|  |
| --- |
| Board Meeting |
| 7.1.2017 | 3:00pm-4:30pm | School of Nursing, Faculty Meeting Room |
| Meeting called by | Dr. Jane Doe |
| Type of meeting | Board meeting |
| Note taker | Karen Davis |
| Timekeeper | Karen Davis |
| Attendees | Dr. Jane Doe, Dr. John Smith, Mary Clark, Sarah Johnson, Kate Williams, Joe Miller, Karen Davis, Amy Brown. (Absent: Melissa Moore) |
| Approval of Agenda and Minutes |
| 5 minutes | Dr. Jane Doe |
| Discussion | Motion to adopt agenda – John (first), Mary (second) |
| Motion to approve minutes from 1 June 2017 meeting – Sarah (first), Joe (second) |
|  |
| Conclusions | Agenda and previous meeting minutes approved |
|  |
|  |
| Action Items | Person Responsible | Deadline |
| None |  |  |
|  |  |  |
| Induction (eligible students) |
| 20 minutes | Kate |
| Discussion | Will need to request a list of eligible students (top 35% of class with at least a 3.0 cumulative GPA) for  |
| BSN students. If we find that there are students below the top 35% who have above a 3.0, or the lowest of the top 35% has below |
| 3.0 GPA, may be able to use an exceptions clause. Will need to discuss this with STTI staff prior to inviting additional students.  |
| Conclusions | Kate should request list and see where the bottom of the 35% student’s GPA is and consider exceptions |
| Clauses to possible invite more students.  |
|  |
| Action Items | Person Responsible | Deadline |
| Request eligible students from SON | Kate | 15 July |
| Schedule meeting with STTI staff to discuss exceptions clauses | Kate | 30 July |
| Induction (ceremony planning) |
| 15 minutes | Jane & John |
| Discussion | Jane and John are in the process of securing a room and have requested a quote from University catering |
| Services. Currently anticipating to hold the ceremony the first or second Saturday in October if room is available. STTI provided an  |
| Invitation template that we will use.  |
| Conclusions | Ceremony planning continues.  |
|  |
|  |
| Action Items | Person Responsible | Deadline |
| Secure room for ceremony & communicate final date to the group | Jane & John | 15 July |
| Create invitation draft once ceremony date is known and distribute to board | Karen | 30 July |
| Report from Treasurer |
| 20 minutes | Amy |
| Discussion | Almost finished with the budget workbook, thanks to all other board members for ideas and input. This |
| Will get shared electronically when complete. Right now, it looks like dues will be around $25 induction (first year members), and  |
| $30 renewal fee.  |
| Conclusions | Next meeting’s agenda will include discussion and vote on membership dues and recap of the completed |
| Budget workbook and projected first FY budget.  |
|  |
| Action Items | Person Responsible | Deadline |
| Schedule meeting with STTI staff to review completed budget, invite extended to all | Amy | 21 July |
| Add as an agenda item for August meeting | Karen | 30 July |
| Program Planning |
| 20 minutes | Sarah |
| Discussion | Keynote speaker at first induction will be Dr. Doe. This will count towards one of 2 minimum programs  |
| Required. Early planning stages for a luncheon with panel of speakers for our early November program. Still working on who  |
| We will ask to be a panel speaker. Goal is to have nurses from various stages of their careers, including a recent grad from ABC.  |
| Conclusions | Planning should continue for November program. With induction, this will meet our requirement of 2  |
| Programs for the year. We will plan to hold a spring program next year, and exceed the program requirement. This will  |
| Look good on our application. Will ask for names at the September board meeting.  |
| Action Items | Person Responsible | Deadline |
| Think of one or two possible speakers to invite to be on the panel.  | All board members | 1 September |
| Investigate space and catering for date in November | Sarah | 1 October |
| Meeting Adjournment |
| 5 minutes | Karen |
| Discussion | Next meeting is 1 August at the School of Nursing in the Faculty Meeting Room. Agreed that the time of |
| 3:00-4:30 works for everyone.  |
|  |
| Conclusions |  |
|  |
|  |
| Action Items | Person Responsible | Deadline |
| There being no further business, the meeting was adjourned at 4:20pm | Karen |  |
|  |  |  |