

Kappa Phi Chapter of Sigma Theta Tau Board Meeting

MINUTES

NOVEMBER 27, 2006 5:30 PM

TRC FIRESIDE AT CSB

I. CALL TO ORDER	The meeting was called to order at 5:30 pm by Ellen Ellickson, Chair
II. MINUTE TAKER	Marti Hise
III. A. APPROVAL OF MINUTES	Minutes of October 30, 2006, were approved as written.
APPROVAL OF AGENDA	The Agenda was approved as written
ATTENDEES	Present: Ellen Ellickson, Chair; Darlene Copley, Cathy Keller, Brenda Lenz, Mary Neisen, Pam Rickbeil; Pat Rauch, Kathy Twohy, Kathi Schmidt, Joyce Simmons, Roxanne Wilson Administrative support: Marti Hise Not Present: Laura Horn, Kathleen Lehn, Kathy Ohman, Mary Hoenig

Agenda topics

III. DECISION ITEMS

B. INDUCTION

DISCUSSION		
CONCLUSIONS	HCC Alumnae Hall is reserved for April 19, 2007, from 6-9pm . Decision on joint induction and speaker will be discussed at the SCSU meeting. SCSU induction is currently scheduled for January 2007. Families will be invited to CSB 4/19 event, but the tone should be for the students. After the ceremony and the dinner, we will deliberately bridge to the student events but invite families to stay only if they wish. All SCSU honor society members would be inducted at the Chapter-At-Large event. In addition, 30 students are alumni. There is a potential for 50-some students to be inducted. Suggested to do the research piece separately – by co-sponsoring of the Peter Buerhaus event. SCSU will meet in December and report back to us regarding the joint event.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine date and submit inductees' names to National	Mary Neisen, Kathleen Lehn, Darlene Copley, Mary Hoenig	Jan 29 th
Carry forward		Jan 29 th

III.C. CO-SPONSORSHIP OF PETER BUERHAUS WITH ST. CLOUD HOSPITAL

CONCLUSIONS	May 15 th Tuesday, 7:30am to 5pm: St. Cloud Hospital is sponsoring this National speaker on "Workplace Issues for Nurses". The cost to bring him here is \$6700. We would contribute \$1000 to co-sponsor this event. Our account has more than \$5000 per KS.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ellen will work with Roxanne and ask for a reduced admission fee for our members.		

III.D. DECISION ABOUT NEXT MEETING

CONCLUSION	It was decided there will be no December meeting. The board agreed to arrive and eat at 5:00 pm, and hold the board meeting from 5:15 to 6:15.
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IV.A. AT-LARGE CHAPTER REPORT

CONCLUSION	The application has been received at STTI headquarters and is being sent to reviewers to read and approve. We should hear from them by mid January or early February. Everything is in order and there is no reason to expect any problems with our application. They have e-mailed a few additional questions which either Roxanne or Ellen has answered. National needs 8-12 weeks to process paperwork for students.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

IV.B. INTERNAL AUDIT TASK GROUP

CONCLUSIONS	Sigrid Hedman-Dennis and Gary Gillitzer have received the financial records from Kathi Schmit and will perform an audit for Kappa Phi by the end of the calendar year.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Carry forward Report	Ellen Ellickson	Nov 27 th

IV.C. CONTRACT AND JOB DESCRIPTION TASK GROUP FOR ADMIN ASS'T POSITION

DISCUSSION	Job description obtained from National was reviewed and adopted for Marti Hise, with revision as below.
ACTION:	Add webpage maintenance responsibilities.

IV.D. BUDGET ACCOUNT TRANSACTIONS REPORT

CONCLUSION	<p>KP account has more than \$5000 per KS.</p> <p>Two SCSU accounts total \$1241.9: \$800 in savings; and \$400 in checking account.</p> <p>Dues have increased to \$80.</p> <p>The board agreed to spend \$50-\$60/month for 8 -10 months for food available at board meetings. Some agreed they would not come back if they went home first to eat.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

IV.E. FIRESIDE CHAT & RESEARCH EVENT

CONCLUSION	This event was well attended. Attendees enjoyed the informal, conversational style of LuAnn Reif and Rachelle Parsons.
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V. DISCUSSION: NEWSLETTER

CONCLUSION	<p>Obtain new mailing list before each newsletter to include only current members.</p> <p>Contact for mailing list is through the website: Jessica Atkins, Admin Coordinator</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Need Scholarship information from Carie Braun	Ellen	ASAP
Target to send Newsletter	Marti	Early December

The meeting was adjourned at 6:30pm.