

# Kappa Phi Chapter of Sigma Theta Tau Board Meeting

## MINUTES

MARCH 26, 2007

5:15 PM

TRC FIRESIDE AT CSB

I. CALL TO ORDER	The meeting was called to order at 5:15 pm by Ellen Ellickson, Chair
II. MINUTE TAKER	Marti Carlson
III. A. APPROVAL OF MINUTES	Minutes of February 22, 2007, were approved as written (JS/MN)
III. B. APPROVAL OF AGENDA	The Agenda was approved as written
ATTENDEES	<b>Present:</b> Ellen Ellickson, Chair; Mary Neisen, Kathy Twohy, Pat Rauch, Cathy Keller, Kathleen Lehn, Kathi Schmidt, Joyce Simones, Roberta Basel <b>Not Present:</b> Brenda Lenz, Laura Horn, Mary Hoenig, Darlene Copley, Ron Hemmesch, Pam Rickbeil, Kathy Ohman, Roxanne Wilson.

### Agenda topics

#### IV. A. INDUCTION UPDATE

CONCLUSIONS	<p>A. Induction update: Thursday, April 19, 2007, Dinner at 6pm; Cost: \$13.</p> <ol style="list-style-type: none"> <li>1. Invitation prepared by Pam Rickbeil and mailed by Marti on Tuesday, 3/20/07</li> <li>2. Deadline to respond is April 12<sup>th</sup>.</li> <li>3. Inductees</li> <li>4. Ceremony</li> <li>5. Official coming from STTI</li> <li>6. Scholarships for students</li> </ol> <p><b>Mary Neisen and Kathi Schmit</b> will take registrations at the door at 5:15 pm.  <b>Roberta</b> will take care of flowers for students, arrangement for head table, and sign-in table. We will do a raffle at sign-in for table flowers.  <b>Mary Neisen</b> will keep track of those registering on-line and Marti will track those submitting checks to her. Mary and Marti will combine their lists. The main office of STTI will send us a check for those who registered on-line.  <b>Ellen Ellickson</b> will coordinate transportation of Karen Morin, STT speaker from UW Milwaukee from MSP to the Super 8 motel in St. Joe and return her to the airport the next morning.  <b>Mary Neisen</b> stated that invitations were sent to 80 inductees, 19 CSB and 61 SCSU. 16 of our 19 from CSB have decided to join; and 19 so far from SCSU have replied. Many will not be able to attend. To be included in the <i>charter</i> membership, inductees must be present. Those not present will still be inducted and can register for membership on line. The deadline for registration on-line has been extended to April 6<sup>th</sup>.  <b>Mary Neisen</b> will check with STTI regarding media releases to home-town papers.  <b>Scholarships:</b> K. Ohman is working on the Star of Excellence award: C. Braun and J. Simones are nominated. Ellen Ellickson will tell Kathy to go ahead with both.  <b>Action: Ellen Ellickson</b> – Determine at-large scholarship policy  <b>M. Neisen:</b> Suggests we do not do biographies on inductees due to the number. Only the names will be read.          We will have a business meeting after induction and include a treasurer's report.</p>
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#### VI. B. PETER BUERHAUS EVENT TUESDAY, MAY 15<sup>TH</sup>

CONCLUSIONS	7:30am to 5pm "Workplace Issues for Nurses" \$95 registration fee. Kappa Phi will donate \$1000 to co-sponsor this event with SCH. For that we will get 10 scholarships for students. <b>E. Ellickson and J. Simones</b> will coordinate these awards during Nurses week. <b>Kathy Schmit will notify Vicki Ruegemer</b> that she will send a check after the deadline for ten students @ \$95 each.
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#### VI. C. TREASURER'S REPORT

CONCLUSION	March statement checking account balance is \$207.97. The money market account balance is \$8,784.63
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## VI. D. CSB BUDGET ACCOUNT TRANSACTIONS REPORT

CONCLUSION	Marti reported that the CSB budget account (attached) is <b>negative</b> \$54.70. Kathi Schmitt will issue a check for \$500 to Marti to help cover the induction event.
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## VI. E. CONFERENCE CALL OF MARCH 20<sup>TH</sup>

CONCLUSIONS	Ellen logged on to conference call. They reported a good turn-out from a huge region, Canada, Manitoba, Ontario, SD, WI, MN; at least a dozen chapters called in. Maureen Green was the facilitator. Talked about region business; upcoming convention in November; chapter problems. Not enough response to have a region meeting. Sixteen yes/two no; they need at least 20 responding. They will have a re-vote about the regional meeting in early June. The price of accommodations was also an issue of discussion.
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## VI. F. REPLACEMENT FOR ADMIN SUPPORT

CONCLUSION:	Marti will be leaving CSB on May 18 <sup>th</sup> . We will try to promote this position when hiring for the office manager position. Discussion occurred about the possibility of the office student worker, Kayla Nelson, doing the minutes. She has no experience with minutes, however.
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## VI. G. OTHER

CONCLUSION	Biennial convention in Baltimore is Thursday night to Wednesday, Nov 2 to 7.
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## V. NEXT MEETING

CONCLUSION	The next meeting will be held after the April 19 <sup>th</sup> induction. Then we will meet at CSB on Monday, June 4 <sup>th</sup> from 5:15pm to 6:30.
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The meeting was adjourned at 6:30pm.