**STTI Theta Epsilon Chapter**

**University of Central Florida**

**College of Nursing**

**September 13, 2016**

**Minutes**

**Convener: Vicki Loerzel**

**Present:** Members present: Vicki Loerzel, Diane Andrews, Stephen Heglund, Joyce Degennaro, Maureen Covelli, Donna Breit, Patty Geddie, Anne Peach, Linda Henning, Kelly Allred, Jayne Willis (phone), Elizabeth Kinchen (phone), Salina Tully (phone)

**Absent:** Dawn Turnage

**Recorder:** Patty Geddie

Conference line: 866-715-1971

Pass code: 818 1232

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| **Agenda Item/**  **Person Responsible** | **Background/Discussion** | **Action/Outcome**  **responsible Person** |
| **Call to order 5:30PM**  V. Loerzel |  |  |
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| **Approval of minutes** | * April 2016 * June 2016 * August 2016 | Group unanimously approved |
|  | **Board member updates** |  |
| **President**  Vicki Loerzel | * Acknowledged and recognized committees for meeting and providing updates for the board. |  |
| **Treasurer**  Diane Andrews | Finance committee: Diane, Vicki, and Jayne. Policies being developed for a process i.e. signatures for checks, travel money allocated and reimbursed.  Report:  Tax form 990-N has been filed.   * Pay Pal account access code is still the same. * Assets and liabilities: $56,000 total * Money kept in checking account with higher level of interest. Smaller money held in savings account to avoid fee. * $45.00 income since January. * Spending to date: $3,7000 * Chapter paid by STTI in Sept, Nov, and March. * Research Day (chapter pays for Event Bright registration system) and Induction Ceremony are sources of revenue. * $2,500 allocated to pay UCF CON for staff and other expenses. | * Finance report accepted. * Vicki will seek clarification regarding payment to UCF at STTI Leadership Weekend. |
| **Leadership Succession**  Dawn Turnage | * Committee will meet soon |  |
| **Governance**  Kelly Allred | * Role delineation clarified for this committee. Induction Ceremony: Stephen to manage invitations for undergraduates. Kelly to manage invitations for graduates and community leaders. * Call for self nomination coming out with responses to go to Kelly. Developing policy and procedure manual for communication within the chapter. STTI has bylaws, but there is a need for more role descriptions and responsibilities and align with chapter goals. |  |
| **Counselor**  Stephen Heglund | * Induction ceremony Feb 17, 2017. New members need to RSVP by Jan 21, 2017, Friday. Kelly is primary contact, Stephen is secondary contact. Cannot modify the STTI standard letter or pre-view. STTI Webinar tutorial tomorrow, Kelly to attend. Request to view the letter. Chapter will be buying the honor society cords (nice to include in the letter). * Timing of induction for different student groups was discussed. Coastal and Accel students may not be technically eligible in the fall and may need to wait until grades are in in December to be invited. BSN Students induction invitation: Basics list for now. Hold on accelerated and (coastal students (Daytona and Coco) and re-do the list after grades in December. | * Vicki to check policy at leadership convention next week. |
| **Other Board Updates** | * None |  |
|  | **Old Business** |  |
| Chapter Goals | 1. Membership growth and involvement 2. Focus of chapter: mentoring 3. Policy and Procedure manual 4. Chapter involvement in the community |  |
| STTI TE Calendar | * None |  |
| Research Day | * Updates from Maureen Covelli:   -Location: Checking UCF Fairwinds Alumni Center and other conference areas.  -Keynote: Pending  Consider revising to Research and PI Day to be perceived as more inclusive. |  |
| Fall/Spring meetings | * Update from Linda on potential dates and places.   Fall: VA Hospital, October 24, 2016, 5:45pm registration, 6pm meeting, 7pm VA tour (food provided). “Bring a Friend” to recruit members.  Save the Date email, Facebook site, STTI TE site. Sign up genius for RSVP and registration.  Spring: Nemours Hospital June 3, 2017. | Patty, Joyce |
| New Committee Updates | * New member committee- Vicki and Joyce:   Needs assessment for new member feedback. Change perception of STTI TE chapter membership from research and academic only to all practicing nurses. New nurses struggle with work/life balance. Facebook: monthly profile on board members for increased visibility. New member orientation needed.   * Awards- Donna, Lisa and Anne   $4,000 given out in Fall and Spring. Another $3,000 that can be re-purposed. Award for practicing excellence, educator, community member, novice to expert award (partner award). $1,500 travel award toward 1 member or spread out the money (6 x $250 or 3 x $500) to several members. Establish criteria for awards. Research Day poster awards.   * Grant- Vicki   Call for Fall grants have been sent out: E-mail, STTI TE site, FaceBook site.   * Web Master- Joyce, FaceBook: add more photos to attract more “hits” to the site.   Met with new UCF CON Alumni board: their mentorship program will introduce STTI to alumni, space on the newsletter about October 5, 2016: UCF Health Expo for flu vaccine, donations for Harbor House, Orientation for licensed health care professionals for Shepherd’s Hope. |  |
| White Coat ceremony | * Held on Sept 11, 2-16   Update: Had a booth with recruitment materials. Good attendance and participation. |  |
| Board Meeting Schedule | October 24 at 5pm at VA Hospital, prior to Fall chapter meeting  November 8  December 13  January 10  February 14  March 14  May 9  June 13 |  |
| **New Business** | | |
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|  | **Important Dates** |  |
|  | October 15- Fall Grant Deadline  February 17- STTI Induction 5pm  April 11- Research Day  April 15- Spring Grant Deadline |  |

**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