

Kappa Phi Chapter of Sigma Theta Tau Board Meeting

MINUTES

JANUARY 29, 2007

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 November 27, 2006, were approved as corrected, to include Cathy Keller, Pat Rauch and Roxanne Wilson in those present.
APPROVAL OF AGENDA	The Agenda was approved with additions by Ellen of IV. E. Other and V. Next meeting date
ATTENDEES	Present: Ellen Ellickson, Chair; Mary Neisen, Kathy Twohy, Ron Hemmesch, Pat Rauch, Cathy Keller, Kathi Schmidt, Kristin Brandt, Joyce Simones Administrative support: Marti Hise Not Present: Laura Horn, Kathleen Lehn, Kathy Ohman, Mary Hoenig, Darlene Copley, Brenda Lenz, Pam Rickbeil.

Agenda topics

III. DECISION ITEMS

B. VOTE ON REGIONAL MEETING

DISCUSSION	The regional meeting takes place annually at the Kaehler Hotel in Rochester. This will only occur if a commitment of ¾ of the chapters is obtained (21 chapters). May, June and July are the choices. There would be a nominal fee. The purpose is networking by region.		
CONCLUSIONS	Ellen will respond to send 1-2 people in June 1 st choice: All day Thursday and half-day Friday 2 nd choice: All day Friday and half-day Saturday		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Respond with our choices to Maureen Greene, Regional 4 Coordinator	Ellen Ellickson		

III.C. INDUCTION UPDATE

CONCLUSIONS	<ol style="list-style-type: none"> SCSU Ceremony, January 18th, inducted 13 students, 12 of whom were present, at the Nursing Lab in Waite Park. A doctoral candidate at UND was the speaker. She talked about American Indian issues in nursing. CSB induction is scheduled for Thursday, April 19th. It is anticipated this will be our at-large chapter event as well. Ellen E. will have the final word on the at-large chapter by February 21st. An estimate of inductees expected is: 16 from CSB, 40 from SCSU, and possibly a few community members. We will not actively recruit community members because of the numbers already involved in this event (56 inductees). We will print up short bios on inductees for handout. Ellen, Pam Rickbeil, Roberta Basol, and Marti Hise will work on ceremony program details, i.e., food, flowers, tickets, speaker, deadlines/cut-off date for meal ticket purchase, etc. Kappa Phi will pay for inductee meals. Mary Neisen/Kathleen Lehn (CSB/SJU) and Mary Hoenig/Darlene Copley (SCSU) will work together as teams to assemble the list of names. The main focus of this event will be the induction and the new at-large chapter. We will need a per-plate \$ amount for the menu by next week (Feb 9th); main menu and veggie choice; previously about \$15. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Ellen E and Marti H determine menu pricing		Feb 9 th	

IV. FOLLOW-UP ITEMS

IV. A. AT-LARGE CHAPTER REPORT

CONCLUSION	Headquarters will notify us by February 20 th as to the approval of our at-large application. Ellen will contact headquarters to ask the procedure for becoming an official at-large chapter.
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IV.B. INTERNAL AUDIT TASK GROUP

CONCLUSION	The Board thanks Gary Gillitzer and Sigrid Hedman-Dennis for doing this audit. Ellen will send a thank-you card. The books and records were returned to Cathy Keller and Kathi Schmidt. Gary and Sigrid submitted a report on the audit (report attached). This is the first audit that has ever been done for Kappa Phi. The report shows finances are in good condition with a few minor procedural errors. The decision was made to do an annual audit at the end of each fiscal year (July 1 st to June 30 th). The next audit, however, will include the period October 2006 through June, 2007.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

IV.C. BUDGET ACCOUNT TRANSACTIONS REPORT

CONCLUSIONS	The cost of the November meeting was around \$50 spent on a meal for board members. The cost of the newsletter mailing also occurred in November. Marti's budget and Kathi's budget reports will be given at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Budget Reports	Marti Hise Kathi Schmidt	February 22

IV.D. NEWSLETTER

DISCUSSION	A newsletter was mailed to members in November. Another will be mailed after the April 19 th induction. Ron Hemmesch brought up the return address issue.
ACTION:	Marti will check with the post office regarding returns being double charged, and whether to omit the return address.

IV.E. OTHER

CONCLUSION	<ol style="list-style-type: none"> 1. Fees: A notice from Headquarters e-mailed that any fee changes will be submitted by March 15th. Our current fees are set as follows: Regular member fee: \$80; Life member fee \$70. 2. Health of the Chapter: We received a notice from the Region 4 coordinator on the health of our chapter which notes: "<i>no-one attended the House of Delegates in 2005; we did not submit an annual report for 2005</i>". It is correct that we did not have any members attend the House of Delegates in 2005; however, an annual report was submitted by Roxanne Wilson. Ellen will send a letter to the Region 4 coordinator in response. 3. Region Conference Call: A Region 4 conference call is scheduled for March 20th at 7pm. Ellen will notify the vice presidents of the time and phone number. 4. Direct Deposit of Chapter Fees: A program is being piloted to electronically deposit chapter fees on a quarterly basis. Kathy Schmidt, treasurer, and Cathy Keller, future treasurer, both agree this is a good idea. Forms were signed to begin this process. 5. Ellen E. will go to Plaza Park Bank to be put on the checking account and to take Roxanne Wilson off the checking account. We are Chapter #259. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Plaza Park Bank checking account record changes	Ellen Ellickson	

V. NEXT MEETING DATE

CONCLUSION	The next meeting was rescheduled to Thursday, February 22 nd at 5 PM because of CSB/SJU spring break scheduled the following week.
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The meeting was adjourned at 6:30pm.