

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

Daniel Linnen, Elizabeth Halifax, Christina Andrade, Lisa Richard, Carrie Jacobsen, Jenny Choo, Kevin Worth, Schola Matovou, Jennifer McAdam, Alphonsina, Rebecca Dennison

- I. Establish Quorum: established. 11 people present (9 needed for quorum).
Meeting begun at 5:10 pm.
 - a. Jenni and Christina 2nd.

- II. Approve Minutes for January 2014
 - a. Motion to approve February meeting minutes by Jenny. Seconded by Kevin Worth. Motion passes unanimously.

- III. President's Report -
 - a. 50 Year Anniversary: June 7, SSF along with the Region One Conference - Jenny Cho motion to approve; Seconded by Christina Andrade ; original plan changed, Motion passes unanimously.
 - i. Approval of funds for induction ceremony - induction fees for 85 people at 2125, 1450 induction fees; still need to satisfy some fees for food; Daniel looking at menus, 74 inductees this year and can fit up to 300 people this year so we won't have to limit family and friends like last year; estimate for 90 people was used, audiovisual and setup for wine corkage (30 bottles), total and subtracting the funding we are anticipating from student fees, student council, we will still be 2-3000 in the red; we will need to use; if we want to have more catering, it will be more expensive; if 150 people, we will be \$4000 in the red; even after induction fees (\$1850); Christina will be receiving the March bank statement and will have an idea of what has been collected - in September the funds should be in; Induction fees 2013-2014 previously \$2125 for 85 people - The office of student life \$1000, NSC hopefully to fund a minimum of \$500; Palace Hotel Induction cost (\$5,924) projected for 90 people; We need to let the Alumni Association book the room, so a vote is needed; Mike Ecle (sp.?) (Alumni Association); Elizabeth supports Daniel - able to get wine (\$4 per bottle), but corkage fee is \$15.00; even if we project - we need to vote on the matter at least \$4,500 motion by Jenny Cho, seconded by Daniel Linnen; cavaet to include NSC and OSL contributions; unanimous except for Kevin Worth (abstained voting).

- b. STTI Region One updates: Annual support for Research funding so we do not have to give an event - in lieu of hosting a research event; we should send Region one a check since we have so many activities this year and the Leadership Biannual Conference went over budget this year- Jenny Choo motioned to provide \$100 Region One; seconded by Alphoncina; approved unanimously.

IV. Financial Report

- a. Account balances:
 - i. Golden 1 Checking balance (as of Feb 28): \$31,195.40
 - ii. Golden 1 Savings Account (as of Feb 28): \$1,439.37
 - iii. UBS Value (as of Feb 28): \$67,822.23
 - iv. Christina and the Finance Committee presented the budget: No Checks written or outstanding

V. Committee Reports

- a. Governance Committee - Now we have a way to find out who has paid their dues; STTI will send out Induction packages to the 74 attendees; 150 persons estimated to attend; only charged for the bottles that are opened up (corkage fee) only red wine at \$4.00 - want to be able to agree on coverage of the corkage fees before buying the wine; otherwise membership and induction planning are going fine induction on the 29th, then 30th annual leadership program - 5 PM: Dean will give State of the School then there is an hour left to give 50 years Presentation or talk as well as an emerging leader theme - students to speak - Linda Gregory and Daniel Linnen; no food or drink charges apply to this event for us; Jenny - June 7 more stage time for the speakers; the Gala is still the main event (Daniel); all RN alumni congregating then 6:30 PM; LDP awards finalized - need approval; Alphoncina - Board Leadership Institute; Sarah Pedi RN Practitioner poster presentation; Carrie: Hong Kong Dissertation Presentation in addition to previous leadership award; Daniel motioned and Elizabeth seconded; Carrie (abstains); motion passes.

- b. Leadership Succession Committee - Elections (Hayley) Update - looking for more folks - plan to finalize next few weeks. Please pass names on to Hayley to fill open positions. Research Awards - finalized within the week, synthesizing in process; plan to discuss offline if necessary and then bring the conclusion to the next Board Meeting; need to next Thurs Margretta Madden Styles nomination - announcements sent out previously to members list and School of Nursing - Alphoncina - Tanzania - online access to continue membership on the Board - need to check with Hayley

- c. Publicity/Newsletter Committee - No reports.
- d. Archivist - Jenn McAdam - Pat Sparacino (thanks to you) - cleaned out cabinet on 7th Floor and contents now known; financial info - cancelled checks - the Library does not take this information - needs to find out about UCSF Records and Retention Policy - Jeff Kilmer to help provide information - lengthy process to retrieve things from Library; seven years of records retention seems reasonable except exact time period to be determined; Minutes are matters of legal record, the cabinet is small and space is at a premium; now the Minutes are online, for example.

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, 2014.
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. No response mentioned - plan to address at next meeting.
- b. We receive a donation report from the Foundation about the 2nd of each month. The amount raised to date (February 2nd report) is \$144,865.00 (before deduction of the 4% gift tax). Confirmation of amount needs to be done later with Pat's update. Subgroup developing (Kevin, Pat, including Zina) to make a statement before end of month April.
- c. Schola - need update on Board contributions, also. 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.) 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 April 30, 2014 from 5-6pm (Last Wednesday of the month – meeting via phone).

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

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

Motion to adjourn made by Jenny Choo. Seconded by Christina Andrade. Meeting adjourned at 6 pm.