

Kappa Phi Chapter of Sigma Theta Tau Board Meeting

MINUTES

OCTOBER 30, 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 September 25, 2006, were approved as written.
APPROVAL OF AGENDA	The Agenda was approved as written
ATTENDEES	Present: Ellen Ellickson, Chair; Ron Hemmesch, Mary Neisen, Pam Rickbeil Not Present: Joyce Simones, Brenda Lenz, Kathy Twohy, Laura Horn, Kathi Schmidt, Cathy Keller, Mary Hoenig, Darlene Copley, Kathleen Lehn, Pat Rauch, Roxanne Wilson, Kathy Ohman

Agenda topics

III. DECISION ITEMS B. INDUCTION

DISCUSSION	Discussion occurred and reconsideration was given to combining the inductions and at-large event into one event date. Pam Rickbeil offered information on the SCSU induction event speaker, Misty Wilke, a Native American Nurse.	
CONCLUSIONS	Marti will reserve the HCC Alumnae Hall for April 19 th , 2006, from 6-9pm. The Board will make a decision at the November meeting whether to combine the induction ceremonies and the at-large event on April 19 th at St. Ben's dependent upon the status of the At-large Chapter process.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check with STT Headquarters regarding finalization of the at-large chapter by the anticipated date of January 2007.	Ellen Ellickson	Nov 27 th mtg
Reserve HCC Alumnae Hall for April 19 th from 6-9pm	Marti Hise	Oct 31
Carry forward	Ellen Ellickson	Nov 27 th mtg

III.C. BUDGET ACCOUNT TRANSACTIONS TO CSB ACCOUNT

DISCUSSION	The question was discussed whether to make general deposits in advance, or make them on an event-by-event basis. The account is currently negative \$68.24	
CONCLUSIONS	General deposits will be made in advance. Marti will track transactions and report as requested.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pam Rickbeil will request Kathi Schmidt send a check for \$400 to Marti Hise for deposit into the CSB account for Kappa Phi	Pam Rickbeil	Nov 27 th mtg

III.D. CONTRACT AND JOB DESCRIPTION TASK GROUP FOR ADMINISTRATIVE ASSISTANT POSITION

DISCUSSION	The decision was previously made to hire Marti Hise for this position	
CONCLUSIONS	Carry Forward	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check with National to see if they have a job description and contract we can use	Ellen Ellickson	Nov 27 th mtg
Carry forward	Ellen Ellickson	Nov 27 th mtg

III.E. FIRESIDE CHAT & RESEARCH PLANNING

DISCUSSION		
CONCLUSIONS	To date, thirteen people have responded to attend this event in the Alumnae Lounge of the Theresa Reception Center, Main Building at CSB on November 9 th from 5:30 to 8pm.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Everyone please take time to remind people you know to RSVP to Marti at mhise@csbsju.edu	Officers and committee members	ASAP

IV. FOLLOW-UP ITEMS

A. AT-LARGE CHAPTER REPORT (ROXANNE)

DISCUSSION	Roxanne was not able to attend. Ellen restated that the at-large chapter process is expected to be finalized in January 2007.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Carry forward	Ellen Ellickson	Nov 27 th

IV. B. BOARD MEETINGS ARE SET UP FOR LAST MONDAY OF EACH MONTH EXCEPT DECEMBER 18TH

DISCUSSION	The question was raised about whether to have a December 18 th meeting	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Decide whether to meet December 18 th		Nov 27 th

IV.C. CHAPTER FINANCES AND STATUS

DISCUSSION		
CONCLUSIONS	<ol style="list-style-type: none"> Form 1099 is processed at the end of the year to report wages paid. Form W-9 is needed upon hire. Marti Hise has submitted her W-9 to Ellen Ellickson. Ron Hemmesch reminded we need to do an internal audit by December 31st. Ellen Ellickson will ask Gary Gillitzer to be part of the audit; and Pam Rickbeil will ask Joyce Simones to recommend a second individual to work with Gary. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Forward W-9 for Marti Hise to Kathi Schmidt	Ellen Ellickson	ASAP
Establish Internal Audit task group	Ellen Ellickson	Nov 27 th

IV.D. FINALIZE COMMITTEES AND OFFICERS

DISCUSSION		
CONCLUSIONS	Revise the list of officers and Committees as attached , to reflect "Current" versus "At-Large" status. Include Faculty Counselors as members of the Governance Committee. Indicate Brenda Lenz as Chair of the Governance Committee. Indicate Kathy Ohman as Chair of the Awards Committee. Indicate department chair status for Brenda Lenz and Kathy Twohy as vice presidents of the at-large chapter.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise Kappa Phi Officers and Committees form and posting on website	Marti Hise	Nov 27 th

IV.E. RESPONSE TO ELECTRONIC MAILINGS

DISCUSSION		
CONCLUSIONS	Twenty (20) members responded they prefer electronic mailings. We will continue to mail notices and newsletters by U.S. Mail. We will also send by electronic mail to those for whom we have e-mail addresses. Ron Hemmesch noted that the return address on mailings should indicate "International" versus "Inc"	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create distribution list for electronic mailing	Marti Hise	Nov 27 th
Correct return address for mailings to indicate "International"	Marti Hise	ASAP

V. DISCUSSION: FALL NEWSLETTER

DISCUSSION		
CONCLUSIONS	Pam Rickbeil stated newsletters have been sent three times per year in the past and provided Marti Hise with a copy of the February 2006 issue. The next issue should include: <ol style="list-style-type: none"> 1. calendar of events (Marti Hise) 2. article on the Fireside Chat event of November 9th (Pam Rickbeil) 3. article about the chapter-at-large status (Ellen Ellickson) 4. Scholarship (Carie Braun) 5. Induction (Ellen Ellickson) 6. Articles about members being published <ol style="list-style-type: none"> a. Mary Neisen b. LuAnn Reif c. Rachelle Parsons d. Carie Braun e. Laura Rodgers 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create, publish and mail Fall 2006 newsletter	Ellen Ellickson, Pam Rickbeil, Carie Braun, Mary Neisen, LuAnn Reif, Rachelle Parsons, Laura Rodgers, Marti Hise,	November 30 th

The meeting was adjourned at 6:26pm.