

Sigma Theta Tau International
Xi-Kappa Chapter-at-Large
Board Meeting – December 1, 2003

Members Present: Marjorie McCullagh, Mari Peterson, Diana Moon, Julene Brown, Barb Mathees, Polly Kloster, Sara Stetz, Jane Bergland, Ronda Bolgrean

- I. Approval of November 3, 2003 board meeting minutes (unanimous)
- II. Approval of November 8, 2003 annual meeting minutes tabled until final number of attendees obtained
- III. Treasurer's Report – Handout provided (see attached)
 - End Balance as of 12-01-03 = \$6032.54
- IV. Secretary's Report – No further report
- V. Membership Meeting and Induction Ceremony Debriefing:
 - Suggestion made to make letters and forms uniform between schools
 - Keep information about new members consistent (i.e. future plans, interests, etc.)
 - Use a list of members and inductees at the registration table to help keep track of attendance
 - Continue with use of pre-ceremony checklist template provided by Marjorie to help people know their roles
 - Time of day and dessert offering worked well – suggestion to assign coffee and punch pourers in future
 - Julene volunteered to put together a display depicting the different committees and involvement opportunities for new members to look at during Research Day
- VI. Board Vacancies:
 - Carla Gross has volunteered to fill the role of NDSU faculty advisor, Polly Kloster will fill the role of Concordia College faculty advisor
 - Nominations made for NDSU Vice President – follow-up to be made
- VII. Anniversary Celebration:
 - Discussion held on ideas - ? Fall of 2004 – will set up a committee with a chairperson to organize
- VIII. Research Day: To be held Wednesday, April 14, 2004 tentatively from 5-8pm
 - Mary Wakefield to be keynote speaker
 - Call for abstracts done over chapter internet site and through the Prairie Rose circulation – will open up to non-members
 - Poster presentations mandatory with possibility of poster competition based on different categories (? Certificates/cash prizes)

- ? Buffet type meal
- IX. Report on International Conference – Barb (Changes to be posted on chapter website)
- Fiscal responsibility has been assigned to the board for setting dues
 - Restructured international board – 11 committees down-sized to 2, change made to involve a greater number of short term advisory committees/task forces
 - Small changes made in membership eligibility to make eligibility more friendly on an international basis
- X. Items tabled for next meeting:
- Strategic planning
 - Approval of Annual Meeting minutes
- XI. Adjournment

Next Meeting: January 12, 2004, 5pm @ the Speak Easy – Moorhead, MN