

Sigma Theta Tau, Alpha Eta
Board Meeting – October 7, 2013

- I. **Establish Quorum** – established. 14 people present (9 needed for quorum). Meeting begun at 5:02pm.
 - a. Shirley Evers-Manly, Hayley Brown, Lisa Richard, Liz Halifax, Daniel Linnen, Jennifer McAdam, Rebecca Dennison, Sarah Oppenheim, Christina Andrade, Rachel Rojo, Lauren Bianchi, Therese Doan, Victoria Keeton, Carrie Jacobson
- II. **Approve Minutes from 9/5/13**
 - a. Motion to approve 9/5/13 meeting minutes by Sarah. Seconded by Liz. Motion passes unanimously.
- III. **President's Report**
 - a. We need to come up with our calendar of events for the year.
 - b. Great bay area Region 1 is having a conference 6/7/14 at Embassy Suites South SF. Thinking maybe could be our Research Days event in exchange for us co-sponsoring event.
 - c. Had a conversation with Andrew and Linda re: place for hosting 50th Anniversary party. Andrew is the Director of Advancement for SON.
 - i. Alumni Weekend is Memorial Day Weekend. They are hosting it at the Palace Hotel May 29th – May 31st (Thursday – Saturday). It's the 150th anniversary of the school so were given \$\$ from the Alumni Association.
 - ii. Andrew thinks we might be able to piggy back on these already existing events. i.e. could get room for free or discounted and could get cheaper food. They would also help us with advertising, speakers, invitations, etc.
 - iii. So we could spend less money and get assistance in planning!
 - iv. Dean thought it was a great idea as well – good synergy between 150th anniversary of UCSF and STTI's 50th anniversary.
 - v. Andrew likes our concept of "50 years, 50 leaders"
 1. Thinks could help us pay for some of our leaders to come to the gala, program printing costs, etc.
 2. Shirley will bring list of possible leaders to our next board meeting in December 2013.
 - vi. We could have our induction (i.e. 5/29/13) and our 50th party (i.e. on the 30th or 31st) on dates during this weekend.
 - vii. It's close to Montgomery Street BART as well which is nice.
 - viii. We should check in with Jenny Choo since she's been spear-heading this event thus far.
 - ix. Shirley will follow-up with Andrew and report back to the group.
- IV. **Financial Report**

- a. We don't have September 2013 statements yet. Membership dues post in September so after will have a bigger balance.
- b. One research grantee hasn't cashed their research award check (for \$5,700).
 - i. Hayley will contact her to ask her what is up.
- c. Three checks were written in September:
 - i. James Marshall, CPA \$2053
 - ii. Attorney General Registry \$25
 - iii. Shirley for board retreat: \$413.85
- d. Account balances:
 - i. Golden 1 Checking balance (as of 8/31/13): \$23,838.27
 - ii. Golden 1 Savings Account (as of 8/31/13): \$1,439.13
 - iii. UBS Value (as of 8/31/13): \$67,852.63
- e. Waiting to finalize the 2013-14 budget until we decide how much we are putting towards the 50th Anniversary celebration.
 - i. We will handle the budget at the next meeting after we learn more information about the Gala from Andrew in SON development.

V. Committee Reports

- a. Governance Committee
 - i. First committee meeting in two weeks. Will have more to report in November.
 - ii. Daniel thinks moving induction to May is a good idea.
- b. Leadership Succession Committee
 - i. Nothing new to report since the retreat.
 - ii. Timeline was set for year in August.
 - iii. Research award applications going out December 1, 2013.
 - iv. Should contact Helen in SON to help out with applications since Cheryl retired and she used to help.
- c. Publicity / Newsletter Chair
 - i. Rachel Rojo is helping out with social media.
 - ii. Newsletter we thought was going to be different committees at different months and/or quarters.
 - 1. We should set up a schedule for rotating this responsibility.
 - 2. Could have theme of our anniversary celebration.
 - 3. Rachel and Governance Committee will develop plan and report back.
- d. Archivist
 - i. Jenny McAdam has met with Pat and the UCSF library
 - ii. Will be focusing more on this in November and will report back

VI. Develop STTI AE Calendar for 2013-14

- a. October 24th and 25th event for Region One
 - i. Rachel could go the AM of 10/24 and/or 10/25

- ii. Christina is presenting a poster on 10/25 so she'll be there.
- iii. Want to leave information on a table and have a sign-up list for recruiting members.
- iv. Shirley will email Linda and Schola to see if they could go.
- v. Shirley will send out the information for the event as well.
- b. Dates for membership drive will be finalized at the Governance Committee meeting in two weeks. Will report back.
- c. On June 7, 2014 there is an event scheduled for Region One
- d. Board meeting dates and times for the year:
 - i. 5pm on Mondays seems to work for the most people.
 - ii. How does the 3rd Monday of the month work for folks? Seems to work well except in December because of holidays.
 - iii. Going to skip the November meeting since STTI biannual convention, Thanksgiving, and Veteran's Day.
- e. Shirley will draft a calendar and get it to the board for review / approval.

VII. Endowment

- a. Shirley thinks STTI Board treasurer or somebody from the finance committee should be involved with the endowment.
- b. Board members, remember to donate to the STTI endowment.
 - i. Directions on how to donate online:
 - 1. 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 Fund.

VIII. 50th Year Anniversary

- a. Linda Gregory and Jenny Choo are on the committee.
- b. Academy of Sciences was \$35,000 just to reserve the room! Way out of our budget.
- c. See above in the "President's Report" for more details / updates.

IX. Open Discussion

- a. Brain Tumor Walk – 10/26/13
 - i. Rebecca participates every year. Could possibly be an outreach event for STTI.
 - ii. Shirley thinks it's a good idea. And thinks we should make a donation from the board to the organization.

- iii. Rebecca will start a team for STTI.
- iv. Liz says she'll donate.
- v. Christina motions to donate \$100 to the Brain Tumor Walk from STTI.
Therese seconds motion. All in favor. Motion passes.

X. Next Meeting?

- a. Monday December 2, 2013 at 5pm.

XI. Motion to adjourn?

- a. Motion to adjourn. 5:47pm meeting adjourned.