

**Sigma Theta Tau  
Kappa Phi Chapter**

**DATE: September 25, 2006**

**TIME: 5pm**

**LOCATION: CSB Fireside RM**

**ATTENDEES: P=Present A=Absent**

Key: R = Resolved  
U = Unresolved  
O = Other

<u>P</u> Ellen Ellickson	<u>P</u> Laura Horn
<u>P</u> Kathy Twohy	<u>P</u> Pam Rickbeil
<u>P</u> Pat Rauch	<u>P</u> Ron Hemmesch
<u>P</u> Joyce Simones	<u>P</u> Roxanne Wilson
<u>P</u> Mary Niesen	<u>P</u> Kathi Schmidt

	<b>Key</b>	<b>Discussion/Findings</b>	<b>Conclusion/Actions/Follow-up</b>
Slate of Officers	R	<p>Will not need president elect until next year. On odd years will need to add president elect position. If there is no president elect and president position is vacated then the position can be appointed.</p> <p>Annie Willenbring will not be taking an officer position. Officers, Governance and Leadership succession committee members compose the board.</p> <p>Slate can be approved by quorum.</p>	<p><b>President:</b> Ellen Ellickson  <b>Administrative Assistant:</b> Marti Hise  <b>Vice president:</b> Joyce Simones and Brenda Lenz, SCSU; Kathy Twohy, CSB  <b>President Elect:</b> to be in place in 2007  <b>Secretary:</b> Laura Horn, community  <b>Treasurer:</b> Kathi Schmidt, community; Cathy Keller, SCSU  <b>Faculty Counselors:</b> Mary Hoenig and (someone to be named), SCSU  Mary Neisen and Kathleen Lehn, CSB  <b>Leadership Succession:</b> Pat Rausch (chair), community; Carie Braun, CSB  Kristen Payne, community  <b>Archives and Key Award:</b> Ron Hemmesch (chair), CSB; Kathy Ohman, CSB  Sara Zimney, community  <b>Publicity:</b> Pam Rickbeil (chair), community; Jenny Bishop, SCSU  Roxanne Wilson, community  <b>Governance:</b> Brenda Lenz, SCSU; Ron Hemmesch, CSB  <b>Awards:</b> Kathy Ohman, CSB; Helen Santiago, community  <b>Research Programs/Scholarly Presentations:</b> Roxanne Wilson (chair), community  Roberta Basol, community; Sue Herm, SCSU; Kathi Schmidt, community  Adella Espelien, community.  <b>Members who are requested to attend business meetings:</b> president, vice president, secretary, treasurer, counselors, governance committee, leadership succession committee chairs.  Joyce Simones will get correct spelling of 'Zimney' and married name of 'Pane'; Santiago's email address.  Ellen Ellickson will ask Kathy Omann to be on the above 2 committees.</p>
Chapter Key Awards	R		Archives and chapter key committee will oversee the chapter key awards event.
Chapter finances & status	R	IRS 1099 statement needs to be submitted	
Board meetings	R		Meet the last Monday of month. Counselors are expected to attend board meetings. Committee chairs are invited to attend board meetings.

At large status and strategic plan	R	It takes 3 months for the STT society to process the at large chapter status. In 2006, there were 30 student inductees, 10 community inductees, and 40 new SCSU Honor Society inductees. 150 Kappa Phi members renewed their membership.	The SCS honor society and Kappa Phi will have combined meetings until the at-large chapter status has been finalized. <b>Motion:</b> Roxanne Wilson will complete and send at-large chapter application and strategic plan. Made by Pam Rickbeil and second by Kathy Schmidt. Unanimously passed. Current officer slate will remain despite ad hoc status. Ron Hemmesch will find out the membership and inductee fees; yr 2005, 2005 registrations for Roxanne. Recommended charter and induction ceremonies expenditures: \$1500.00. Programs and meeting expenditures: \$800.00. Ellen Ellickson will request that Gary Gillitzer and Marti Hise conduct an internal audit.
Membership meetings	U	Recommended to not invite parents. Will table this decision.	1. 'Fireside Research' LuAnn Reif and Rachelle Parsons will be asked to present their doctoral thesis. November 9 <sup>th</sup> , 5:30-8pm An update on the at-large chapter status will be given to the membership. RVSP: Marti Hise 2. Pam will create a flyer for the 'Fireside Research' and include a postcard (see following item) 3. Combine induction and research meetings. 4. 1 general and 2 program meetings are required per year. The general meeting can be part of a program meeting.
How does membership want to be notified of chapter updates and meeting dates?	R	New Mailing labels are needed. 1/3-1/2 membership has email 200 items meets bulk mail requirements. Chapter has 182 members.	With newsletter, secretary will send out a return post card requesting information on how membership wants to receive chapter updates.
Chapter secretary	R	Job description and compensation approved last year.	Ellen Ellickson will ask Marti Hise to be chapter secretary. Need to call national society regarding employee insurance coverage. Need to write formal job description and compensation agreement. Secretary will do newsletter and update website. Pam Rickbeil will assist with publicity.
Adjournment and next meeting	R		Kathi Schmidt motioned to adjourn at 1900. Next meeting: 5-6:30 pm October 30 <sup>th</sup> at CSB Fireside Room