

**Sigma Theta Tau, Alpha Eta
Board Meeting – January 29, 2014**

- I. Establish Quorum: established. 11 people present (9 needed for quorum).
Meeting begun at 5:04 pm.
 - a. Shirley Evers-Manly, Lisa Richard, Rebecca Dennison, Jennifer McAdam, Kevin Worth, Daniel Linnen, Liz Halifax, Sarah Oppenheim, Christina Andrade, Jenny Choo, Carrie Jacobson

- II. Approve Minutes for December 2103
 - a. Motion to approve 12/9/13 meeting minutes by Christina. Seconded by Kevin. Motion passes unanimously.

- III. President's Report
 - a. 50 Year Anniversary:
 - i. SON wants to partner with us. SON sent over a proposed agenda.
 1. They propose we have our induction ceremony on Thursday (5/29/14) from 3-6pm. Then on Thursday evening they have a shuttle to the SF Jazz Center and an alumni event at SF Jazz that evening.
 - a. Shirley will call the SON to make sure the MEPN students are out of class / clinical in time for this.
 2. Then on Friday (5/30/14) morning they have a 7:30-8am breakfast. Then a pharm continuing ed course in the AM. Then lunch. And other activities. From 6:30-8:30 they have an event.
 3. On Saturday (5/31/14) from 8:30-10 there is a free 150th anniversary breakfast. Then a talk and networking event. Lunch and UCSF campus tours. 6-8pm will be a joint event to honor Alpha Eta and the Dean / SON. Then after this there will be an after-party at the bar House of Shields (<http://www.thehouseofshields.com>).
 - ii. SON alumni association will do the marketing for the event. So that's great.
 - iii. Mike is the contact with the Alumni Association.
 - iv. Alumni Association is paying for the venue and the AV equipment. All we'll need to do is pay for the food / beverages (or get wine donated and just pay for food and corkage)
 - v. Next steps:
 1. Are we OK with the proposed agenda?

2. We need to come up with an event budget.
 3. Figure out if we can still get campus funds if we do the event off site. Last year we received ~\$1,300 from campus funds... Barbara Smith is the contact in the Office of Student Life.
 - a. Governance Committee requests that the Finance Committee take on the finance portions of the event.
 4. Other schools charge for Induction Ceremony participation. i.e. charge \$25 to attend. We are charging \$25 this year for all inductees.
 5. Jenny to send out a Doodle poll to the people who have volunteered to help out with the planning of the event to schedule a meeting with her, Shirley, and the planning committee.
 6. Silent auction? Other fundraising ideas? How are we going to use this to raise money for the AE endowment?
- b. Greater Bay Area Region STTI Conference
- i. On June 7, 2014 near the SF Airport
 - ii. There is a call for abstracts to present at this conference. Abstracts due 2/22/14.
 - iii. Therese, Shirley, and Schola have volunteered to review abstracts.
 - iv. Asking for \$1,000 donation per chapter to this event.
 1. This will count as our Research Event for the year (a chapter requirement). We could take the money we've budgeted for our required research event (\$300) and put them to this instead.
 - a. Motion to donate the \$300 we have budgeted for our research conference to the Region 1 joint conference on June 7, 2014 – Sarah. Motion seconded – Jenny. All in favor – motion passed.
 2. We don't have a firm budget yet, 7 months into the fiscal year. So we can't allocate funds yet.
 - v. Also looking for donations of raffle items.
- c. We are also required to do a leadership conference as well.
- i. They've been poorly attended in the past. 4-5 attendees...
 - ii. Maybe we do a brown-bag lunch with local leaders talking.
 - iii. Or maybe we do a Saturday event to hopefully get more people to attend.

IV. Financial Report

- a. Account balances:
 - i. Golden 1 Checking balance (as of 12/31/13): \$33,345.40
 - ii. Golden 1 Savings Account (as of 12/31/13): \$1,439.33
 - iii. UBS Value (as of 12/31/13): \$67,852.13 (Cash \$56,929.42; Bonds \$10,875.69)
- b. Christina and the Finance Committee to finalize the draft of the budget and get it to us to vote on. But budget is pending how much we want to spend on induction and on the 50th Anniversary celebration. So we need to figure out how much we want to spend on these events.

V. Committee Reports

- a. Governance Committee
 - i. Membership drive is underway. So far we have about 33 applications. Membership drive ends 2/7/14.
 - 1. We had two great membership recruitment events in the SON mezzanine. We've also talked to master students in Cole Hall and in PhD students.
 - ii. LDP application deadline is also 2/7/14. So far application numbers are low. We encourage people to apply!
 - iii. Governance Committee is working on Induction Ceremony this year, as well, since Jenny is focusing on the 50th Anniversary celebration.
 - iv. Shirley will send Victoria the Excel sheet that STTI uses. Victoria will then use this Excel sheet to create the questions for the Moodle application so that everything matches up well for the upload.
- b. Leadership Succession Committee
 - i. Research Award proposal applications are out. Applications are due 2/7/14.
 - 1. Currently there is a call out for members to review applications.
 - 2. We have \$15,000 to give out as grants.
 - ii. Margretta Madden Styles award application will go live in early February. Winner will be keynote speaker at induction again.
 - iii. Election recruitment will begin in early February as well.
- c. Publicity/Newsletter Committee
 - i. Rachel is updating our website, Facebook, and LinkedIn pages.
 - 1. If you have anything you want on these sites, let Rachel know via email!
 - ii. To get Jeff Kilmer to send things out we need to have him content by the 25th of the month before (i.e. by January 25th for a February email).
 - iii. We should send out a save the date announcement for the 50th anniversary party.
- d. Archivist

- i. 50th Anniversary display questions:
 - 1. Where would the display be located? (3rd floor display case?)
 - a. The library is interested in hosting our exhibit since it may encourage other organizations do create archives....
 - 2. What is the budget for the display?
 - 3. What is the goal or what should be highlighted? (Some ideas could be by 10 year increments, by major chapter achievements, by people, etc.)
- ii. In the archives are the following:
 - 1. Photos
 - 2. 1st newsletter (1961)
 - 3. 1st minutes (1961)
 - 4. Chapter histories
 - 5. Annual induction pamphlets
- iii. Jen McAdam is more than happy to start working on the display but she would love to have a few others who know the chapter well and who might have strong interest on what should be highlighted. Please contact Jen at jmcadam@samuelmerritt.edu
- iv. Will discuss these ideas further at the next meeting since Jen isn't here and we want her involved in the discussion.

VI. Review Fundraising and Endowment Goals and Objectives

- a. As of December 1, the participation toward the Alpha Eta Fund/Endowment has been: Board 34% and Fundraising Task Force 100%.
 - i. Board members, remember to donate to the STTI endowment.
 - 1. Directions on how to donate online:
 - a. Go to student resources (<http://nursing.ucsf.edu/student-resources>) and then the information about the Alpha Eta Research and Leadership Endowment (<http://www.alphaeta-ucsf.org/alpha-eta-research-and-leadership-endowment.html>) and then click on "support" (https://makeagift.ucsf.edu/site/SPageServer?pagename=A1_API_GeneralGivingForm&Primary=Nursing.) Be certain to then click on "make a gift" and "choose a designation" and then designate (first listed!) Alpha Eta Nursing Research and Leadership

VII. Open Discussion

- VIII. Next Meeting: Wednesday February 26, 2014 from 5-6pm (Last Wednesday of the month – meeting via phone).
- a. Upcoming meeting dates:
 - i. 2/26/14
 - ii. 3/26/14
 - iii. 4/30/14
 - iv. 5/28/14
 - b. Conference Dial-in Number: (712) 432-1500; Participant Access Code: 460386#

Motion to adjourn made by Daniel. Seconded by Sarah. Meeting adjourned at 6:01pm.