

**THE UNIVERSITY OF AKRON  
COLLEGE OF NURSING**

**COMMITTEE:** Sigma Theta Tau, Delta Omega

**DATE:** 10/22/07

**TIME:** 5:10 pm TO: 6:35 pm

**Membership:** Dina Dornack, Barb Brunt, Cheryl Buchanan, Marcia Cornell, Peg DiMarco, Therese Dowd, Joe Foley, Lori Kidd, Mary Helen Kreidler, Patrice McCarthy, Linda Shanks, Sandra Siedlecki

**Excused:** Karen Mascolo

**Minutes:**

TOPIC	DISCUSSION	ACTION
<p><b>Call to Order</b> <b>Introductions</b></p>	<p>Meeting called to order by D. Dornack @ 5:10 pm. Juli McKenzie (University of Akron nursing student) and Emily Garrison (KSU nursing student) were introduced.</p>	
<p><b>Minutes</b></p>	<p>Barb Brunt motioned to approve the minutes, seconded by Patrice McCarthy.</p>	<p>Minutes were accepted.</p>
<p><b>Treasurer's Report-Sandy Siedlecki</b></p>	<p>The treasurer's report is attached. Current checking balance is \$22,437.95 and total of all account balances is \$55,194.83. Balances, activity, and budget are on the report. A \$400 Lillian DeYoung Grant was awarded for the biennial conference (Region 10 member- a Canadian Nurse) and one will be used for the upcoming research conference.</p>	
<p><b>Old Business</b></p>		
<p>a. Fall Dinner Program-K. Mascolo</p>	<p>Karen excused. Dina reported the silent auction brought in \$547 for Rwanda. Dina will present the check in the amount of \$550 at the biennial convention. \$1560 came from the Fall Dinner program. Speaker ratings were positive from the 69 attendees that completed an evaluation form. Approximately 80 attended the program and included members, non-members and students. The students represented three schools of nursing: Kent State University, University of Akron and Malone College.</p>	
<p>b. Combined Winter Program Updates-K. Mascolo</p>	<p>Dina distributed a save the date flyer. The program will be February 18, 2008. Everything is well underway. Typically chapters from Ohio participate.</p>	
<p>c. Lillian DeYoung Grant Awardee-S. Siedlecki</p>	<p>See above under treasurers' report.</p>	
<p>d. Cameos of Caring Event-Dina Dornack</p>	<p>The Cameos of Caring was a wonderful event. Dina Dornack, Linda Shanks, Dr. Fitzgerald, Christine Howard (a senior honors student), and a sophomore student were at our table. Delta Omega will continue to support this event. Many other members were also present.</p>	
<p>e. Vendor Table, October 12, 2007-Dina Dornack</p>	<p>The vendor table at the pediatric nursing conference was a great success. A number of people expressed interest in transferring their membership or having dual membership. Pamphlets from International</p>	

<p>f. CNC Career Fair Table, October 24, 2007-Dina Dornack</p>	<p>regarding general membership and Nurse Leader membership were distributed as well as the chapter calendar of events and save the date flyer for the Combined Winter Program.</p> <p>This is coming up on Wednesday. Dina suggested we not do the CNC fair due to the focus primarily being on career opportunities and the student information session is coming up in less than a week.</p>	
<p>g. Student Information Session- Cheryl Buchanan/ Barb Brunt</p>	<p>A letter and flyer went out inviting 171 students to the session. The information session will be Monday, October 29<sup>th</sup> at noon in MGH room 306. Students who are eligible will get invitations to join after fall grades are in. Board members are welcome to attend. Barb Brunt will ask Cheryl Buchanan to send out another email asking students to RSVP to better plan for food.</p>	
<p>h. Administrative Assistant Position-Dina Dornack</p>	<p>Dina Dornack received Allison’s resignation. Dina passed out an outline of Administrative Assistant responsibilities. She will add something about regular attendance at board meetings. Suggestions were given to Dina for additions to the responsibilities (e.g., assist with website, newsletter, minutes). Dina will approach Charlene Calabrese, Susan Prosser, and Lori Prosser and invite them to submit an application once the job description is complete.</p> <p>Discussion occurred about whether we really need an administrative assistant. There are many areas in which an administrative assistant would be a great help and having an administrative assistant was supported. Otherwise, many of the Board Member positions are unmanageable. Dina will continue to work on the job description. Dina will also put together an hourly and monthly salary for comparison.</p>	<p>The board members will email further suggestions to Dina.</p>
<p>i. Mentorship/Intern Program Development-Peg DiMarco</p>	<p>Peg DiMarco hasn’t heard back from Christine Benson (the Sigma Theta Tau intern who spoke at our last meeting). Dina will send her an email to prompt her to contact Peg DiMarco.</p>	
<p>j. Newsletter Submission Office Student Affairs-Therese Dowd</p>	<p>The information session for the students will be held prior to the next newsletter submission. Therese still plans to submit information regarding STTI and the Delta Omega Chapter.</p>	
<p>k. Web Site Task Force Updates</p>	<p>The task force didn’t meet. Discussion occurred about if we can retrieve archived information from the website. It was suggested that the task force meet to discuss the questions posed by Marcia Cornell.</p> <p>Dina shared examples of photo release forms with Patrice. A photo release form will be created for the chapter. Patrice to create and report back to the Board.</p>	<p>The task force will meet. Marcia will chair the task force, and Joe, Patrice, and Sheau will participate on the task force.</p>
<p>l. Service/Marketing Task Force Updates</p>	<p>The service task force still needs to meet. Patrice shared a memo from the marketing task force. The memo includes prices of items for purchase. These items would be sold to members at various events. Patrice recommended that we purchase 40 or 50 travel mugs, 50 ceramic mugs, 100 coasters, etc., up to \$2275. Maryhelen Kreidler moved that we purchase items up to \$2275. Sandy Siedlecki seconded the motion. Additional discuss regarding marketing/advertising items that would not be used for profit. Patrice to report back to the Board with pricing on pens and other items. Discussion also occurred about clothing with our logo. We need to check the STTI website for appropriate use of the logo.</p>	<p>Motion carried.</p>

<p><b>New Business</b></p> <p>a. Social Networking Tools Web Cast-Dina Dornack</p> <p>b. Vision 2020/Bylaw Amendments-Dina Dornack</p> <p>c. Research Grants Spring Deadline-Marlene Huff</p> <p>d. Project idea-Therese Dowd</p> <p>e. 6 Month Survey of New Membership-Barb Brunt</p> <p>f. November CNC Meeting- Dina Dornack</p> <p>g. Chapter Assessment Fee Increase-Dina Dornack</p> <p><b>Monthly Responsibility Calendar/ Checklist</b></p> <p><b>Strategic Plan</b></p> <p><b>Announcements</b></p>	<p>The Service Task Force established at the August meeting needs to meet regarding the Service Area of the Strategic Plan. The task force was charged with developing an action plan for publicizing STTI to the community at large and the hospital communities. Need to report progress to the Board at the next meeting</p> <p>Printed handout was given out by Dina Dornack.</p> <p>Dina asked if members of the Governance Committee would give some input to her and Dr. Fitzgerald, prior to the convention, about the proposed bylaws amendment.</p> <p>Marlene Huff proposed a suggested deadline of January 21, 2008. The budget is \$6500 for the year. Dina sent an email to Marlene requesting how we will advertise the deadline, but she hasn't heard back from her. The committee suggested deadlines of February 15, 2008 and September 15, 2008 so there is enough time to get the information to the membership.</p> <p>Deferred until November.</p> <p>Barb Brunt distributed the surveys she sent out. She has had three responses. The deadline is October 31<sup>st</sup>. One of the responses indicated that the member was interested in being on a committee. Suggestion to see if the member would be interested in working with Peg on the Mentorship/Intern Program Development.</p> <p>The CNC invited us to speak about Delta Omega about membership and ways to get involved. Usually about 20-30 students are there. The meeting date is November 7<sup>th</sup> from 12:15 pm to 12:45 pm.</p> <p>International has increased our fee to \$375.</p> <p>Dina said we are doing well with monthly responsibilities.</p> <p>We are meeting our strategic plan.</p>	<p>Service Task Force headed by Karen Mascolo with members Joe Foley, Marcia Cornell and ? Linda Riazi</p> <p>Dina will contact Marlene about the deadlines. We will include funding opportunities in the newsletter, website and email the listserv.</p> <p>Barb Brunt will send the survey again as a reminder and forward the name of the interested person to Peg DiMarco.</p> <p>Maryhelen Kreidler and Therese Dowd will go to speak.</p> <p>Continue to move forward with task forces.</p>
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<p><b>Adjournment</b></p>	<p>The meeting adjourned at 6:35 pm. The next meeting will be November 19, 2007.</p> <p>Respectfully submitted,</p> <p>Linda Shanks</p>	
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