

MINUTES

Sigma Theta Tau Mission Statement
To provide leadership and scholarship in practice,
education and research to enhance the health of all people.
We support the learning and professional development
of our members who strive to improve nursing care worldwide.

Xi Kappa Vision Statement
To celebrate nursing excellence by developing and recognizing professional achievement.

COMMITTEE: Xi Kappa Board of Directors

DATE: January 3, 2006

TIME CALLED TO ORDER: 4:30 pm

TIME ADJOURNED: 5:30 pm

LOCATION: Barbara's First & Deli

MEMBERS PRESENT: Marjorie McCullagh, Beverly Greenwald, Barb Matthees, Jane Lindblad, Julene Brown, Jami Thompson-Petry, Sara Stetz

HANDOUTS:

APPROVAL OF MINUTES: Approved as written.

NEXT MEETING: Wednesday, February 8 at 4:30 Location: Knitty Gritty Café on Main Avenue in Moorhead.

AGENDA ITEM	DISCUSSION CONCLUSION	RECOMMENDATIONS OR ACTIONS
Report of Finance Committee (Diana)	Approximate balance \$5,000.	
Report of Convention Delegate (Sara)	<p>Sara reported the Sigma Theta Tau National Convention to be a great experience. It provided an excellent opportunity to network with other nurses and chapters. Sara found the Chapter Membership sessions to be most helpful. The conference gave valuable perspectives into what other chapters are doing. Sara also reported on the bylaw vote:</p> <ul style="list-style-type: none">• New bylaw change for electronic voting for granting a chapter charter: $\frac{3}{4}$ electronic vote by chapter delegates representing $\frac{3}{4}$ of chapters or $\frac{3}{4}$ vote of the board of directors following an electronic vote during which less than $\frac{3}{4}$ of the chapters responded. RATIONALE: To keep momentum going for new chapters. Currently, it can be a wait of 4-6 years to be granted a chapter charter.• Length of service for delegates shall be from the opening of convention until the opening of the next convention.	

	<p>RATIONALE: To be able to vote on granting new chapter's a charter.</p> <ul style="list-style-type: none"> • The chapter is to have two standing committees: elected Governance and an elected Leadership Succession. The new bylaw says, APPOINTED Governance and an ELECTED Leadership Succession. RATIONALE: fewer people required to fill the ballot. • Term length for Officer Director (at international level) is two consecutive terms. Exception: A director who is elected as president-elect may serve a maximum of four (4) terms on the Board of Directors. Once an officer director serves a maximum of two (2) consecutive terms as an officer director, that officer director will only be eligible to serve in the next biennium as president-elect. RATIONALE: To allow people to run for president-elect after serving 2 consecutive terms in another position. 	
<p>Review of Strategic Planning Session</p>	<p>Review of our To Do list: Generate list of members to delegate/assist with projects.</p> <p>Web site</p> <ul style="list-style-type: none"> • Discussed posting a member interest form • Articles: Discussed ideas for web articles...Short, interesting, attention grabbing bits of information that we want to share or promote to our chapter members. <p>Will post board-meeting minutes on the web site.</p> <p>Set 2/20/06 as the release date goal for Newsletter and new postings to the web site. We will check progress at the February meeting.</p>	<p>Barb will check with Helen regarding her interest in continuing to post/update Xi Kappa's Web page. Barb will also check with the student services area for further options/assistance.</p> <p>Marjorie will check with Teree Rittenbach about adapting the VIP profile off the Sigma Theta Tau web site to meet our needs.</p> <p>Sara will write a mentor article. Jami and Julene will submit article on the spring program. Sara will contact Francis Vlasses for any promotional material for <i>Ordinary People, Extraordinary Lives</i> that we can post. Sara will solicit Lindsay to draft an article regarding Avian Flu; to be posted after the event. Barb and Bev will write a report on the Fall Induction (will post photos of the event). Marjorie will ask Donna to do a story on the board election. Marjorie will find someone to do a member benefits item. Barb will compose an item on our strategic planning and vision statement. Sara and Marjorie will put together something on the leadership outing (include photos).</p>

	<p>Greeting Cards: Member quotes with art applied to use as note cards. Put together as sets; will need 5 different quotes with art. Discussed having art or nursing students design card face.</p> <p>Chapter poster board/table top display: Need to revise. The display will be used at chapter events/leadership retreats/induction ceremony etc.</p> <p>Discussed adding a donation option at time of renewal. Would need to be careful with wording.</p>	<p>Will contact Kathy Oakland as a consultant for supplies and printing. Will add request for member quotes to <i>Member interest form</i> Will announce at 1/19 Avian Flu event that anyone interested in doing reproducible graphic art contact....to have work submitted. Jami and Marjorie will develop an article for promotion and to recruit a lead project coordinator.</p> <p>Marjorie will contact Bonita Zimmerman regarding coordinating this project. Need to develop in power point and then will have printed at NDSU for approximately \$15.00.</p>
Education Events	<p>Marjorie gave update on Avian Flu event 1/19. CEUs will be offered. Promotional materials will be out soon. We will plan for 60 people. Catering needs the menu by 1/5...decided to go with horsd'oeuvres, cider/crystal lite.</p> <p>Discussed our interest in collaborating with Grand Forks UND, Bismarck University of Mary, and Jamestown college to do a joint Research Day.</p> <p>Discussed Spring Program (March 20th) planning: Discussed having board members round robin <i>Ordinary People, Extraordinary Lives</i> to read ahead of time.</p> <p>Francis has also offered to do something at the schools.</p> <p>Budget for 3/20 event for 2 rooms and airline tickets \$1200.</p>	<p>Decided we are not ready to proceed at this time. Possibly in future have graduate/nurse educator students pursue.</p> <p>Sara will contact Francis with an agenda for the conference. Sara will check if we can get books ahead of time for promotional purposes. She will also coordinate the sale of books (<i>Chicago Nurse Parade</i> and <i>Ordinary People, Extraordinary Lives</i>). Francis is willing to do a book signing; our recommendation is to have the signing during the fondue social. Discussed placing something promoting XI Kappa into each book. Sara will contact Jane Giedt regarding possibly a noon lunch conference Tuesday 3/21.</p> <p>The time schedule for the event is deferred to the VP committee.</p>
Future agenda items	<p>Taking education to students Updating membership lists</p>	

Attachments and hardcopy located in Secretary's binder

Marjorie McCullagh, Committee Chair

Recorded by Jane Lindblad, Secretary