

**THE UNIVERSITY OF AKRON  
COLLEGE OF NURSING**

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

**DATE:** 9/24/07

**TIME:** 5:00 pm TO: 6:45 pm

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

**Excused:** Peg DiMarco

**Minutes:**

TOPIC	DISCUSSION	ACTION
<b>Call to Order Introductions</b>	Meeting called to order by D. Dornack @ 5:10pm. Christine Benson invited guest to present her experience with a Mentorship/Intern Program.	
<b>Minutes</b>	Corrections were made to the minutes. S. Siedlecki motioned to approve the minutes, seconded by J. Foley.	Minutes were accepted as revised.
<b>Treasurer's Report-Sandy Siedlecki</b>	The treasurer's report is attached. We received our insurance policy that bonds all board members for \$50,000. D. Dornack asked if we should add the Cameos of Caring event to our budget. S. Siedlecki said that \$2500 was budgeted for conferences and only 2 are attending. We could use the extra \$1000 for Cameos of Caring.	
<b>Old Business</b>		
a. Fall Dinner Program-K. Mascolo	We are getting numerous registrations for the fall dinner program. Karen received a call from a Kent State faculty member saying she has students coming to the meeting. Dina said she will put together the power point presentation to promote Sigma Theta Tau. Karen said they will also put together a program. Karen has also been getting donations for the silent auction.	Karen needs a description of donated items and their value for the silent auction.
b. Combined Winter Program Updates-K. Mascolo	Karen contacted Christine Mladineo to get contacts for other chapters in the region. An email was sent to see if any other chapter had interest in hosting the combined chapter winter program. No one else expressed interested so we will host the program. Discussion regarding dates/days in February 2008. The Martin Center is available any time in February. Karen is looking for a presenter. Aris Beogolos suggested contacting International to request Carol Picard. Karen will contact the other chapters to let them know our idea for a speaker and to establish each participating chapters' financial responsibility to the program. Karen will first contact International to find out the cost involved. P. McCarthy suggested avoiding February 18 <sup>th</sup> because there is a faculty retreat.	Karen will report back at the next meeting.
c. Website/Newletter Meeting Update-S. Huey/M. Cornell	Marcia Cornell met with Sheau regarding the website and the newsletter. Discussion regarding incorporating information in both the newsletter and website that will assist with meeting criteria for the Chapter Key Award. P. McCarthy said you can provide a link to the website. Marcia said we can print off information from the website when it is placed there. Marcia found that navigating through the existing website is difficult and had trouble finding things. Dina said we need to ask Sheau to propose a new layout or design for the website at the next board meeting. P. McCarthy said this may be unrealistic, with faculty workload, to ask Sheau to design a website. For now, Barb Brunt's secretary, Tara, will help Marcia with	Dina will bring back new Chapter Key Award information from the convention.  Website task force to report back at next meeting.

<p>d. Letter to Chapter Donors- D. Dornack</p> <p>e. Lillian DeYoung Grant- S. Siedlecki</p> <p>f. Marketing Items- P. McCarthy/K. Mascolo</p> <p>g. Dr. Fitzgerald/Delegate- D. Dornack</p> <p>h. Welcome Letter/Information New Nurse Leader-D. Dornack</p> <p>i. Mentorship/Intern Program Development-C. Benson</p> <p>Information Session</p>	<p>the newsletter in the current format. Dina suggested developing a website task force that will look into feasibility to redesign and need of a webmaster. Marcia, Joe, and Patrice volunteered to be on this task force. They will also discuss this with Sheau.</p> <p>Dina requested a volunteer to send out a letter to the chapter donors. Joe Foley will generate a letter to chapter donors to thank them for their continued support.</p> <p>Sandy requested a vote on either one \$400 or two \$400 awards in the name of the Lillian DeYoung. A motion was made by Maryhelen Kreidler and seconded by Patrice McCarthy for two \$400 awards each year. Maryhelen Kreidler moved that the award will be unrestricted with preference given to Delta Omega, then Region 10, etc. Therese Dowd seconded the motion.</p> <p>No update at this time regarding the service marketing task force. J. Foley may have some items that can be given out. The task force will decide what they want to buy in bulk for Induction. The marketing task force will compile a list of the area CNO's for future use.</p> <p>Dina reported that Dr. Fitzgerald (retired member) accepted our invitation to attend the STTI Convention as a delegate.</p> <p>Jean Christopher was notified that she will be inducted as a new nurse leader. Dina and Barb will work together to make sure she gets a welcome letter, etc. Dina said they have another nurse leader candidate (Diane Sprankle). Information will be sent to the board/committee members regarding Diane. Please respond to Dina by October 1<sup>st</sup>.</p> <p>Christine Benson discussed her experience being mentored as a student. Christine had experience as a Leadership Extern. She was inducted into STTI as a junior at Kent State and then was asked to be in the position of an extern. She applied, wrote an essay, and was accepted. Their chapter's goal was to get students and new grads more involved. Christine was asked to make her plans around their goals. For her project she had a panel of speakers (RNs in different fields). She arranged the speakers and the room. She advertised to the sophomores and juniors and explained the benefits. The faculty also supported it. She explained STTI, advantages, etc. at the meeting prior to the program. She also explained the role of a Leadership Extern. Christine did another project where she offered a time management and study skills workshop. They also had refreshments. She was able to talk about STTI. She also went to the International conference. During the conference she was asked to be on the membership video. The video went out to all chapters. At the next induction she was one of the speakers. She spoke about her year and how it assisted her with development of leadership skills as a new grad. Suggested website development might be a good Leadership Extern project.</p> <p>Barb Brunt reminded us that the information session for undergraduate and graduate students is October 29<sup>th</sup> in room 306 at noon. Please plan to attend.</p>	<p>J. Foley to send letters to chapter donors.</p> <p>Both motions carried.</p> <p>Consider modeling a Mentorship/Leadership Extern program for our chapter based on Christine's experience.</p>
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<p><b>New Business</b></p> <p>Surprise News!</p> <p>a. Cameos of Caring Ad/Table- D. Dornack</p> <p>b. Vendor Table October 12, 2007- D. Dornack</p> <p>c. CNC Career Fair Table October 24, 2007-D. Dornack</p> <p>d. Administrative Assistant Position-D. Dornack</p> <p>e. International Dues Increase- D. Dornack</p> <p>f. Newsletter from Office of Student Affairs-D. Dornack</p> <p>g. Chapter Membership Report/ Member Campaign-D. Dornack</p> <p><b>Monthly Responsibility Calendar/ Checklist</b></p>	<p><b>Dina Dornack announced that we have been awarded our 8<sup>th</sup> Chapter Key Award.</b> Dina asked if Barb Brunt will join her to receive the award at the conference since she contributed so much time putting the information together.</p> <p>D. Dornack proposed supporting the Cameos of Caring event again this year by having a table and a full size ad. A table for eight is \$640 and includes a full size ad in the program. S. Siedlecki can adjust the budget to pay the \$640. K. Mascolo moved that we support a table and this was seconded by Maryhelen Kreidler.</p> <p>An invitation will be extended to three senior honors students. Patrice McCarthy will invite them since she works with the honors students.</p> <p>Dina stated that help is needed for the vendor table.</p> <p>Dina stated that help is needed for the career fair table.</p> <p>Dina sent a letter to Allison on September 16<sup>th</sup> and asked for her resignation since she is not meeting the requirements of the job. Patrice McCarthy recommended Susan Bradford or Charlene Calabrese from the school of nursing for the position of Administrative Assistant. Dina will finish the job description and bring it to us for feedback. The job may entail an average of 3 - 8 hours a week. The Administrative Assistant does all the correspondence for the chapter.</p> <p>International dues will increase by \$5.00.</p> <p>We should submit information to the Student Affairs Newsletter regarding STTI. T. Dowd volunteered to complete the submission.</p> <p>The report is attached. Suggestion made to see if any benchmark data available from International to compare us to other chapters.</p> <p>Dina said we are meeting our monthly objectives listed on the monthly responsibility calendar. Encouraged everyone to review.</p>	<p>The motion carried.</p> <p>T. Dowd to submit information to the Student Affairs Newsletter.</p> <p>D. Dornack to follow-up with International.</p>
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<b>Strategic Plan-Service Task Force Development</b>	Dina asked that we look over the strategic plan. Changes made to the Service area based on feedback provided from last meeting.	
<b>Announcements</b>	Peg DiMarco's father passed away. Sandy Siedlecki suggested we send a check for \$50 to the Parkinson's Association. P. McCarthy moved that we do this. Seconded by T. Dowd.	The motion carried.
<b>Adjournment</b>	The meeting adjourned at 6:45 pm.  The Fall Dinner Program is October 11, 2007 <b>The next meeting will be October 22, 2007 at 5 pm.</b>  Respectfully submitted,  Linda Shanks	