

**THE UNIVERSITY OF AKRON
COLLEGE OF NURSING**

COMMITTEE: Sigma Theta Tau, Delta Omega

DATE: 8/27/07

TIME: 5:00 pm TO: 7:00 pm

Membership: Dina Dornack, Rose Beeson, Cheryl Buchanan, Marcia Cornell, Peg DiMarco, Therese Dowd, Joe Foley, Lori Kidd, Mary Helen Kreidler, Karen Mascolo, Patrice McCarthy, Allison Scott, Linda Shanks, Sandra Siedlecki

Excused: Barb Brunt

Minutes:

TOPIC	DISCUSSION	ACTION
Minutes	Motion to accept the minutes was made by Patrice McCarthy; seconded by Sandy Siedlecki	Minutes were accepted.
Treasurer's report	<p>Proposed budget is attached. Sandy wants to come up with a sub account for Open M. The total in and total out is \$22,100. If you need reimbursed you must fill out a voucher and staple your receipts to it. You can get them online. Checks over \$1000 must have two signatures because of our bonding. Joe Foley's name is on the CDs from Charter One. Those are going to mature September 15th and the interest rate is going to drop. We need to get Dina Dornack's name on those. We can move those into an interest bearing account at National City for 6 months and then roll them into a CD.</p> <p>Info is attached on the Sigma Theta Tau International Foundation for Nursing Leadership Education Grant, and how to establish a gift in the name of Lillian DeYoung. We can keep it at the chapter level, region, or state. Can word it as preference given to Delta Omega. We have to decide on one or two of the grants and whether it will be chapter, regional, state, national, or international. If you restrict it to the chapter level and no one applies it goes unawarded.</p> <p>We also want to acknowledge the Chapter Donors which are attached to the treasurer's report.</p> <p>Dina will forward a 990 form to Sandy Siedlecki that was received in the mail.</p>	<p>Joe, Dina, and Sandy will go to both banks after Labor Day.</p> <p>We will think about this and discuss it next month.</p> <p>Allison Scott to send a letter.</p>
International/ Regional	<p>The Chapter Key Award was submitted. Dina thanked the people who helped with the project.</p> <p>The Biennial Convention is coming up in November. Sandy Siedlecki and Barb Brunt are presenting.</p> <p>Joe Foley might not be able to attend as the delegate. It is November 3-7th. Maybe one of the retired donors may be able to attend.</p> <p>Dina asked if we should put a cap on the amount that is spent on food. Sandy said we have \$2000 each for two delegates. We will go with a total of \$2000 for each delegate. Patrice McCarthy motioned that the chapter will cover expenses by delegates is up to \$2000. Expenses occurred in excess of \$2000 will be reviewed by the president and treasurer. Seconded by Therese Dowd.</p>	<p>Dina will send an email to retired member Phyllis Fitzgerald.</p> <p>Motion carried.</p>

<p>Counselor/ Governance Chair report</p>	<p>Cheryl Buchanan announced the Information Session will be held on October 29th for junior and senior students at noon in room 306. Community leaders can also be invited. In addition, all graduate students with a 3.6 or greater GPA will be invited.</p> <p>Dina and Cheryl Buchanan met with CNC officers today about involvement in STTI. They are also going to send us information about their career fair.</p>	
<p>Archivist</p>	<p>Patrice McCarthy said she and Barb Brunt went through the storage room and got everything organized. Not much has been added to the archives since 1999. Peg DiMarco said she has a box in her office from about 2001. Joan Staphf also may have some things. From this point on things should be on disks rather than hard copies. Also things can go on the h drive as a backup.</p> <p>All of the storage stuff is going to be moved to another room.</p> <p>We need specific files for future Chapter Key Awards. Changes to the criteria for the awards will be out in November, and Allison Scott can make up files.</p> <p>Patrice said there are things we could order to sell at induction. Should we buy small quantities of these things and not make any money? The purpose of the Ways and Means is to make money. We have to buy enough to get a discount. We will use the key chains for special events.</p>	<p>Patrice will look into what they have that will help us from a fundraising standpoint.</p>
<p>Leadership Succession Chair</p>	<p>Peg DiMarco and Dina to invite a practicing nurse who as a student participated in a STTI mentorship program. Peg is investigating a mentoring program.</p>	
<p>Newsletter Editor Intern</p>	<p>Marcia Cornell sent around a newsletter timeline for 2007-2008. Sheau is the website master. Marcia will contact her. She wants to rethink the way the website is set up. It would be nice to include a link to the newsletter with the notification.</p>	
<p>Monthly Responsibility Checklist</p>	<p>Dina requested members present review the monthly responsibility checklist.</p> <p>At another meeting we need to explore how we can use a webmaster and possibly pay the webmaster.</p>	
<p>Strategic Plan</p>	<p>A Strategic Planning Tool is attached. Dina requested members present review the document and give her suggestions. Please pay close attention to the area regarding service.</p> <p>Discussion regarding development of task forces. A marketing task force was developed to assist with the service area of the strategic plan.</p> <p>The meeting adjourned at 7:00 pm.</p>	<p>Karen Mascolo will head the task force with Joe Foley and Marcia Cornell. They will contact Linda Riazi at AGMC. Will report back to the committee in September.</p>

The next meeting will be September 24, 2007 at 5 pm.

Respectfully submitted,

Linda Shanks