

STTI ALHPA ETTA  
BOARD MEETING  
April 15, 2013  
UCSF School of Nursing Room 319 Y  
And by Conference Call

DRAFT MINUTES

Introductions

**Establish Quorum:** 11 Members Present/conference call: Christina Andrade, Jenny Cho, Carrie Jacobsen, Jennifer McAdam, Lauren Bianchi, Daniel Linnen, Lisa Richard, Anne Cullen, Shirley Manly-Lampkin, Abigail Carvalho, Alphoncina Kaihura

**Approve Minutes for February 4, 2013:** Minutes approved; plan for Sarah to post on line

President's Report

- One of four STTI chapters along with Abbie Hideman (sp?) - currently now eligible to apply for key award, bylaws are up to date, all mandatory items have been completed
- List of members who made contributions - next list donation \$60 or more to STTI for RN in 2012 year
- List will be given to Christina to be able to send thanks.
- Chapter Donations 3/1/2012 - 2/28/2013
  - Lynne L. Baker
  - Laurie A. Barken
  - Abigail Carvalho
  - Agatha Ekeh
  - Anne Catherine Feldman
  - Judith Lachenmyer
  - Eileen McGuire
  - Hiroko Minami
  - Mary Jane Sauve
  - Margaret D. Snyder
  - Barbara von der Groeben
  - Claudia West
- Alpha Eta Chapter Donors:
  - Christina Andrade
  - Earline Bryan
  - Anne Feldman
  - Linda Groah
  - Elizabeth Kurth
  - Donna Mapes
  - Laura Marrero
  - Anna Mullins

- Mary Jane Sauve
- May want to obtain tee shirts in order to identify STTI Alpha Eta members
- Want to do at least one community activity- any type of community outreach
- Jenny Cho- Abby Hideman (sp?) (regional contact) March 21, 2013 Plan to follow up on outstanding items - plan to have a collaborative effort for community outreach; may have SFSU chapter integrated into Alpha Eta
- Shirley: Kathy Lee inducted into STTI Research Group Hall of Fame (Prague Conference). The time frame for putting in an ad was April 1, however I think that as a group we can still put out an ad in her honor - cost depends on page size - ex.\$400 for a full page.

Welcome to Archivist Role: Jennifer McAdam, PhD (All in favor)  
Maureen O'Rourke (sp?) may be coming on board

#### Financial Report

- Christina reported balance of Golden 1 Account: \$3,700.91
- Membership Dues received: \$5,585, \$563.75
- Balance of UBS account: \$67,893.58 (end of March)
- Tax Returns completed for Shirley to sign. Round of Applause.

#### Committee Reports

- **Governance Committee**
  - Abigail Carvalo 7 nominees, info will be shared next time
  - 34 applications for new memberships and still trickling in
  - Plan to give information to Shirley, award amount of up to \$2500.00 - will need confirmation from Shirley - set in stone amount??? Christina will verify; need to give priority to members receiving award for the first time
    - Need to plan for induction ceremony
    - Ester returned research award monies as she did not attend the specified conference. More useful to reimburse for conferences based on attendance with the receipt; we need the receipts for our taxes; or give name of hotel and conference so we can pay that way
      - Hiroko outstanding payment; plan to make policies and procedures
      - Induction ceremony
- **Leadership Succession Committee**
  - Motions to appoint Doctoral Student Rep and Archivist

- Scola Mitolvo, Doctoral Student All in Favor
- Jennifer McAdam (Archivist) - All in favor
- Victoria Keaton (Faculty) - All in favor --Pam will support her as

needed

- Status of board elections - Electronic voting
  - Leadership Succession Committee (1 position available)
  - Governance Committee (1 positions available)
  - Counselor (1 position available )
- Inactive board member discussion
  - Inactive board members
  - no newsletter in two years - may need a new person; engage board members at large
    - need more news and communication to bring members back in (Shirley); plan to reach out to
      - Facebook and LinkedIn updates
      - retention and chapter growth to new members coming on during induction period so that they may be eligible for positions
      - Signing in at the beginning to do committee work on initiation.
      - Roadblocks: How many units MEPNS have to accrue during that first year, even moving up the time period by a month would be advantageous.

- Status of MMS award - Two nominees: Candidates to be reviewed for Margretta Madden Styles Award- Susan Jansen and Daphne Stannard
- Summary of research awards
- Seven proposals:3 Reviewers per proposal; Committee then reviewed score sheets; decided to fund five of seven; total of \$15,000.00 to be awarded; amounts awarded were also based on budget's presented:

- 1) Dao Lai Chin - Cigarette Smoking among Korean Americans \$2,950.00-
- 2) Acculturation Peer Relationships among Korean American \$2,780.00
- 3) Gi Won Choi (sp?)- Qualitative component - impact of partners beliefs on pregnant womens exercise \$2,215.00
- 4) Scola Mitolvu (sp?) - Prevalence of Depression and Mental Health symptoms in older caregivers of grandchildren \$1,350.00 - Reflects budget submitted and items that could be funded for under our guidelines
- 5) I Assiido(sp?) - Study of Breastfeeding in African American Women and Social Support \$5,700.00

Great field of applicants and reviewers! Make sure that the reviews are anonymous. None of the applicants have received funding from the group previously. Other proposals 6 and 7, Asian American Study re: HIV, Mentoring in Nursing Graduate School - implementation of study looked problematic

Jenny Cho and Abigail seconded nominations for awards, Carrie will send out notifications and Christina Andrade will send out the checks.

- **Publicity/Newsletter Chair**
- **Archivist**
  - putting a picture board together (Jennifer McAdam) to honor

#### Membership sustainability

- Anne talked about this
- by coming up with activities and outreach activities - RNs in the trenches for upcoming Breast Cancer walks, AIDs walk (July)

#### Research Day Report – Linda Gregory

#### Leadership Conference

#### Update student representatives to attend the STTI biennial conference

#### Review Fundraising and Endowment Goals and Objectives:

- Shirley - Endowment need to get members to donate - we are reaching out to the same membership - give to Alumni vs STTI, when we don't have publicity as endowment is an unknown investment and individuals want a return, we give nationally but not to the Chapter - we have no control of the endowment - we need to come up with a better plan for getting funds
  - goal \$450,000 by next year and we are not near that amount
  - Cultural Diversity Book used to provide funds for the organization - part of the money went to UCSF for an endowment \$150,000 taken from STTI to start the endowment from royalties
    - there are issues around that and how money is being spent
    - Daniel spoke re email - click on link on website - support UCSF website for nursing - 1st step choose designation - preselected at Nursing - if no change to choose designation - would flow into general nursing fund
      - had to be separated out
      - people need to be comfortable as to where monies are going
      - believes in 100% contributing Board Membership
      - need clear guidelines, policies and procedures
      - 2017 is next date for monies to be used down the line.
- When paying for the dues annually, for this year, for ex: \$25 and info will go back to the chapter; Chapter donations: amount shows; for other donations: amount not shown; need more transparency (Abigail)

#### Induction Ceremony:

- Jenny Cho started ordering getting estimates for some of the food items:

than wings!  
 (cooked) vege and cooked meat sushi - to appeal to Bay Area community - two trays - \$210.24,  
 ourselves  
 think about having Moffit Cafeteria do the catering  
 vendor.

- Veg egg rolls, crab cheese puffs, chicken drumsticks - less messy
- Will make a definite effort in May for group to sample - sushi
- doesn't include beverages
- Costco vegetable wraps and veg trays, 120 guests / students /
- Cafeteria catering did a nice job last year - haven't priced out
- students may be bored with choices - huge menus available - may
- may be cumbersome getting drinks up to
- list of approved vendors re: food safety issues.
- Plan to talk about this offline - strict policy re providers.
- The group that the Alumni uses is really good (Shirley) Linda Gregory / Zena Myrsky worked with them, plan to contact Linda regarding the

Fiscally budget conscious -

Discuss 50<sup>th</sup> Year Anniversary

- Jenny Cho - last conversation with Linda, current preparation - plan to recruit 5 members for a total of 7 members by February - need a current list to distribute; need to increase committee participation in order to start the event planning. (Besides Board group)

Open Discussion

- Tassels - \$15.00 (?) Plan to convey information about availability for purchase and cost in membership award letter.
- Key in front for locker containing tassel stock.

Next meeting: May 13, 2013 from 12-1pm