

**THE UNIVERSITY OF AKRON
COLLEGE OF NURSING**

COMMITTEE: Sigma Theta Tau, Delta Omega

DATE: 11/19/07

TIME: 5:15 pm TO: 7:00 pm

Membership: Dina Dornack, Cheryl Buchanan, Marcia Cornell, Peg DiMarco, Therese Dowd, Joe Foley, Marlene Huff, Mary Helen Kreidler, Sandra Siedlecki

Excused: Barb Brunt, Patrice McCarthy, Linda Shanks, Lori Kidd

Minutes:

TOPIC	DISCUSSION	ACTION
<p>Call to Order Introductions</p>	<p>Meeting called to order by D. Dornack @ 5:15 pm. Board members introduced themselves to the 40 nursing students present at the meeting. The mission, purpose and benefits of membership were discussed with the students. See attached attendance record of students present.</p>	<p>Minutes were accepted.</p>
<p>Minutes</p>	<p>M. Kreidler motioned to approve the minutes, seconded by T. Dowd.</p>	
<p>Treasurer's Report-Sandy Siedlecki</p>	<p>The treasurer's report is attached. Current checking balance is \$21,689.95 and total of all account balances is \$54,530.01. Balances, activity, and budget are on the report. A report was also provided and is attached from the biennial convention regarding a finance workshop attended by Sandy Siedlecki.</p>	
<p>Old Business</p>		
<p>a. Combined Winter Program Updates-K. Mascolo</p>	<p>Dina distributed save the date flyers to the students present. Also discussed that students typically receive a discount for attendance at the program. The program will be February 18, 2008. Dina reported meeting Carol Huston at the biennium and that she appeared excited about speaking at the event. Suggestion to ensure we advertise the event in early January 2008 to get the word out early.</p>	
<p>b. Nov. CNC Meeting – T. Dowd/M. Kreidler</p>	<p>Both reported that information was shared at the Collegiate Nursing Club regarding the organization, upcoming community events and educational offerings.</p>	
<p>c. Student Information Session – C. Buchanan</p>	<p>The information session held on Monday, October 29th was a success. We had approximately 40 students participate in the program which offered information regarding benefits of membership and an overview of the organization.</p>	
<p>d. Office Student Affairs Newsletter Submission – T. Dowd</p>	<p>An article regarding STTI was submitted to the Office of Student Affairs Newsletter. T. Dowd will continue to make regular submissions to the newsletter.</p>	
<p>e. Research Grant Deadlines – M. Huff</p>	<p>An email was sent to the membership regarding chapter research grant opportunities including contact information and deadlines for submission. The deadlines are February 15, 2008 and September 15, 2008.</p>	
<p>f. 6 Month Survey of New Membership-Barb Brunt</p>	<p>No report provided. B. Brunt excused.</p>	<p>B. Brunt to provide follow-up at next meeting.</p>

<p>g. Administrative Assistant Position-Dina Dornack</p>	<p>Dina Dornack provided a revised job description for the administrative assistant position. After discussion regarding the document Dina to make simple revisions and then email Charlene Calabrese, Susan Bradford, and Lori Prosser to invite them to submit an application if interested. Lengthy discussion regarding having an hourly rate of pay or monthly salary. Determined the individual would be paid monthly. Additionally, we'd have the individual track the number of hours worked to determine if the salary needed to be increased.</p>	
<p>h. Mentorship/Intern Program Development – P. DiMarco</p>	<p>Peg DiMarco discussed the Chiron Mentoring Program. Additional discussion regarding needing to develop a mentorship program at the chapter level. Peg to develop a call for experienced nurses in the chapter that would be interested in being a mentor. Would then put a call out for new nurse members that are looking to mentored. Additionally working on developing internship program for senior level nursing students and members for leadership development. Dina to follow-up with Christine Benson to see if she is still interested in assisting Peg with developing the internship program. Peg also mentioned T. Puckett as a potential participant.</p>	
<p>i. Web Site Task Force Updates</p>	<p>Need to establish in what way J. Gurnack from IT at the University of Akron can assist us with website design and updates. M. Cornell and J. Foley have determined that updates are needed and having the administrative assistant position to assist with the website and newsletter would be a big help. The website needs to be user friendly for the membership. Dina to send M. Cornell John's contact information.</p>	<p>Need to meet and report progress at the January Meeting.</p>
<p>j. Service Task Force and Marketing Task Force Updates</p>	<p>No updates from Marketing Task Force - P. McCarthy excused. No updates from Service Task Force – K. Mascolo not present.</p>	<p>Need to meet and report progress at the January Meeting.</p>
<p>New Business</p>		
<p>a. Nurse Leader Application -Dina Dornack</p>	<p>Received another application from International for a nurse leader candidate. Encouraged board members to review application. Need to clarify with Janell from International that the candidate is seeking membership with Delta Omega. Based on application candidate indicated Delta Omega – KSU and XiXi – Youngstown.</p>	
<p>b. Convention Highlights - Dina Dornack</p>	<p>Dina highlighted some of the events and by-law changes that occurred at convention. A full report will be submitted to M. Cornell for the next newsletter including pictures. Pictures were shared with those in attendance from both convention and the Cameos of Caring Event last month.</p>	
<p>c. Adopt a Family OPEN-M Christmas Program – Dina Dornack</p>	<p>Will support two families this year thru the OPEN-M Adopt a Family Christmas Program. Dina has distributed information to the membership. Peg DiMarco also presented information to the group regarding a family from ACCESS with 9 kids that will need assistance this Christmas. Group decided that we will assist in some way with the family from ACCESS too. Students present were invited to help with the project.</p>	
<p>Monthly Responsibility Calendar/ Checklist</p>	<p>Dina said we are currently meeting our goals for monthly responsibilities. Need to continue to move forward with planning on the Mentorship/Intern Programming.</p>	

<p>Strategic Plan</p> <p>Announcements</p> <p>Adjournment</p>	<p>The Service Task Force needs to meet and develop an action plan for publicizing STTI to the community at large and the hospital communities.</p> <p>The meeting adjourned at 7:00 pm. The next meeting will be January 28, 2008 @ 5pm</p> <p>Respectfully submitted,</p> <p>Dina Dornack</p>	<p>Service Task Force headed by Karen Mascolo with Joe Foley, Marcia Cornell and ? Linda Riazzi need to meet and report progress at the January Meeting as stated above.</p>
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