**STTI Theta Epsilon Chapter**

**University of Central Florida**

**College of Nursing**

**January 10, 2017**

**Minutes**

**Convener:** Vicki Loerzel

**Present:** Vicki Loerzel, Joyce DeGennero, Patty Geddie, Diane Andrews, Steve Heglund, Kelly Allred, Maureen Covelli, Dawn Turnage, Donna Breit, Jayne Willis (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
4. Chapter involvement in the community
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| **Approval of minutes** | * November minutes
 | Tabled  |
|  | **Board member updates/reports** |  |
| **President**Vicki Loerzel | * Needs survey being developed by Vicki and Joyce. Board voted to allow gift cards to be used as incentive to complete the survey. Will offer 10- $10 gift cards for random drawing
* Consider offering CEU programs again: necessary toward license renewal and may serve as an incentive to bring back members.
* Recommendation for a communication plan with new members. every 3 months from chapter president.
 | Vicki to develop communication plan and send welcome letter to new members. |
| **Vice- President**Joyce DeGennero | * Internship program: goal is to start in Fall 2017. Internship will be for students to learn leadership skills and how STTI organization. Board members will serve as mentors.
 | Joyce to develop application |
| **Treasurer**Diane Andrews | * See attached report.
* Some grant checks not released until received IRB approval letters.
* Financial policies in progress

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| **Leadership Succession**Dawn Turnage | * Need: Pres-elect (1 yr term), Vice Pres (2 yr term), Treasurer (2 yr term), 1 Leadership succession and 1 Governance position.
* Several people have expressed interest
* Timeline for ballot and election- hope to have a full ballot for review by February,
* All Board members need to encourage new faculty to join, invite to leadership positions
* Check the active and inactive member list for incorrect emails
* E-mail the ballot in April, 1 week after Nursing Scholarship Day
* Instillation of new officers in June.
 | Dawn will pursue leads for nominees |
| **Governance** Kelly Allred | * No report
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| **Counselor**Stephen Heglund | * Induction Ceremony
* 371 invited candidates
* 103 accepted (28% rate)
* 102 paid
* January 17: final deadline for induction RSVPs
* Patricia Quigley is the key note speaker
* Chapter president to send welcome letter to inductees
 | Vicki to send letter |
|  | **Old Business** |  |
| STTI TE Calendar and Policy and Procedure manual | Received Chapter Manual from Delta Upsilon chapter, looking at that as a model for our own manual |  |
| Nursing Scholarship Day: Education, Practice & ResearchMaureen | April 11, 2017:Venue capacity for 140 personsAbstracts submission deadline 2/1/2017 | Maureen- planning in progress |
| Spring meetingJoyce | Planning for Spring chapter meeting: Nemours Children’s Hospital June 13, 2017, Tuesday. Pending final confirmation | Joyce to follow-up with Nemours. |
| Chapter grantsVicki | Next round due April 15th |  |
| AwardsDonna | * Committee needs to meet and finalize awards. Propose 3 Award categories: Service, Scholarship, and Leadership
* Winners to serve on awards committee for the following year, present at June 2017 meeting.
 | Donna |
| New member Committee UpdatesJoyce/Vicki | * Attending SNA meeting January 25th
* Presentation to SNA to discuss benefits of STTI such as networking with professors and keeping in touch for future purposes like recommendation letters.
* Idea: send graduation congratulations and STTI member eligibility letter to student parents to encourage joining.
 | Joyce/Vicki |
| Web and mediaJoyce | * No report
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| **New Business** |
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|  | **Important Dates** |  |
| Board Meeting Schedule  | February 14 (Valentine) change to 17 at 4pm before Induction Ceremony at UCF CL-2 building, room 101March 14 (Spring break) change to 21No AprilMay 9 changed to May 2ndJune 13 Board and member meeting |  |
| **Other dates** | February 17- STTI Induction 5pmApril 11- Research DayApril 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) |