

Xi Chi Chapter
Sigma Theta Tau International
BOD Meeting

DATE: 2/28/17

ATTENDANCE: Barbara Zimmerman, Susan Graybill, Sara Tucker, Kelly Kuhns, Lisa Hostetter, Teresa Hartman, Andrea King

TOPIC	DISCUSSION	FOLLOW-UP ACTION	Who is to follow-up
Welcome & Call to Order 1755	Called to order at 1755		
Minutes	Review of minutes. Changes noted and minutes will be updated. Move to approve minutes with revisions made by Kelly Kuhns, seconded by Barbara Zimmerman	Sara to update minutes and email to BOD	Sara Tucker
OFFICER REPORTS: PRESIDENT (Andrea King)			
Open Issues	<ul style="list-style-type: none"> Who will send emails to members about transferring membership or continuing with Xi Chi? An email was sent saying dissolution was complete. Some emails were not updated. Discussed sending post cards to member to ask them to update email address to current email. Send a post card to members about upcoming events, STTI connect website for updates. Maybe send beginning of end of Oct. or August. Could do back to school picnic. Invite Xi Chi members to a social during the Journey to Normal event. Operation gratitude. Collect items for service project 	<p>Send a post card out in next week or two. Information about Xi Chi membership Journey to Normal event & social What item to donate Update email</p> <p>Barbara to book the Ford Atrium for the social at 4:30. Back-up will be we have it in the nursing building.</p> <p>Barbara Z. to check with Julie Hera DeStefano to see what they need donated.</p>	Kelly Kuhns (send post cards)

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<p>New Business</p>	<p>Susan Graybill has done tons of research of what we still need to do to apply for the Key Award-</p> <p>Chapter Key Award Application (Susan Graybill and Carol Phillips was working on this) - a self-evaluation of your chapter. Leadership Membership engagement Chapter operations Recruitment & publicity Extra credit</p> <p>Encourage chapter members to report information from events we have done-</p> <p>Information from Mutter Museum trip.</p> <p>We need a strategic plan, how are we going to reach out to inactive members, how will we recruit new members. Our members who have signed up for our committees need to go onto the STTI website o sign-up as a volunteer for Xi Chi committees- this gives us points.</p> <p>Is there a way to connect STTI website link to a social media site or create a Facebook page for Xi Chi?</p> <p>2017 Tri-State Consortium Brunch and Lectureship is happening October 8 2017. Fee is \$100.00 per chapter and the chapter must come with representation.</p> <p>44th Biennial Convention is October 28- November 1 2017 in Indianapolis. We must send two delegates and maybe 1-2 members. Kelly Kuhns has submitted an abstract for this event. We need to invite some members</p>	<p>Xi Chi representation needed at Tri-State Consortium Brunch.</p> <p>Invite members to Convention.</p>	<p>Kelly- make a Facebook page for Xi Chi</p>
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	<p>Distinguished Lecture is October 12, 2017. (In the past we have had distinguished lectures Ann Burgess- forensics nursing, another about fracking in PA,) Susan Brackbill- on board of thesis for masters traveled toto teach people how to save babies.</p> <p>We need to plan an induction. What date do we want? October or September? What day do you want to do it, during the week on a Thursday night we could have a dinner. November 9th with dinner in Gordinier Hall. Chapter will pay for inductee's meal.</p>	Kelly has an email into someone.	
Treasurer report (Jill Buchle)	<p>Treasurer Jill Buchle is sick (notes via email update)</p> <p>Waiting to get a letter from IRS to confirm nonprofit status and EIN # no bank will allow us to open an account without it. Emails have gone</p> <p>Contacted Amy from STTI who gave her the number for the IRS to get a copy of the letter. Until that letter arrives, we have no bank account. Check is in a secured location.</p>		
Secretary report (Sara Tucker)			
COMMITTEE REPORTS:			
<ul style="list-style-type: none"> PROGRAM (Becky?) 	Ask Becky? to be on program committee		
<ul style="list-style-type: none"> MEMBERSHIP INVOLVEMENT (Lisa Hostetter) 	<p>Having events frequently Harrisburg location for the painting event. Andrea has a friend</p> <p>Membership Statistics:</p>		

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		Xi Chi Retention Rate	Industry Standard Retention Rate	Xi Chi Acceptance Rate	STTI Average Acceptance Rate			
	2016	71.21%	80%	42.66%	65.92%			
	2015	66.67%		49.57%				
• FINANCE								
• LEADERSHIP SUCCESSION (Teresa Hartmann)	Ken Bowman, Betsy Musser, Jenny Monn							
• GOVERNANCE (Barbara Buchko)	Cindy Sternmer, Patsy Fasnacht, Teresa Caruthers, Linda Kauffman will be on the committee.							
• AWARDS	<p>Do we need an awards committee or can we combine it with.....?</p> <p>Ginny Palmer and Carol Phillips award- should we continue these. Those awards are no longer being funded by those people. Do we continue to fund these awards?</p> <p>We used to fund awards for chapter members. Research listed on website</p>							
• NEWSLETTER (Lisa Hostetter)	Lisa Hostetter and Stacy Bennet to update STTI connect and maybe need a back-up person. We need to post information monthly.					Need to post fliers and information. Monthly email newsletter		Lisa Hostetter and Stacy Bennet

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<ul style="list-style-type: none">KEY AWARD (Sue Graybill)	Sue Graybill discussed criteria for Xi Chi to apply for the Chapter Key Award. Most board members feel Xi Chi is not ready for this now because of current transition.																																
STRATEGIC PLANNING:	<div>See document for 2017:</div> <table><thead><tr><th>Priority</th><th>Goal</th><th>Action</th><th>Who/When</th><th>Outcome</th></tr></thead><tbody><tr><td>Leadership</td><td><div>-Encourage members for leadership positions;</div><div>-Send 1-2 Leadership (off yr from biennium)</div><div>-Induction activities</div></td><td><div>Develop mentor support</div><div>Provide mentor to each new inductee</div></td><td>Membership involvement Leadership Succession</td><td></td></tr><tr><td>Knowledge</td><td><div>-Offer Programs</div><div>-Distinguished Lecture</div><div>-EBP events and</div><div>-1-2 social events at least 1 CE event</div></td><td></td><td></td><td></td></tr><tr><td>Service</td><td><div>Plan 2 service-oriented events for members</div></td><td></td><td></td><td></td></tr><tr><td>Community</td><td><div>Engage in activities with environmental focus in community</div></td><td></td><td></td><td></td></tr><tr><td>Sustainability</td><td><div>Engage membership – increase</div></td><td><div>Survey membership-</div></td><td></td><td></td></tr></tbody></table>	Priority	Goal	Action	Who/When	Outcome	Leadership	<div>-Encourage members for leadership positions;</div> <div>-Send 1-2 Leadership (off yr from biennium)</div> <div>-Induction activities</div>	<div>Develop mentor support</div> <div>Provide mentor to each new inductee</div>	Membership involvement Leadership Succession		Knowledge	<div>-Offer Programs</div> <div>-Distinguished Lecture</div> <div>-EBP events and</div> <div>-1-2 social events at least 1 CE event</div>				Service	<div>Plan 2 service-oriented events for members</div>				Community	<div>Engage in activities with environmental focus in community</div>				Sustainability	<div>Engage membership – increase</div>	<div>Survey membership-</div>				
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		attendance at events by 5	all members even inactive				
		Recruit nurse leaders – 2-3 inducted					
UPCOMING BOD MEETINGS:	Will confirm via email					Email date for next meeting	Andrea to email
ADJOURNMENT	1950 meeting adjourned.						

Respectfully submitted by,

Sara C. Tucker