

Xi Chi Chapter
Sigma Theta Tau International
BOD Meeting

DATE: 9/21/17

ATTENDANCE: Mary Lou Mortimer, Teresa Hartmann, Kelly Kuhns, Jill Buchle, Lisa Hostetter, Barbara Buchko, Andrea King

TOPIC	DISCUSSION	FOLLOW-UP ACTION	Person to Act
Welcome & Call to Order	Meeting called to order at 5:30pm		
Minutes	Review of minutes. Approved with changes	Update minutes.	Sara
OFFICER REPORTS: PRESIDENT			
Treasurer report (Jill Buchko)	Xi Chi has \$497.00 in checking account Chapter paid for Theresa H. travel to Biennium Millersville Nursing Department is paying for transportation expenses and Xi Chi registration Xi Chi savings account has \$8,116.56	None	
Secretary report (Sara Tucker)	None	None	
Open issues	<p>Lisa will download the flyer about the EBP nursing conference with Eta Eta Wellspan to the website. This event takes place April 19th 8:30 am - 4pm</p> <p>Do we want to plan a second event with Eta Eta? Possibly for a community outreach event or a speaker event in the winter? Discussion about what to do: Possibly an outreach in winter for a shelter? Suggested February..? after the holidays</p>	<p>Lisa will download flyer to the web site</p> <p>Discussion needed. What event will we plan?</p>	Lisa

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	<p>DL is Oct. 12th and will occur prior to our next meeting. Bring warm items for a shelter. We need to choose which shelter we will donate items to.</p> <p>A few different shelters were discussed such as Lancaster Women's Winter Shelter. A move to donate to Peter's Porch was made by Andrea K. and seconded by Barb Z.</p> <p>We will give collected donation items to Peter's Porch</p> <p>Peter's Porch takes place on the first (Denver) and third (Akron) Saturdays of each month from 07:30 -9am. They provide a hot meal, pick up bags. Toiletries, and fresh goods. We can go as a group to donate items.</p> <p>Nov 4th</p> <p>Location {from Peter's Porch website}</p> <p>Peter's Porch is at Faith United Lutheran, Walnut Street, Denver, PA. The first Saturday of every month!</p> <p>Peter's Porch is at Lititz Mennonite Church, Front and Water Street, Lititz. Second Saturday of every month!</p> <p>*****</p> <p>What needs done for the DL?</p> <p>We need people to man the table.</p> <p>Food arrives at 5:30 and Lisa will guard food. Andrea K. and Barb B. will be there at 5:30.</p> <p>Need someone to bring a big basket for the winter items. Lisa will bring basket for the items.</p> <p>Andrea will introduce our speaker. It's the chapter and the Mville department of nursing hosting the event.</p>	<p>Table cloth pens, laptap sign in</p> <p>Lisa to bring Basket for warm weather items</p> <p>Barb Z and any board members available will take items to Peter's Porch- will all go to donate items and help</p> <p>Andrea will introduce at DL</p> <p>Program? Yes- if awards given</p>	<p>Kelly and Lisa</p> <p>Lisa</p> <p>Barb Z. and Board</p> <p>Andrea</p>
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	<p>Xi Chi will do induction this Fall and then every Spring moving forward and this will capture all eligible students.</p> <p>When should we send out invitation letters for the spring induction? We must include all seniors and some juniors. Students must have completed half of the program's 60 credits. We give 30 articulations credits. Should be 15 of Millersville nursing credits. Students who are in the online program are easy to identify.</p> <p>Spring induction- (March 12 starts spring break.) April 5th Plan to serve heavy appetizers , Kelly booking Gordinier Hall Conference Center Need Keynote speaker. ***Leave open** Need letters out by mid-February. Feb 10th?</p> <p>November 9th induction. What do we need? A packet will be made-up and will be given to students as they walk in. The packet should include a survey and information on how they can become more involved. We can divide those students into groups and each board member will make contact with students in their assigned group as follow-up after the event.</p> <p>Induction food menu discussed. Cost is \$26.84 for inductees which chapter will pay. Guest tickets are \$30.00/per person. Cords will be provided for those who come. Cords are 16.00 if we buy 25 or more.</p>	<p>Lisa to bring basket for winter items.</p> <p>Need Key Note Speaker.</p> <p>All board members.</p>	<p>Lisa</p>
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	<p>We need a fb page. Lisa will make a FB page and make sure it connects with the MU FB page</p> <p>What do we need for this induction? Nov 9th ?</p> <p>Lisa went into graduate classrooms to announce membership. Kelly did also. 71 invites sent out today. 2 people contacted Mary Lou about becoming involved in the chapter.</p>	Must plan Nov 9 th	
By law governance (Barb Bucho)	No Report given		
COMMITTEE REPORTS:			
<ul style="list-style-type: none"> PROGRAM (Becky) 	See "Open Issues" above regarding DL and Induction.		
<ul style="list-style-type: none"> MEMBERSHIP INVOLVEMENT (Lisa Hostetter) 	Planning events – see Open issues regarding induction.		
<ul style="list-style-type: none"> FINANCE 	<p>Fundraisers? Options- Yankee Candles, frozen pies, wreaths, Prefer one online and non-perishable. Isaacs, or other restaurants for fundraiser. Plan to choose before the DL so we can hand out the information.</p> <p>Lisa researched raffle laws- we must apply for a small games license at the township and county office. Two types: monthly- \$25.00 or \$125.00 per year. There is no limit to the number of monthly license you can buy. We must show proof of being a non-profit and our bylaws.</p>	Lisa to look into this.	

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<ul style="list-style-type: none"> LEADERSHIP SUCCESSION (Teresa Hartmann) 	No report		
<ul style="list-style-type: none"> GOVERNANCE (Barbara Buchko) 	No report		
<ul style="list-style-type: none"> AWARDS (Mary Lou, Sue, and Barb Buchko) 	<p>Awards applications due Oct 9th.</p> <p>Barb, Sue and Mary Lou will serve on award committee. They will need to review applications.</p> <p>Andrea will email members this weekend (after correct dates are updated on website) to let them know about awards. Only Xi Chi members can apply. Awards include: Practice, Mentor Research and Community. We are not supporting scholarships at this time.</p> <p>Proposal made to change the name of some of the awards and remove names of Faculty who are no longer funding or active in the organization.</p>	<p>Andrea will email members about 4 awards and remind about DL</p> <p>Melissa or Gary must update web page</p> <p>Award committee will get together to work on things. Need to order plaques.</p>	
<ul style="list-style-type: none"> NEWSLETTER (Lisa Hostetter) 			
<ul style="list-style-type: none"> HERITAGE 	No committee.		
<ul style="list-style-type: none"> KEY AWARD 	No report		
STRATEGIC PLANNING:	See prior document		
UPCOMING BOD MEETINGS:	Next meetings November 16 th 5:30 we will order pizza. February 1 st .		

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ADJOURNMENT			
	07:30		

Respectfully submitted by,

Sara Tucker