

# Sigma Theta Tau International

*Theta Epsilon Chapter*

**Sigma Theta Tau: Theta Epsilon Chapter**

**University of Central Florida**

**August Meeting Minutes**

Date: August 16, 2016

Place: UT 321

**Convener:** Vicki Loerzel

**Recorder:** Patty Geddie

**Present:** Diane Andrews, Steve Heglund, Linda Hennig, Kelly Allred, Salena Tully, Maureen Covelli, Dawn Turnage, Joyce DeGennaro, Elizabeth Kinchen, Patty Geddie, Jayne Willis

**Absent:** Anne Peach

|  |  |  |
| --- | --- | --- |
| Topic  Person Responsible | Background/Discussion | Action/Outcome  Responsible Person |
| **Call to order**  V. Loerzel |  | V. Loerzel |
| **Welcome and Introductions**  Group |  | Group introductions |
| **Approval of Minutes**  Group | April 2016  June 2016 | Tabled |
|  | | |
| **Board member updates** | | |
| **President**  Vicki Loerzel | Succession and appointments   * Vicki recommends Vice president role appointment to Joyce DeGennaro. Diane Andrew motioned, Steve Heglund seconded the motion. All board members approved |  |
| **Treasurer’s Report**  Diane Andrews | * Assets and Liabilities: Combined assets $53,923. Some checks not cleared yet. Total net assets $52,984 * Budget worksheet of income over expenses. 2016-2017: $28,665 balanced budget. * Anticipated a transfer of funds to provide additional monies for anticipated expenses. * Two sources of income: dues and induction. * Research day is a “wash” for income and expenses. * Budget this year mostly matches last year. Income from chapter funds interest, expenses for cords to new graduates. We purchased 100 additional cords. * Each committee to watch for necessary expenses. Motion to file asset and liability statement. All approved.   This is Diane’s last year as Treasurer with the option to run for 1 more term. |  |
| **Leadership succession**  Dawn Turnage | 2017 – 2018 Board Election   * Start talking to others to consider being nominated for positions. Approach early year career nurses for positive opportunity to serve. * Dawn Turnage completed webinar: notify all active members of position nomination and voting. | All Board members to be active in seeking nominations for the next election throughout the year. |
| **Governance**  Kelly Allred | Plans for the year regarding membership   * Induction ceremony moved up earlier this year to engage in membership while still in school. After initial induction the membership numbers decrease as retention falls out. Need to strategize on retention and engagement of members * Consider approaching community nurse leaders. STT membership criteria is more inclusive to those who makes a contribution to the community. * Governance committee approves membership for identified community leader and presents to the board. Can be inducted virtually or international meeting. Kelly has 3-4 names for community leader induction to submit for consideration. * Others from outside academic organizations requesting for chapter membership. Request they apply after graduation. * Induction room has already been booked. Feb 17 at 5pm Induction Ceremony. All board members to attend. | * Partner with SNA and UCF Alumni to engage students and early alumni. * Kelly to review applicants for community members with committee * Increase communication to local hospital systems to disseminate information about membership and chapter activities to employees * Reach out to graduate students once a quarter through email grad nurse listserve- Kelly to send notices * Post information about chapter membership on chapter web page: STTI Theta Epsilon FaceBook site. |
| **Faculty Counselor**  Steve Heglund | * STT (The Circle) website, go to chapter management and bylaws are posted there. User name is email address that you were inducted, password is your member number. Can access a membership list. Tutorial to help new members navigate the website was recommended. | Will work with Governance committee on membership recruitment |
| **Other Board Updates** | * UCF CON has requested payment from the chapter in order to support staff involvement Research Day and other activities throughout the year * Website and online presence needs help | Vicki and Diane to meet with the Dean to discuss.  Vicki and Joyce to review and develop plan with new proposed webmaster |
|  |  |  |
| **New Business**  V. Loerzel | | |
| Chapter Goals | 3 or 4 solid goals for the year. What do we want to be known for and how to we want to make an impact?  Goal 1: Membership growth and involvement. Discussed the need for a New Member Committee to explore how to recruit and retain new member and graduates.  Goal 2: Consider a mentoring focus for chapter. This can include research and transition mentoring for members. Consider new member orientation. “Speed mentoring” similar to “speed dating”. New graduates – “Now what?” Transition into the world of work. UCF Alumni board has started a mentoring process pilot-partnership?  Goal 3: Develop policy and procedure manual in order to define roles, smooth transition between officers, and standardize chapter activities. The “Position Guidelines for Discussion” document was provided to review responsibilities for Board member roles. This document outline several positions we may want to consider in order to share the workload and engage more members. For example- new member committee, webmaster, Publicity etc.  Goal 4: Explore opportunities for the chapter to get involved in the community and provide a “service”. Several recent inductees have asked about the potential for “mission” opportunities-this will be explored locally and through STTI. Discussed participating in STTIs Day of Service on October 5th. This will be actively advertised to the chapter as an activity. It would be great if we could encourage all members to serve in some capacity with organizations that align with their passion. Other ideas included a medical mission, Flu Shots at UCF Student Union in October.  Goal 5: Align chapter goals with STTI goals | Send “save the date” card to membership with known events for the year. Will monitor returns to see if this is a cost effective way of reaching members  Develop a new member committee and start new member activities when they are still students. Explore the needs of new members  Vicki to talk with Kathleen Sakowitz about activity partnerships to engage new members  Vicki to organize and monitor the development of the Policy and Procedure Manual.  Joyce to contact Amy Bunton about becoming the Webmaster  Joyce to explore and organize the Day of Service and explore mission options for the chapter. Also will contact Karen Yerkes at the UCF student health  Vicki to examine STTI goals and bring back to the chapter at next meeting |
| **STTI TE**  Calendar | This is a document that we could add to the Policy and procedure manual as a way of staying on track throughout the year. The document includes deadlines for various chapter activities throughout the year. | Committee Chairs and Board members will review and add to the document. |
| **Research Day** | Planning needs to begin soon. Maureen has “volunteered” to organize research day with Vicki’s help. Venue still needed. Potential locations: Fairwinds Alumni Center; Valencia West Campus, the Rosen College of Hospitality Management.  Emphasized the need to research day to be organized by a committee.  Date is currently April 11th- may need to be flexible in order to secure cost effective and available venues | Maureen to explore and secure venue. |
| **Fall/Spring meetings** | Discussed potential dates and the goals of the meetings. Fall: Nemours Children’s Hospital October 24, 2016; Spring: VA Hospital June 3, 2017.  May use these meetings as a way to network with members and discuss chapter activities in lieu of a CEU program. | Linda Hennig to contact Nemours and the VA to ask about hosting the meetings and secure dates. |
| **New Committees – potential** | New member committee: New member committee: Salena, Joyce, Vicki. Approaching millennial age group to engage for planning and activities; attracting interest; missions, community serve, and international global initiatives (Joyce to explore).  Awards and grants committee: Lisa and Donna and possibly Anne. This could include both research, educator and practice awards at all levels  Research Day- as discussed above. Will ask for representative from hospitals  Web Master- need to improve website and online presence. Joyce will contact Amy Bunton about her interest in this role  Archivist- Linda Hennig recommended this committee in order to keep track of the chapter’s history and activities. Joyce will as Amy if she has a friend who may be interested.  Policy and Procedure- as discussed  Budget and Finance- Diane, Vicki and Jayne will look into financial policies for the chapter (i.e. travel limits, reimbursement, etc). Prepare for possibility of an audit. | Vicki to follow-up with each new committee |
| **STTI Theta Epsilon Swag** | Cups, nail files, pens, lanyards badge holders, key chain etc are all available for purchase with the chapters name on it. Could be for recruitment and keeping the chapter visible | Vicki to order various items for the chapter |
| **White Coat nursing ceremony** | We will have an Informational table at the UCF CON White Coat ceremony on Sept 11th. This may attract 1st semester students and also make parents aware of the organization | Vicki and Joyce to coordinate |
| **Next Board Meeting and schedule** | September 13, Tuesday 5:30pm.  Will stick with 2nd Tuesday of the month and make a conference line available. Can cancel if no business  Meeting dates are:  September 13  October 11  November 8  December 13  January 10  February 14  March 14  May 9  June 13 | Vicki to schedule |
|  |  |  |
| **Important Dates** | October 15- Fall Grant Deadline  February 17- STTI Induction 5pm  April 11- Research Day  April 15- Spring Grant Deadline |  |
| **Meeting adjourned at 7:30 pm** | Next Meeting | Sept 13, 2016 at 5:30 pm |

**Board members:**

**President:** Vicki Loerzel

**Vice President**: Joyce DeGennaro

**Treasurer**: Diane Andrews

**Secretary**: Patty Geddie

**Counselor**: Stephen Heglund

**Leadership Succession Committee**

Dawn Turnage- Chair

Linda Hennig, Anne Peach, Elizabeth Kinchen

**Governance Committee**

Kelly Allred- Chair

Jayne Willis, Selena Tully, Donna Breit