**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   . |  |
| **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 |  |
| **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 & Research  Maureen | April 11, 2017:  Venue capacity for 140 persons  Abstracts submission deadline 2/1/2017 | Maureen- planning in progress |
| Spring meeting  Joyce | Planning for Spring chapter meeting: Nemours Children’s Hospital June 13, 2017, Tuesday. Pending final confirmation | Joyce to follow-up with Nemours. |
| Chapter grants  Vicki | Next round due April 15th |  |
| Awards Donna | * 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 Updates  Joyce/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 media  Joyce | * No report |  |
| **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 101  March 14 (Spring break) change to 21  No April  May 9 changed to May 2nd  June 13 Board and member meeting |  |
| **Other dates** | February 17- STTI Induction 5pm  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) |