**STTI Theta Epsilon Chapter**

**University of Central Florida**

**College of Nursing**

**March 21, 2017**

**Minutes**

**Convener:** Vicki Loerzel

**Present:** Vicki Loerzel, Joyce DeGennaro, Patty Geddie, Diane Andrews, Steve Heglund (phone), Kelly Allred, Maureen Covelli, Dawn Turnage, Donna Breit, Jayne Willis (phone), Linda Hennig (phone), Anne Peach (phone).

**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** V. Loerzel | Chapter Goals:   1. Membership growth and involvement 2. Focus of chapter: mentoring 3. Policy and Procedure manual in process 4. Chapter involvement in the community |  |
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| **Approval of minutes** | * February minutes | Joyce motioned to approve and Maureen seconded. |
|  | **Board member updates/reports** |  |
| **President**  Vicki Loerzel | * Needs on-line survey: 59 people responded: majority of requests to improve communication about events and meetings, reinstate CEU programs. All gift cards sent to drawing winners. * Current Email is laborious and error prone regarding current email list. Secretary (Patty) sending out 5-6 emails with 100 persons per email. Discussed how to get messages across better. Everyone is not on Facebook or other social media (Twitter, SnapChat, etc). Consider multi-social media platform messaging. Evite is a free service that could be used for meeting invites * March 29, new member orientation: ask how they would prefer to receive their emails. * Need 2 volunteers for a communication plan. Anne Peach has identified a resource for a marketing expert. | Vicki: Send out a letter to membership about survey results  At May Board meeting. Will set tentative dates for next year. Consider purple post card to send out all meeting dates on 1 card.  Vicki, Patty, Anne, Joyce and Donna B to examine how to market ourselves and develop a communication plan |
| **Vice- President**  Joyce DeGennero | * Reviewed STTI Induction Subsidy for Membership Dues (see attachment). A Maximum of $500 fund will be budgeted each year for students’ financial support. Money will be used each year until gone and will not roll-over * Student Leadership Intern Program (see attached): Application process, work with a mentor and complete a project i.e. community, communications, draw on their strengths. Present poster at annual STTI TE Scholarship and Research day, and at June meeting or at Induction. Assist in chapter activities as needed. Add GPA eligibility requirement. Basic or graduate students. Term: Fiscal year July 1 to June 30. * Identifying and maximizing community nurse leaders eligible for membership. * Evaluate inactive membership list:   Check the active and inactive member list  Check for deceased members. | Joyce |
| **Treasurer**  Diane Andrews | * See attached report. * Three grants awarded, pending deposit by awardees. * A member was refunded registration last year, has yet to deposit. * Some members renewing dues at retiree rate, resulting in less income for chapter. * Raise more money through new inductees, retain members, generate revenue, find other sources of income. * Finance policy manual pending, award adjustments and wording editing. | Diane |
| **Leadership Succession**  Dawn Turnage | * Need: Pres-elect (1 yr term), Vice Pres (2 yr term), Treasurer (2 yr term), Leadership succession, 2 Governance positions. * E-mail the ballot in April 1 week after Nursing Scholarship Day and final votes due by June. | Dawn Turnage |
| **Governance**  Kelly Allred | * 1 community member contacted Kelly and provided CV. Governance committee 3 of 4 voted to add Lynette Shannhai | Kelly |
| **Counselor**  Stephen Heglund | * See report attached. * 2017 Induction number 129 (34.5%) decreased from 2016, 153 (62.4%), 2015, 180 (70.87%). Discussion about increasing induction numbers: Can join up to a year after invitation sent out. * March 23, 2018. Is the date set for next year’s induction | Stephen |
|  | **Old Business** |  |
| STTI TE Calendar and Policy and Procedure manual | Received Chapter Manual from Delta Upsilon chapter, looking at that as a model | Vicki/Joyce |
| Nursing Scholarship Day  Maureen | April 11, 2017:  2017 Nursing Scholarship Day: Education, Practice & Research  Venue capacity for 140 persons  Budgeted for 100, reserved 110. Ask Selena to tap FL Hospital research department.  CEUs, menu, program (in development)  5 HIM students attending. | Maureen |
| Spring meeting  Joyce | Planning for Spring chapter meeting: Nemours Children’s Hospital June 13, 2017, Tuesday. Pending final confirmation  CNO: Toni Christoferson, Helen Chase | Joyce |
| Chapter grants  Vicki | Call sent out for chapter grants. Next round due April 15th | Vicki |
| Awards Donna | Open April 1 and close May 15.  3 Nursing Excellence Award $500 each. Categories: Service, Scholarship, and Leadership.  Susan Chase to receive Distinguished Friend of the Chapter award. MLS approved a plaque to be mounted on UCF CON wall. | Donna |
| New member Committee Updates  Joyce/Vicki | * March 29, 2017 new member orientation. Diane offered to post announcement for DNP Executive students. | Joyce/Vicki |
| Web and media  Joyce | * Need to set up STTI TE chapter website to post these applications and announcements. | Joyce |
| **New Business** | | |
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|  | **Important Dates** |  |
| Board Meeting Schedule | No April  May 9 (change to 2?)  June 13 Board and member meeting |  |
| **Other dates** | April 11- Research Day  April 15- Spring Grant Deadline |  |

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| **2016-17 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  **\***denotes voting members | **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) |