**STTI Theta Epsilon Chapter**

**University of Central Florida**

**College of Nursing**

**November 8, 2016**

**Minutes**

**Convener: Vicki Loerzel**

**Present:** Vicki Loerzel,Joyce DeGennaro, Maureen Coveli, Diane Andrews, Patty Geddie, Stephen Heglund, Dawn Turnage, Linda Hennig,, Elizabeth Kinchen, Kelly Allred, Selena Tully (phone), Donna Breit

**Absent:** Jayne Willis (Governance), Anne Peach (Leadership succession)

**Recorder:** Patty Geddie

Location: CON 321

Call in Number: 866-715-1971 / Passcode: 818 1232

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| **Agenda Item/****Person Responsible** | **Background/Discussion** | **Action/Outcome****responsible Person** |
| **Call to order 5:00 PM**V. Loerzel |  |  |
|  | Chapter Goals:1. Membership growth and involvement
2. Focus of chapter: mentoring
3. Policy and Procedure manual
4. Chapter involvement in the community
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| **Approval of minutes** | * October minutes reviewed
 | October minutes approved |
|  | **Board member updates/reports** |  |
| **President**Vicki Loerzel | * Board members and voting rights: Update from STTI: we are able to add the Governance chair and Leadership Succession chair to our list of officers who have voting rights. By-laws need to be amended and brought to the Board by the Governance committee for a vote. If passed, needs to be voted on by members- ¾ positive vote needed.
* STTI gave very specific language to be used in the by-laws revision
 | No changes to voting members and rights. Table the issue and re-evaluate again in Spring 2017.Voting members will remain: president, President-elect, VP, treasurer, secretary and counselor |
| **Treasurer**Diane Andrews | * See attached report.
* Free information brochures ordered. Will be charged for shipping. Budget allows for misc items.
 | Approved Treasurer’s report |
| **Leadership Succession**Dawn Turnage | * Names and contact info for interested/potential leaders: Call for interested leaders for board and committee positions.
* Need for: Pres-elect (1 yr term), Vice Pres (2 yr term), Treasurer (2 yr term), Leadership succession, 2 Governance positions.
* Timeline for ballot and election- hope to have a full ballot for review by February with instillation of officers in June
* Ballot will be electronic
* Need a clean list of active members (see active list on website). May need to “snail mail” ballots to active members without emails (4) or email bounce backs (6).
 | Committee will follow-up on leads for positions.Joyce will show Dawn how to pull lists from the STTI website |
| **Governance/****Counselor** Kelly Allred | * Making revisions to by-laws. Submitted changes regarding eligibility not approved by STTI.
* Students in financial need- 2 methods for dues 1) chapter sponsors student, this has been done before 2) Funding available from STTI. 10 “scholarships” per chapter available per year. Member needs to apply themselves. Currently in 2016, STTI has no funds to support student’s dues. Finds replenished again in January 1, 2017. Does not cover induction and cords fees
 | * Kelly to will need to unamend revisions.

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| **Counselor**Stephen Heglund | * Invited 369, 71 accepted, 19% (70 paid, 1 unpaid). 43 coming to induction. 140 guests, 15 children, total 198 attending induction. Jan 17, drop deadline to send in application for induction.
* Discussion regarding STTI honor cords and induction fee- who is responsible?
 | Re-evaluate and discuss cord responsibility in May/June meeting. Reexamine process invitations/fees as well |
|  | **Old Business** |  |
| STTI TE Calendar and Policy and Procedure manual | Calendar and P&P manual | Work commencing over semester break |
| Research DayMaureen | * April 11th- location booked. Doubletree Hotel by UCF
* Confirmed with catering
* Call for abstracts go out Feb 1, 2017

Title and theme TBA |  |
| Spring meetingJoyce | Planning for Spring chapter meeting: Nemours Children’s Hospital June 13, 2017, Tuesday. Pending final confirmation |  |
| Chapter grantsVicki | 3 applicants currently under review and scored similarly- discuss possibility of funding all competitive awards | Board voted to fund the 3 competitive awards by splitting the funding |
| AwardsDonna | Committee needs to meet |  |
| New member Committee UpdatesJoyce/Vicki | * STTI Internships
* Chapters utilizing undergrad or grad nsg student interns to attract and retain as members. 10-20 hrs/month. To promote STTI to other students, funded for leadership workshop, share experience with other student (possible speaker for induction ceremony), present at research day.
* We meet criteria for chapter key award, except student internship. Pursuing chapter key award for next year.
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| Web and mediaJoyce | Facebook presence Posted Vicki’s endowed chair appointment posted. Reached over 300 people.Highlight students in HIM program, grad students.Posted photos from Fall meeting at VA.Highlight STTI members: PI projects, volunteering, promotions, FNA involvement, etc. | All board members to be on the lookout for members to highlight. Vicki to place call to the chapter |
|  |  | Proposal: Invite Dean at Valencia College to be inducted. To be vetted through Governance chair. |
| **New Business** |
| Needs survey | * Needs to be developed and sent to membership
 | Vicki to develop |
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|  | **Important Dates** |  |
| Board Meeting Schedule  | November 8December 13January 10February 14March 14May 9June 13 |  |
| **Other dates** | February 17- STTI Induction 5pmApril 11- Research DayApril 15- Spring Grant Deadline |  |

**Board members:**

**President:** Vicki Loerzel (2016-18)

**Vice President**: Joyce DeGennaro (2016-17)

**Treasurer**: Diane Andrews (2015-17)

**Secretary**: Patty Geddie (2016-18)

**Counselor**: Stephen Heglund (2016-18)

**Past- president**: Maureen Covelli

**Leadership Succession Committee**

Dawn Turnage- Chair (2015-17)

Linda Hennig (2016-18)

Anne Peach(2016-18)

Elizabeth Kinchen (2016-18)

**Governance Committee**

Kelly Allred- Chair (2015-17)

Jayne Willis(2016-18)

Selena Tully(2016-18)

Donna Breit (2016-18)