

Approved MEETING MINUTES OF:

DATE: 6-27-11

PRESENT: Ann Porreca, Mary Darling, Diane Dressler, Patti Varga, Pat Schroeder, Patrick McNally, Terrie Garcia, Kathryn Schroeter, Richard Fehring, Barb H-H, Mary Polchert, Margaret Callahan

ABSENT: Maureen Greene, Lynn Carey, Mary Ann Mosley, Kathy Lendosky, Maureen O'Reilly

HELD:

SUBJECT	DISCUSSION	ACTION FOLLOW-UP DATE
<p>1. Welcome and Introductions</p> <p>2. Barb Haag-Hetmans, President <u>Members Going Off the Board/Committees:</u> <u>New Members</u></p> <p>2. Review of Roles and Responsibilities of the Board and Committees</p>	<p>Meeting called to order by President H-H at 9:00 a.m.</p> <p>Barb H-H welcomed new members and honored all outgoing members with a small token of appreciation for their time and service (Richard Fehring – Research; Lynn Carey –Leadership Succession; Maureen Greene – Leadership Succession; Mary Polchert-Communications). All new members were welcomed by President H-H (Kathryn Schroeter – Research Chair; Ann Porreca – Communications; Patrick McNally – Leadership Succession; Mary Polchert – Leadership Succession; Carol Sabel – Vice President, Alverno; Pat Schroeder –President Elect; Mary Darling – Treasurer Maureen O’Reilly – Vice President, Marquette. All members introduced themselves and shared a little bit about their background.</p> <p>Barb H-H provided an overview of agenda. Other items added to agenda by board members included a debriefing of the induction ceremony including discussion about the cost effectiveness of food for this event, and succession and framing future discussions about upcoming programs and events.</p> <p>Barb H-H distributed roles and responsibilities for each board member to read accordingly. Each member was asked to read their own description of roles to the board (See attached).</p> <p>Following are additional comments regarding the various roles:</p> <p>Secretary role: One of the roles of the secretary is to prepare an annual report. Several comments about this being a combined effort of all board members. Barb H-H will prepare an annual report and send out letter to new members.</p> <p>Treasurer role: M. Darling suggested a smoother process in terms of paperwork for events. Members recommended that all awards and events should come to the board for approval. Bylaws should be revised by the board in order to identify criteria as it relates to finances and ensure a smoother process. Concerns included transitions from one officer to another, such as investments, signature transfers. For clarity, Mary Darling and President H-H currently have signature on both accounts. President and Treasurer also mentioned the need to address investment options. Treasurer is in the process of revising request forms and is presently working on a excel spreadsheet to keep accurate records which is needed with the increase in the number of the types of transactions</p>	<p>With contributions from all members, Barb H-H will prepare an annual report.</p> <p>All to continue brainstorming ideas about increasing and engaging membership.</p>

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	<p>generated.</p> <p>Faculty counselor: Nurse leader inductions go through the counselor. Questions were raised about the term used on the role description “faculty counselor”. Pat Schroeder also raised the point about differences in induction periods, transitions, such as community members. President H-H stressed that there to be more emphasis more around community leaders. Members concurred and stressed the potential for greater commitment from community members. Other areas of concern included loss of members due to students leaving the Milwaukee area and cost of membership for students. Ideas such as increasing use of online tools as a mechanism for retention of current members. Pat Schroeder gave an example about students from online university who are in chapters. These chapters have the largest memberships. Members all agreed about the importance of continuing to look for ways to increase and engage membership of local students and retain current memberships.</p> <p>Leadership succession: Patrick McNally read the description role for Leadership succession. This is where the mentorship occurs. President H-H mentioned that Maureen Greene would like to stay as an ex-officio to assist the new member taking on this role. The other member on this committee is Mary Polchert. Also, online webinars are available to assist members with this role.</p> <p>Publicity/Newsletter Chair: Anything having to do with the website is included within this role. Mary Polchert mentioned the budgeted amount to maintain the website (~\$4,000.00) annually. Currently the cost to maintain website this year was \$3,592.25. Pat Schroeder inquired about the number of active members. According to 12/10 minutes “ Barb H-H indicated currently there are 386 active members. The inactive status at this time, however, exceeds active membership at approximately 1400.” Members discussed the importance of building membership and tapping into the Alverno community as well. President H-H mentioned induction numbers for 2008 were 68; 2009 were 62, and 2010 were 39. Dual membership is going to be key to increasing membership. President H-H mentioned the role other nursing associations are playing in increasing membership and that nurses have various options and costs when it comes to which associations they are going to become members of. Therefore, it is essential we create purpose and meaning for increasing membership. President H-H asked Ann Porreca to explore the hosting of the website and see if we have the manpower and technical skills involved cost and maintaining the site. Other avenues to explore include better use of Facebook and Twitter. Other ideas include consistent messaging. President H-H and Ann Porreca will meet to discuss options and possibilities.</p> <p>Research Chair: The new chair (Kathryn Schroeter) inquired about the number of annual programming. Number of programming discussed. Follow-up regarding proceeding with programming due to the new plans/traditions is evolving as plans continue with strategic planning of the newly formed “at large chapter.” Important point made by President H-H and Research chair was that the individual in this role or any other board members are not eligible for research funding while in any appointed or elected</p>	<p>Ann Porreca to explore the hosting of the website and see if we have the manpower and technical skills involved to maintain site.</p> <p>President H-H and Ann Porreca to meet to discuss website options and possibilities.</p> <p>Dr. Fehring will provide Dr. Schroeter all necessary forms for future planning.</p>

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<p>Establishment of Meeting Times, Dates and Location Planning for Next Year Chartering Event Fall and Spring Program Biennial Convention – Identification of Delegates</p> <p>4. Budget Discussion 5. Annual Report Completion</p>	<p>positions. Dr. Schroeter inquired about upcoming timelines, chapter planning. Discussion also revolved around scheduling programming at both sites MU and Alverno. For example, Fall at MU and Spring at Alverno. Other suggestions included tying the events with programming, forming a subcommittee for planning of events. Dr. Fehring will provide Dr. Schroeter all necessary forms for future planning.</p> <p>All other roles: Membership Involvement Chair, Awards Chair, Philanthropy Chair, Finance Chair, and Archivist are optional and not currently a part of this board. President H-H stressed the importance of ensuring we keep accurate records and documentation of knowledge learned from current members in order for smoother transitions and future success of this chapter.</p> <p>Chapter mentoring: Questions were raised about identification of new member mentoring. Discussion included role responsibilities. Some suggestions were to identify individuals from each college and university. Leadership succession chair being involved throughout the process to see where the opportunities are prior to nominations and begin engaging potential members, once we know who the new members will be. Other ideas included involving the chair person to set up committees and leverages resources to facilitate engagement and survey students to identify reasons for joining and not joining the chapter. Another recommendation was to increase awareness about STTI-DG a standard process during faculty advising, in nursing leadership classes and nursing research courses. Discussion about the framed awards during induction was brought up and the possibility of giving the students a chord vs. a frame. Pat Schroeder brought up the point of the Alverno philosophy not to wear chords to maintain a sense of ‘sameness’ among all students. However, MU could purchase their own as an option for students.</p> <p>Financial Report: Treasurer provided a concise overview of financial report. Current balance \$38273.02 (see attached Treasurer report) Income: 8,000</p> <p>Special notes from the President:</p> <ul style="list-style-type: none"> • President H-H is running for Region 4 Coordinator, currently Sara Morgan is in this position. • Key Award was challenging due to the time commitment involved in gathering the necessary data/information within the scheduled timeframe. Members discussed several options for future planning such as identifying someone who can serve on the board and take on this responsibility. Other suggestions included using a graduate or undergraduate student take on this role, with the option of leadership development and/or offering stipends to individuals taking on this task. It is important to note that the need to ensure continuity of this role. Finally, once the role is established, it should become part of the strategic plan. <p>Members discussed hosting the induction ceremony at an alternative location to draw</p>	

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	<p>people from other areas other than the MU campus or Alverno campus. It is important to note that Gesu is located on the MU campus; however, is a separate church and not part of MU. Another reason to consider this is to create a different and new format for the “At Large” Chapter. Members offered the following cost-effective and meaningful suggestions:</p> <ul style="list-style-type: none"> • Create posters in place of a high-tech slide video that are strategically placed on easels so speakers can refer to them during presentations. • Incorporate a video on the STTI-DG website. • Create meaning and honoring the importance and significance of this event. • Encourage the opportunity for individuals and their families to stay and meet faculty such as offering coffee and cookies rather than cake and wine. Families have been a powerful component of the event. This would also be a place to highlight a slide video. • Offer a pre-induction event for students and families to meet. • Consider budgetary costs involved with hosting event at Gesu such as use of building, flowers, and framed awards • The induction ceremony is slated for the last Sunday in April (April 29th, 2012). <p>Student Awards:</p> <p>Awards have been given to outstanding Senior and graduates. These awards are academic based which align with the STTI-DG philosophy.</p> <p>Continuation of awards form an an “At Large” format perspective were discussed:</p> <ul style="list-style-type: none"> • Alverno holds an honors process kept separate from graduation, not a fit percentage, ~ 10 students who received honors. A couple of remarkable student awards, historically no scholarships have been granted. • Questions raised regarding eligibility criteria for awards as well as purpose. At this time students do not have to be members to STTI to receive an award. Recommendation was made to only offer it to members. At the present time there is not an awards chair on this board but the role was transferred to the faculty counselor. The governance committee Kathy Lendowsky, Pat Schroeder, and Diane Dressler collaborated on the criteria. Essentially the criterion was based on GPA. However, need to refine the criteria is essential at this time due to the broadness. • Annual Report is due August 15, 2011 	<p>Barb H-H and Pat Schroeder to check availability of Gesu and use of lobby area for coffee and cookies.</p>

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	<p>continued.</p> <p>In closing President H-H asked each member to provide a brief perspective of how the meeting went:</p> <ul style="list-style-type: none"> • Patrick McNally: Good to get knowledge base up to speed, informative, go over positions, and going through the year events. • Patti Varga: Great, organized, timely, good use of time. • Pat Schroeder: Excellent people on the board giving a real sense of potential. Keep thinking about the task/details, but the importance of organization and the way we communicate and convey information about DG in order to instill honor and commitment to nursing. We need to convey the importance about events when we have others present and focus on communicating the importance of this. This is definitely the group to do it. Pat also stressed the importance of conveying the vitality of the chapter. Some avenues for this could be by writing an article about DG for Nursing Matters. Perhaps develop a joint article about the ‘at large’ chapter. • Ann Porreca: Happy to be able to attend, and go over the goals and dates for the year. I’m coming from a different experience from an at large board. My school had a nice luncheon which was part of recruitment with a video which happened a couple of weeks before induction. A couple of hundred were inducted at a time.. Right after they received their invitation we hosted a nice event for those inducted on campus. This was in University of MA. This school had five at large chapters. Margaret Callahan asked Anne: “What was it about STT that made you reach out?” Ann: “The commitment to service in the community, networking venue/opportunities, and the name ‘International.’”. Diane: roles and responsibilities to learn were important to know. • Katherine Schroeter: Kathy had a couple of questions: 1) Does the chapter have something in place to promote membership to potential community members? For example, could we put something kind of packet/flyer together to promote DG at hospitals and distribute to nurses? Members suggested that a letter or invitation could be drafted to inform the community and health care systems about the newly formed “At Large” chapter without competing with other chapters. This announcement could also be sent to all chief nursing officers, alumni rank especially important for those hospitals with Magnet status. 2) Also would it be possible to have students ask their parents /family member to cover the cost of membership/pin? Lastly, we need to be mindful of how busy nurses are, but this is special for them and nurses in the hospital don’t think of them as community leaders. Other areas include the City of Milwaukee Health Department/Public Health. • Terrie Garcia: Overall great meeting. In addition to promoting DG in hospitals, 	<p>Mary Darling, Patti Varga, Pat Schroeder, and Diane Dressler to work on document for next board meeting.</p>

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	<p>it is also important to promote at clinics and ethnic nursing associations. From an event/programming perspective, it may be helpful to create a visual timeline of events/activities for current new members.</p> <ul style="list-style-type: none"> • Mary Polchert: We should be looking for individuals to become members specifically looking at membership involvement. As you find people it is essential to give them tasks because this provides a greater sense of accountability and keeps them involved and active. I would also recommend we look at website person as communications specialist. • Pat S. We have a vital chapter...come join us...we have a vital base. Maybe writing something to Nursing Matters to get the word out there. Does STTI offer any services related to their database. We don't market, we could invite them to come to different things as a service. Maybe develop a joint article about the 'at large' chapter...for nursing matters. <p>Next Meeting dates: Frequency and dates were discussed. Wednesday nights seemed to work best for everyone at 5:00 p.m.-6:30 p.m. Meetings to be scheduled every other month on the 2nd Wednesday of every other month at MUCN in 220. Meeting dates are as follows:</p> <ul style="list-style-type: none"> • August 10th, • October 12th, • December 14th • February 8th • April 11th, • June 13th (Transition meeting) 	<p>Terrie Garcia to check room availability for meetings</p>
Meeting adjourned	12:33p.m. by President H-H	

Respectfully submitted,



Name