members have paid dues and will continue to follow up
- 5) AE is officially registered as a student organization. Linda Gregory, Schola Matovu, and Pam Bellefeuille are the representatives for AE
- 6) Open board positions: Archivist, Doctoral and Master student rep: suggested---Linda Gregory or Schola Matovu for Doctoral Rep
- 7) Shirley Manly-Lampkin' and Christina Andrade' changed the Golden 1 account signature information.

Financial/budget updates

- 1) Expected return of \$3,000 and \$500 from a student who received STTI scholarships/leadership award
- 2) Shirley reported that the 42nd Biannual Conference in Indianapolis Nov 16-20, 2013 and that the Dean asked if AE could pay students to attend the conference. Shirley suggested that we use the returned funds of approximately \$3,500 to pay the fees for the students to attend the conference and that the students stay in the room with the two conference delegates.

Pat Sparacino suggested that we ask the SON to pay the fees for the students to attend the conference. Per Shirley, the SON is asking AE to pay for the conference fees for students to attend the conference.

Action item: Assess how much it will cost to send two students to attend the conference.
Determine selection criteria for sending students to the conference is financially feasible.

- \$28,077.99 in checking account (as of November 30, 2012)
- \$1,438.76 in savings account (as of November 30, 2012)
- \$67,693.88 in the UBS investment account (as of Aug-Sept 2012, Oct-Nov statement not received). Account matures in July 2017
- Last meeting in Nov 2012---\$32,980 budgeted for 2011-12 year, \$28,280 spent. Currently no budget total projected for this Sept 2012 report---Pat will send previous template to Christina

Committee's Reports:

Governance Committee

- Daniel Linnen---- currently committee in hibernation until Jan 2013. Need to set up 2013 calendar, Shirley suggested that the committee meet with her to discuss the leadership awards.

Leadership Succession Chair

- Carrie Jacobson---- Research Awards: messages were successfully sent in Dec. Carrie also suggested that the language of the selection criteria be rephrased and the word "spirit" be used

Publicity/Newsletter Chair

- Lou Mulligan and Cindy Wong two weeks ago discussed newsletter/pictures/web page issues with Albert Howell (UC Student Life). Ann Cullen volunteered to start Facebook page for STTI AEC. Daniel Linnen agreed to modify/update/confirm members' email, and create a LinkedIn on Facebook so all past years induction pictures/newsletters/letters can be uploaded. Lou mentioned our Webmaster charges \$40/hour for any work done on STTI website (i.e. modifications/uploads...etc). Shirley stated we might be exempt from paying for a Webmaster, as we are a registered nonprofit organization. She will check with Eric, the Director of Student Affairs. In addition, the committees agreed to assess the feasibility of monitoring and updating our own Website.
- Action Item: Review the legality and financial feasibility of maintaining the AE website.

STTI AE Calendar

- In context to SON Calendar, 2013 STT Induction dates have been proposed: best one seemed to be after finals and when MSN/PhD students and families are still hanging out for graduation

Comment [sm1]: Jenny I am not sure about this section. I think Lou was indicating that our budget for 2011-2012 was 32,980 and we only spent 28,280.

We projected our budget on last year's membership fees and basically kept a flat budget.

Pat and Lou suggested that we have a budget to show last year's budget, the current budget and projected budget. The Action item was for Lou to send a copy of the budget.

- -----June 13, 2013 (suggested: 5-7pm: time to be determined pending available venue)
- -----Place: SON. Ann suggested different venues away from school setting (i.e. boat cruise). Pat reminded everyone that families usually spend evening hours for dinner gatherings and that the celebration arrangements will also have to be budget friendly
- Action Item: Determine sites/cost for induction ceremony.

Review Fundraising, Endowment Goals and Objectives

- Members have been actively brainstorming and gathering info. Shirley mentioned last year, some other chapters had silent online auctions that were very successful.
- Pat gave a report on the endowment. She reported that we must raise \$206,000 in the next 18 months. The current balance of the endowment is... Currently we have some pledges; however, we have not collected the money. In addition, we had a pledge of \$10,000; however, we had to give the funds back, because the money was transferred from at UCSF account. According to Pat, we cannot transfer UCSF funds from one account to another.
- Zina Mirsky Honorary pledge of \$1,000 was given in honor of her retirement. The funds will be divided between AE and UCSF Nursing Alumni.
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Comment [sm2]: Pat gave a report here... we should ask her to provide you with a written report or review the content.

50th Anniversary Celebration

- Shirley proposed we develop a concept of Fifty Years, Fifty Legends. She will ask Dr. Joan Bloom if she would speak at one of our events.
- Linda is member of Research Conference, for April/May Research Conf--- to find out criteria for speakers, get speakers for on next DPA meeting

Open Discussion

- Shirley reminded routing all documents to Sarah Oppenheim for distribution
- Need to add *Leadership Grant Development* timeline to previous Nov 7 2012 meeting minutes for *Leadership Succession Committee Timeline 2012-2013*
- Research submission grant due Feb 7, 2012, Shirley suggested Joan Bloom or our student researchers/doctoral students speak at our research conference.
- Lou suggested we consider Donna Wright for a the leadership speaker
- Pat offered to send previous templates for Treasurer's Report
- Jenny to set up Doodle Poll for members' best availability (days) for meetings