SIGMA THETA TAU IOTA MU CHAPTER

Monthly Board Meeting & General Membership Meeting Minutes

|  |  |
| --- | --- |
| **STTI Iota Mu Chapter** | **DATE/TIME/LOCATION OF MEETING:** **June 25, 2018****1C110 at 12:00-12:50 Texas Tech University Health Sciences Center Room** **Zoom link:** [*http://zoom.us/j/8067434248*](http://zoom.us/j/8067434248) |
| **OFFICERS:****PRESIDENT: DR. AMANDA VEESART****VICE PRESIDENT: DR. LANELL HARRISON****SECRETARY: RACHEL CHAPMAN****TREASURER: VENISA MORGAN** | **BOARD MEMBERS:** BROWN, LUCY; CHAPMAN, RACHEL; HARRISON, LANELL; MORGAN, VENISA; MOORE, COURTNIE; SAWYER, BRANDY; THREADGILL, BREN; VEESART, AMANDA; **Committee Members:**  EDWARDS, CARRIE; HAGSTROM, ANN; HARRIS, OLIVIA (A); JOHNSON, PATRICIA FRANCIS; LONG, JOANN (A); SRIDAROMONT, KATHY; STANSELL, PRISCILLA (A); THAL, WENDY (A); THOMAS, LAURA**Chapter Members:** ASHCRAFT, ALYCE; STAMPS, ADRIAN; OPTON, LAURA; DAPHNE; CLARK, REBECCA; JOHNSON, KYLE; RONEY, JAMIE; EVANS, MICHEAL; WILKINSON, MARKA = Absent without Notice, AE = Absent with Notice (excused) |
| **ATTACHMENTS:**  | * Agenda
* Strategic Plan Draft
* Funding Rubric Draft
 |

|  |  |
| --- | --- |
| **Call to Order**  | The meeting was called to order by Dr. Amanda Veesart @ 1202 |
| **Approval of Meeting Minutes** | Please review April minutes; April minutes approved without revisions |
| **Agenda** | **Time****(Min.)**  | **Key Points** | **Actions** | **Due Date and Person Responsible** |
| **Standing Reports:**  |
| 1. Announcements –Dr. Amanda Veesart
 | 2m | * Annual Report
	+ Items included in the annual report- ACU chapter mentorship, increase the amount of money going back to the community via member support for conference presentations, strategic plan
 | Annual Report will be presented in the July meeting for review  | August 1st, Dr. Amanda Veesart |
| **Consent Agenda Items:** |
| 1. VP Report- Dr. LaNell Harrison
 | 2m | N/A | N/A |  |
| 1. Treasurer’s Report – Venisa Morgan
 | 5m | * Current budget ends June 30th, annual financial report will be presented at the July meeting along with upcoming annual budget
* Travel funds for upcoming conference presentations (electronic votes since last meeting)
	+ Jamie Roney- approved for 500$ to present at STTI in Australia
	+ Emilia Garcia- approved for 500$ on 6.8.18 to present at STTI in Australia
	+ Nichole Janca- approved for 500$ on 6.22.18 to present at STTI in Australia
 | * Report on the close of 2017-2018 budget and the opening of 2018-2019 budget
* Notification of approval and information on the dissemination of funds
 | June 30th, 2018, Venisa Morgan |
| 1. Counselor Report – Dr. Wendy Thal ; Bren Threadgill
 | 5m | * New Nurse Leaders since last meeting (Electronic votes since last meeting)
	+ Wade Keeter 5.16.18
	+ Melissa Bemis 5.16.18
	+ Hope Cimino 5.16.18
	+ David Baba 5.16.18
	+ Stephan Smith 6.7.18
	+ Nichole Janca 6.11.18
 | * Submit names to STTI for membership
* Notify individual of acceptance into the chapter
 | After approval, Bren Threadgill or Dr. Wendy Thal |
| 1. Philanthropy Chair Report – Dr. Kathy Sridaromont
 | 2m | * Discussed focus of the committee
* No changes to the new donation system. Encouraged members to speak up if the system is not working efficiently
 | N/A |  |
| 1. Succession Committee Report – Dr. Carrie Edwards; Olivia Harris; Priscilla Stansell
 | 2m | * Question of possible open Governance Committee Member position
 | * Look in to this possible position opening and report back to chapter President
 | July 23rd, 2018, Olivia Harris, Dr. Carrie Edwards |
| 1. Publicity Chair Report –Courtnie Martin
 | 2m | * Dream Center opportunity for community involvement occurs June 30th, 2018 from 8-10am in Lubbock
 | * Notify Mark Wilkinson with interest in helping with The Dream Center
 | June 30th, 2018, Chapter Members  |
| 1. Membership Chair Report – Kathy Ann Hagstrom
 | 2m | * Communication with individuals related to how to become a member has improved based on the increase in the number of Nurse Leader applications
 | N/A |  |
| 1. Governance Chair & member report- Dr. Patricia Francis & Dr. Joann Long
 | 2m | N/A | N/A |  |
| 1. Research Chair- Dr. Laura Thomas
 | 2m | * Small Seed Grant has been requested and will be on the budget for the new year
* Two Seed Grants are still available for the July 2018- June 2019 year
 |  |  |
| **Unfinished Business:** |
| 1. Updates on ACU- Dr. LaNell Harrison
 | 10m | * Mentoring opportunity with ACU is progressing. ACU is currently in the process of contacting STTI after which will follow up with Dr. Cindy Ford (who is facilitating the mentorship)
 | * Update chapter as the mentorship progresses
 | July 23rd, 2018, Dr. Cindy Ford |
| 1. Strategic Plan Progress-

Dr. Amanda Veesart | 5m | * First Draft attached, reviewed
* Discussion surrounding the various aspects of the development of the strategic plan. Areas of focus attained from the chapter Key Award criteria in need of improvement
	+ Chapter Developed Educational Events- utilize those who have received funds to present at conferences
	+ Develop additional committees-
		- Past Presidents Committee
		- Events Committee
		- Nurse Leader Engagement Committee- retention focus
	+ Use of the VIP system- start learning it’s function and utilizing, instructions will be sent out once use is instituted, all chapter members will be able to access, connects individuals/chapter to regional and national information for STTI
		- Website to host all meeting documents and chapter occurrences <https://thecircle.nursingsociety.org/home>
		- STTI website with links to chapter management system [www.nursingsociety.org](http://www.nursingsociety.org)
	+ Reconnect with 2% of inactive members- committee to form to review the member list and update based on current membership status
 | * Final Draft will be presented in the July meeting for review and voting
* Consider serving on one of the committees discussed at left, notify Dr. Carrie Edwards or Olivia Harris of interest/nominations
	+ Nominations submitted by August 27th, 2018 to be in place by September 24th, 2018 and start committee work October 22nd, 2018
 | July 23rd, 2018, Dr. Amanda Veesart |
| 1. Funding Rubric updates- Dr. Amanda Veesart & Dr. Pat Francis Johnson
 | 10 m | * See attached, reviewed
* Funding Rubric Group will continue to finalize the rubric:
	+ Members- Dr. Pat Francis Johnson, Dr. Carrie Edwards, Bren Threadgill, and Patty White
 | * Finalized rubric to be presented at the July meeting for review and voting
 | July 23rd, 2018, Funding Rubric Group |
| **New Business:** |
| 1. Events for participation- Dr. Amanda Veesart
 | 5m | * **Carpenter’s Kitchen. Volunteers needed Sunday, Aug 12, 2018 in Lubbock. This community event is hosted by our STTI chapter on this date. All who are available are encouraged to attend.** Carpenter’s Kitchen serves the needy of Lubbock every Sunday at 12:00 noon and has done so for over 20 years.  It is an outreach of both Broadway Church of Christ and the South Plains Food Bank.
* **Discussed opportunities to incorporate community events into STTI Iota Mu chapter such as community walks in support of various fundraising/awareness causes**
 | * Notify Dr. Amanda Veesart or Dr. Pat Francis Johnson if able to attend in representation of STTI Iota Mu in the community
 | July 31st, 2018, Chapter Members |
| 1. New Officer Inductions- Dr. Amanda Veesart
 |  | * **Leadership Succession Committee Member-** Brandi Sawyer
* **First Counselor-** Bren Threadgill
* **Publicity Chair-** Lucy Brown
 | * Notification of new position as well as upcoming induction meeting on June 25th, 2018
* New Board Members will officially take over offices with July meeting
* Notify STTI of new board members
 | May 23rd, 2018, Dr. Amanda VeesartJuly 23rd, 2018, Rachel Chapman |
| 1. Educational Opportunities- Dr. Alyce Ashcraft
 |  | * Health Care Futurist Conference will be held at UMC in Lubbock in October 2018.
 | * Contact Dr. Alyce Ashcraft for more information
 |  |
| **Adjournment** | The meeting was adjourned by Dr. Amanda Veesart at 1258 |
| **Next Meeting** | July 23rd from 1200-1250  |
| **Name of Meeting Secretary** | Rachel Chapman  |