

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.*

COMMITTEE: Xi Kappa Board of Directors
DATE: Sept. 12, 2005

TIME CALLED TO ORDER: 4:30 pm
TIME ADJOURNED: 5:30 pm
LOCATION: Babb's CoffeeHouse Fargo

MEMBERS PRESENT: Jami Thompson, Marjorie McCullagh, Ronda Bolgrean, Beverly Greenwald, Jennifer DeJong, Barb Matthees, Lindsay Bontjes, Jane Lindblad

HANDOUTS: Induction & Anniversary Ceremony Planning Worksheet, Xi Kappa Treasurer Report

APPROVAL OF MINUTES: **Approved** as written

NEXT MEETING: **November 1, 2005** at 4:30 pm Location: Barbara's 1st & Deli 520 1st AVE N Fargo

AGENDA ITEM	DISCUSSION CONCLUSION	RECOMMENDATIONS OR ACTIONS
Report of Finance Committee Diana	The Treasurer Report was circulated. Treasury balance as of 7-31-05 is \$7,236.72. CD balance (2 year due June 2006) as of 9-1-05 is \$8,603.96. Upcoming expenses will include the induction ceremony.	
Fall Induction Program Sara, Jamie, Lindsay, Ronda	The Induction Ceremony planning worksheet was reviewed. The event will be a dessert reception. Beverages will include coffee, tea, lemonade and possibly apple cider. The invitation announcement will be e-mailed to members. Discussed program at length. Decision made to just have a social event without a speaker. Sept. 17 th is deadline for having inductee information in to National. Marjorie will send out message to members regarding communicating the number of candidates for induction i.e. new faculty member's etc. Invitation list to include department chairs. Barb will contact Gloria Sheldon for a list of graduate students eligible for induction so that they can be included in the invites. Counselors are to identify candidates and send out invitations. Include in invitation information on Dues/costs: National \$55.00,	Cost will be \$6.00 per person. Will project number attending using last years attendance numbers and will revise final number closer to Sept. 30 th . Time line: 5:30-6:00pm set up 6:00-6:30pm social time 6:30pm start seating 7:00pm Marjorie will present short slide show approx. 10 minutes 7:15pm induction ceremony 7:45pm group picture 8:00pm close Counselors are to say something (very short statement) about each

	<p>Local \$20.00, \$20.00 for induction, and \$6.00 for dessert reception. Marjorie will share an example letter for candidates.</p> <p>Beverly will do group event photos of inductees.</p> <p>Colors for the event will be lavender. Need to order white carnations with lavender tips.</p> <p>Program committee will meet to design program...will print on lavender paper at NDSU or Office Max.</p> <p>Sara has the signature book and candles. Will need to bring a lap top computer and extension cord.</p>	<p>student i.e. where they are from, where they would like to work etc. to fill time span as they are getting their pin.</p> <p>Counselors are asked to make an excel file of students who are invited/accepted/paid/and actually inducted. Please forward/share file with Marjorie.</p>
Strategic Planning	<p>Discussed having Char Feldman as future event speaker on self care and humor. Discussed doing a spring program on mentoring.</p> <p>Discussed financial enhancement to increase scholarships.</p> <p>Discussed community service project for Hurricane effort Possibly a fund raising event.</p>	<p>Due to time constraints decided not to invite the National President for an event as he would have to travel before Nov. 8th.</p> <p>Possibly support local nurses who have, or are doing, relief work in Golf Coast area. Marjorie will contact the Red Cross to ask the question of what we their needs are and ways in which we can help using our professional abilities.</p>
Election	<p>Helen Harris will put together an on-line election to make us official.</p> <p>Jolene Brown will continue to serve as the MSUM VP until a replacement can be found.</p> <p>Marjorie will continue as president.</p>	

Attachments and hardcopy located in Secretary's binder

Marjorie McCullagh, Committee Chair

Recorded by Jane Lindblad, Secretary