

MEETING MINUTES OF: Board meeting

DATE: 10/16/14 5:00 pm.

PRESENT: Jill Guttormson, Stephanie Bruce, Maureen Greene, Patti Varga, Penny Alt-Gehrman, Linda Piacentine, Ann van Eerden, Margaret Callahan, Shanita Washington,

ABSENT: Peg Rauschenburger, Ann Porreca, Bob, Topp

HELD: CH 291, Alverno campus

SUBJECT	DISCUSSION	ACTION FOLLOW-UP DATE
Welcome	Carol Sabel welcomed all to the meeting.	
Treasurer's Report	<p>Stephanie Bruce reviewed the Treasurers Report. See attached. We have a new bank account that has a checkbook and a debit card.</p> <p>Follow up from last meeting – investment of our money. Previous discussion of investing 1/3-1/2 of money. Need to decide if we want to risk to get return – consider \$10,000 to put in a low risk account. Also need to discuss how long we wish to invest – example less than 1 year, 3-5 years, etc. Stephanie discussed the different options available to us.</p> <p>Question arose if we wish to continue to utilize an outside web coordinator costing about \$1500 per year or to use the free circle service through STTI.</p> <p>Facebook page as well as website.</p>	<p>Margaret Callahan will talk to the Marquette manager of the endowment to ask about the feasibility of this investment and give a suggestion for a financial planner.</p> <p>Jill Guttormson will check with a computer guru to see what the cost should be. Carol Sabel will send to and email to Ann Porreca to add board members to the Facebook page. Carol will also send out a blast email to encourage members to join Facebook page.</p>
Strategic Plan	<p>1. Leadership Development:</p> <p>a. Chapter key award: Maureen Greene</p> <p>7/1/13-6/30/15 - Not this biennium. We will “practice” now to prepare for the next biennium. Reconstruct potential intention of 2 meetings per year. We will fill it in and see where we need to work. Must be in good standing. Maureen reviewed the criteria. Idea to create a calendar to be sure that we have all the pieces in place and on time. Survey monkey to go to members to determine speaking engagements and such that the members have participated. Create a committee to work on chapter key. Any suggestions to people should go to Carol. Personal contact will also be appreciated. Need volunteers for chapter key, program planning, and community involvement and planning.</p> <p>b. Speakers on campuses for us to support. Linda Piacentine suggested a speaker who is coming to MU in November regarding culture and palliative care. AC has a Forum in February on Veterans. MU has a conference on veterans on November 21. We will get these on the website. If you think of any other events please send information to Ann Porreca to get posted on the website.</p>	<p>Maureen Greene and Stephanie Bruce will work on calendar.</p> <p>Carol Sabel will send an email to the members to see if anyone is interested in this committee.</p>

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	<p>c. Chapter operations – abstracts are due by November 15th to Kit Stevic.</p> <p>d. Publicity and recruitment – Shanita update us on the pediatric nursing conference on November 5. She showed us the book that will be part of the raffle prize. Along with the book will be an Amazon gift card and a Yankee candle. Title of conference is igniting your nursing career. Need volunteers for vendor table. Receive free admission and lunch.</p> <p>Community oriented plan/project – what opportunities are available? What are the student nursing associations planning? Get both student groups together to plan a combined project. Also involve the members to supervise the students. Open up opportunities to general membership. Quarterly volunteer opportunities email to members or post on Facebook. Volunteersignup.org so that members can sign up on their own. Chapter will provide pizza for joint student organization meeting.</p>	<p>Interested persons who are able to staff the vendor table, please let Shanita Washington know.</p> <p>Stephanie Bruce will send Jill Guttormson the officer information for the ACSNA.</p>
September awards banquet	<p>How did it go? Any changes for next year.</p> <p>Many MU faculty were out of town at a conference. Keep in mind. Financially, better than the past – only lost \$500. Seven students were sponsored. Overall, people were happy with the venue and event. Aim for the second week in September. Wednesday or Thursday.</p>	Ann van Eerden and Linda Piacentine will work out the details for next year.
American nurse project	<p>Went very well. Five nonmembers at least that we are aware of from MU. Very well accepted. Linda Piacentine received thank you notes. Skype with the film maker, Caroline Jones. Simultaneous release during nurse’s week in May. Information regarding the film and the book for your own use. If purchase with MU or AC code, DGAL will receive a piece of the purchase. Attempting to purchase for library at MU, AC wishes to do the same. Joint meeting for viewing of movie. Joint chapter event was very well received. Great networking. Looking into 2 events among chapters per year.</p>	<p>Jill Guttormson in looking into to the purchase of this and will update us.</p> <p>Linda Piacentine will email school codes to Stephanie Bruce and Patti Varga.</p>
November research event	<p>We have room, food, and equipment. Two speakers are slated so far. Many presenters have been invited and have been turned down due to conflicts. We only need one more speaker. Scheduled for 11/6. Follows the burn conference. Some student groups are required to attend.</p> <p>Research grant – report from Bob Topp states that 2 applications were submitted. Team of three people are reviewing the applications and will have a recommendation for a recipient by 10/24. Board has approved the selection.</p>	Ann van Eerden will keep us updated.
Winter joint chapter event	<p>February 4th, public health unique nursing role. Speakers are being scheduled. Looking for Public Health nurse to speak. Wish to have three people on the panel. Hoping for a genomics specialist. Issue regarding fund collection. Suggestion to have each chapter buy-in for so many seats as the American nurse event was run. Apparently one chapter did not pay, other chapters paid for that chapter. Not recommended to have the buy-in method. Problem last year was that not all chapters had a student rate. Solution is to have one student rate for all chapters. Student rate only applies to undergraduate students.</p>	Ann van Eerden is working on speaker recruitment.
Other	Next meeting is December 18 at Alverno Christopher Hall room 291.	

Meeting adjourned at 6:45.

Respectfully submitted,

Penny A. Alt-Gehrman

Name

Financial Report to Delta Gamma Board

Oct. 16, 2014 by Stephanie Bruce, Treasurer

1. Income and Expense Report included below

2. Will file 990 N form with IRS by November 15, 2014 as required by law

Statement of Income –

Ticket Sales from Joint Chapter Event-Movie +245

Membership Dues +5,883.65

Expenses

#9990 Awards Dinner 2014

Engraving -51.50

Corsages -79.20

#9993 Clocks -123.95

#9991 Pediatric Nursing Conference Vendor Fee -250.00

#9992 Joint Chapter Event (nursing movie) -470.00

#9994 Quarterly Payment for Website Management -577.50

Fee for checks -18.95

#9995 Awards Dinner Catering -263.95

(Starting checkbook balance \$ 32099.47)

\$ 36,393.07

STTI Financial Calendar

September

Check will include:

- Membership dues returned to chapter
- Renewing members from March 1 – August 31
- Newly inducted members from March 1 – August 31
- Any ceremony and/or guest fees collected from new members from March 1 – August 31*
- Chapter Services Fee is deducted from check
- Each chapter of The Honor Society Nursing, Sigma Theta Tau International, is assessed an annual fee that helps to ensure the consistent availability of high-quality products and chapter services. The chapter services fee is automatically deducted from a regularly scheduled chapter check issued to each chapter by the honor society. For more information see the basic services page.
- Chapter Liability Insurance Fee is deducted from check
- This policy provides payment in the event of a “liability” loss that caused injury or property damage. It protects the chapter against liabilities that arise from their daily operations, meetings and other officially sanctioned chapter events.

○ The cost to your chapter for this insurance is based on the number of active members in your chapter as of July 1. Read more

November

Check will include:

- Membership dues returned to chapter
- Renewing members from September 1 – October 31
- Newly inducted members from September 1 – October 31
- Any ceremony and/or guest fees collected from new members from September 1 – October 31*

March

Check will include:

- Membership dues returned to chapter
- From renewing members from November 1 – February 28
- From newly inducted members from November 1 – February 28
- Any ceremony and/or guest fees collected from new members from November 1 – February 28*