

**Sigma Theta Tau, Alpha Eta  
Board Meeting – February 26, 2014**

- I. Establish Quorum: established. 11 people present (9 needed for quorum).  
Meeting begun at 5:10 pm.
  - a. Shirley Evers-Manly, Lisa Richard, Rebecca Dennison, Kevin Worth, Daniel Linnen, Sarah Oppenheim, Christina Andrade, Jenny Choo, Carrie Jacobson, Therese Doan, Alphoncina J. Kaihura
  
- II. Approve Minutes for January 2014
  - a. Motion to approve January meeting minutes by Jenny Choo. Seconded by Sarah Oppenheim. Motion passes unanimously.
  
- III. President's Report (from Jenny Choo, Vice President)
  - a. 50 Year Anniversary:
    - i. Do we want to send a save the date? If so, when? How?
      - 1. Send save the date and update our website by end of March
    - ii. Induction being handled by Governance Committee
    - iii. Next Steps:
      - 1. Jenny to confer with Shirley about next steps before next board meeting
      - 2. We need a budget and a plan for this event!
      - 3. We need to decide the menu, price for attendance, etc.
      - 4. We need a firmer timeline and plan soon
      - 5. 50 Leaders – we need some more people for this
  - b. STTI Region One updates:
    - i. Abstract submission deadline for June 7<sup>th</sup> event extended to March 15<sup>th</sup>.
  
- IV. Financial Report
  - a. Account balances:
    - i. Golden 1 Checking balance (as of 1/31/13): \$31,195.40
    - ii. Golden 1 Savings Account (as of 1/31/13): \$1,439.37
    - iii. UBS Value (as of 1/31/13): \$67,889.75
  - b. Christina and the Finance Committee present the budget:
    - i. We should expect another deposit from STTI in March for about \$5,000 and we are estimating we'll be receiving ~\$1,000 from the new inductees.
    - ii. As it stands now our income and expenses for 2013-14 should be about the same, leaving us even for the year.

1. This is except for the Gala celebration which we still need a proposed budget for (from Jenny and the committee) – funding this will come from the UBS Account...
2. We spent more on leadership conferences this year than we've budgeted.
  - a. We can vote to roll over money from this category from 2012-13 year.
    - i. Motion to roll over leadership conference budget line item from 2012-13 budget year to the 2013-14 budget – Sarah. Seconded – Jenny. Motion passes unanimously.
      1. Will roll over \$2866.20 (\$4,500 budgeted last year less the \$1,633.80 spent).
  - b. Tabled item – setting money aside in 2014-15 budget to send Carrie to conference in Hong Kong in July 2014.
  - c. Motion to extend Leadership Development Award deadline until March 7, 2014 to allow Carrie time to apply for award – Daniel. Seconded – Jenny. Carrie abstained from vote. Motion passes.
    - i. Daniel to draft the email; Sarah to email it out to our active members.

## V. Committee Reports

### a. Governance Committee

- i. Induction plan was sent out by Daniel about two weeks ago. Some question marks remain.
- ii. We had a first meeting with the alumni association regarding the induction ceremony at the Palace Hotel
  1. Alumni Association going to pay for the room rental costs! Amazing deal for us.
  2. \$5,200 is rough estimate for 100 attendees for food / drink
  3. We will get roughly \$1,000 from inductees (\$25 x 40 inductees)
  4. Daniel met with Barbara Smith from Office of Student Life – said to expect about the same amount as last year (~\$1,000)
  5. Lisa Richard submitted a grant request with the Nursing Student Council.
  6. We still need to add in cost for photographer, wine, and flowers

- 7. Daniel and team have a meeting with Mike Eceous (sp?) in a couple of weeks – will report back at the next meeting.
- iii. We got around 40-45 membership applications! Mostly all student applications.
  - 1. Victoria to review GPAs
  - 2. Then Governance Committee will enter folks into the chapter membership software
  - 3. Acceptance letters will go out in early April
- iv. LDP award announcement will come out next board meeting.

b. Leadership Succession Committee

- i. Research Award proposal applications were due 2/7/14.
  - 1. We received 15 applications which is fantastic!
  - 2. Application review process is underway – reviews are due 3/10/14.
  - 3. LSC will review the recommendations and will bring recommendations to the April board meeting.
  - 4. We have \$15,000 to give out as grants.
- ii. Margretta Madden Styles award application has gone out and a reminder will go out in a few weeks. Winner will be keynote speaker at induction again.
- iii. Election recruitment has begun this February as well. More updates soon.

c. Publicity/Newsletter Committee

- i. Rachel is updating our website, Facebook, LinkedIn pages, and emails to our members / the SON email list serve (via Jeff Kilmer).
  - 1. If you have anything you want on these sites, let Rachel know via email!
  - 2. Sarah filling in for Rachel while she's abroad – send email requests to Sarah.

d. Archivist

- i. Jen isn't on the call so tabled for next meeting.

VI. Review Fundraising and Endowment Goals and Objectives

- a. The letter from Alpha Eta to the UCSF Foundation formally requesting the conversion of the Fund to an Endowment was sent December 10. We are still awaiting word of final approval - it requires many eyes and approval signatures. We hope to hear shortly that it has been approved for conversion.
- b. We receive a donation report from the Foundation about the 2nd of each month. The amount raised to date (February 2nd report) is \$144, 865 (before deduction of the 4% gift tax).
- c. The February 2 report reflects 3 more donors in January. As of February 2nd, 100% of the Task Force has donated but **only 52% of the Board has**

**donated.** If you would like confirmation whether your donation has appeared on our report, please ask me. If it has not appeared, check your confirmation of donation from the UCSF Foundation to ensure that your donation was appropriately designated to Alpha Eta.

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.](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

- d. The Task Force would like to use the Chapter's upcoming 50th anniversary to focus its current fundraising efforts. One idea is to create an appeal (yet to be finalized) that would ask for members to consider donating 5, 50, 500, or 5,000 dollars. It will be difficult to put teeth into this appeal without 100% Board participation. **The appeal will have strength if it can include the statement "100% of the chapter Board and 100% of the fundraising task force have already provided their financial support".**
- e. The Task Force would like to ensure that there are fundraising updates in the Chapter News section of the STTI monthly newsletter. I have seen only one Chapter News this year. *Who is our current Communications Coordinator?* We would very much like to coordinate updates with that person.
- f. Please let us know where (date and time) in the Induction and 50th Anniversary celebration the Fundraising appeal will be placed, so that one of the Task Force can be there to share this great opportunity!
- g. Please let me or any of the Task Force (Kevin, Therese, Zina) know if you have any questions. And many thanks to Ann Cullen's dedicated Task Force efforts and participation; she has had to resign due to competing priorities.

## VII. Open Discussion

- a. Alphoncina is attending the 2014 Board Leadership Conference in Atlanta, GA from 4/22/14 – 4/24/14

## VIII. Next Meeting: Wednesday March 26, 2014 from 5-6pm (Last Wednesday of the month – meeting via phone).

- a. Upcoming meeting dates:
  - i. 3/26/14
  - ii. 4/30/14
  - iii. 5/28/14

b. Conference Dial-in Number: (712) 432-1500; Participant Access Code:  
460386#

Motion to adjourn made by Jenny Choo. Seconded by Sarah Oppenheim. Meeting  
adjourned at 6:10 pm.