

MEETING MINUTES OF:

DATE: 10-12-11

PRESENT: Barb Hagg-Heitman, Maureen Greene, Ann Porreca, Kathy Lendosky, Patti Varga, Diane Dressler, Mary Polchert, Terrie Garcia, Patrick McNally, Margaret Callahan

ABSENT: Pat Schroeder, Kathryn Schroeder, Mary Ann Mosley, Mary Darling, Carol Sabel

HELD:

SUBJECT	DISCUSSION	ACTION FOLLOW-UP DATE
<p>1. Report from President on Charter Ceremony Format & responsibilities</p> <p>2. Site specific details</p> <ul style="list-style-type: none"> • VPs name tags, flowers, podium, program • Recognition of transferring, renewing, and new members • Greeters and other duties 	<p>08/10/11 Minutes approved by Margaret Callahan and seconded by Mary Polchert</p> <p>Charting Ceremony Update:</p> <p>President H-H provided a brief overview of the ceremony.</p> <p>The Charting Ceremony will be held in two weeks. Barb H-H spoke with Karen Morin regarding ceremony who will be the Keynote Speaker for the ceremony.</p> <p>New plaques and new book for each campus will be given at Ceremony</p> <p>Congratulatory letters from STTI arrived and will be on display the evening of the event.</p> <p>76-79 people have registered to date.</p> <p>Members discussed program logistics and member responsibilities during the ceremony.</p> <p>Table will be set up and target those who are initiating, transferring, and reactivating.</p> <p>There will ~ 9-10 members inducted as Delta Gamma at-large chapter members.</p> <p>A variety of appetizers will be served including a wine bar, and elegantly decorated tables with STTI colors.</p> <p>Run the website on the projector screen as members come in so the website is streaming as well as photo albums. Ann to work with Carol on setting this up during cocktails</p> <p>Official photographer will be Tim Haag-Heitman</p>	<p>Terrie G. to email approved minutes to Ann P. to upload on DG website</p>

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	<p>Name tags and programs will be provided.</p> <p>A reinvoke was sent out to members as well as hard copies.</p> <p>Biennial:</p> <p>Barb H-H, Carol Sabel as DG delegates, and Patti Varga (sponsored by Alverno) will be attending the Biennial in November 2011 and recognized as an At-Large Chapter; photos will be taken for DG website. Policy and Procedure Manual update:</p> <p>Brainstorming, headings, meetings per year, reinstating events held in the past and who they need to target to</p> <p>Barb H-H, Carol Sabel, and Patti Varga will discuss what they learned at STTI's at the DG December 2011 meeting in order to advance strategic planning. Additionally, we will discuss the MU book drive and how we are going to begin working with the Marquette University Student Nurses Association (MUSNA) president (Catherine Clark) to serve as liaison in planning book drive.</p> <p>December Strategic Planning meeting</p> <p>Barb asked Maureen Greene to assist with facilitating strategic planning meeting slated for December 14th.</p>	<p>Barb H-H, Carol S., & Patti V. to discuss what they learned at Biennial at December 2011 DG meeting.</p> <p>Barb H-H to connect with MUSNA president</p> <p>Maureen Greene to facilitate strategic planning meeting.</p>												
3. Treasurer Report	<p>Finance Report:</p> <p>Barb H-H read Treasurer's report:</p> <table data-bbox="546 971 1270 1177"> <tr> <td>Sept End balance on checking bank statement is</td> <td>\$34,083.64</td> </tr> <tr> <td>Deposit that I just got for STTI dues=</td> <td><u>\$ 4,342.24</u></td> </tr> <tr> <td>Balance</td> <td>\$38,425.88</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Outstanding checks=</td> <td><u>\$1,528.30</u></td> </tr> <tr> <td>Balance</td> <td>\$36,897.58</td> </tr> </table> <p>Alverno agreed to pay for the \$300.00 induction fee. Barb H-H made decision for DG to purchase a plaque for the MU campus (\$125.00). Alverno already has a plaque as well as a Coat of Arms for both campuses (\$25.00).</p> <p>Maureen Greene shared concept of 'Sweep accounting' for nonprofits. A Sweep account 'sweeps' frequently through the financial management department, which sweeps account to invest in short-term CD methodology. "Sweeping frequently through account to make some type of money at all times." "Money never sits without having some kind of activity."</p>	Sept End balance on checking bank statement is	\$34,083.64	Deposit that I just got for STTI dues=	<u>\$ 4,342.24</u>	Balance	\$38,425.88	 		Outstanding checks=	<u>\$1,528.30</u>	Balance	\$36,897.58	
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<p>4. Updates on notices sent - Website liaison</p>	<p>Barb H-H reported that Mary Darling transferred all financial data to an Excel spread sheet and receipts in preparation for the auditor. Auditing process will start next week.</p> <p>Web or communications:</p> <p>Ann Porreca shared recommendations made by Nick, webmaster, to regularly feature a nurse scholar, activist, etc. on website. This will give exposure, recognition, and the opportunity for MU and Alverno members to get to know each other. Maureen Greene suggested we add a section on website to get more member involvement such as a survey.</p> <p>Also in the past there was a way to contact web liaison to receive information. President H-H indicated that contact section is still available on the website.</p> <p>Barb H-H indicated the biggest line item for DG is the cost of the website at ~\$4,000/year. According to Ann Porreca, Nick, webmaster, indicated that cost included mailings related to chartering ceremony in addition to continual update of the website. He also stressed that he will keep our budget in mind as we move forward as an at-large chapter. Ann shared other potential nonprofit hosting websites. All agreed increase in cost was largely due to the charting ceremony announcements/mailings.</p> <p>Maureen pointed out that there has been a longstanding relationship with Nick, and Mary Polchert suggested that DG explore other ways to enhance website as well as webmaster, especially since we are a new at large chapter. Web/communications will be discussed at December chapter Strategic planning meeting.</p> <p>No reports from remainder of board members.</p> <p>Next Meeting December 14, 2011</p> <p>Meeting adjourned 5:57pm</p>	

Respectfully submitted,



12/7/2011 1:57 PM