

Sigma Theta Tau
Pi Mu Chapter at Large Annual Retreat
July 22, 2008
Linda Hulton's House

Attendance: Linda Hulton, Tammy Kiser, Karen Jagiello, Carroll Ward, Donna Trimm, Cindy Rubenstein, Kathy Floyd, Susan Brooks, Jeanne Pitsenberger, Laura Yoder, Nena Patterson, Sandy Kreider, Judy Matthews, Arlene Weins

Meeting called to order at 9:45 am by Linda Hulton.

Introduction of members and roles by each attendee.

Announcements: Leadership Conference is September 24-27, 2008 in Indianapolis. Linda is planning to attend and seeking other members interested in attending. Matt Garber, 2008 EMU graduate and Pi Mu student member drowned July 1, 2008 on mission work in Costa Rica. Pi Mu to consider an award to be developed in Matt's memory and will wait to get input from EMU faculty and student in fall to further develop award plans.

Viewed Leadership video clip from STTI website. Emphasis of community, collaboration, and dissemination of evidence-based research to all areas of nursing practice as STTI leaders discussed in video.

Minutes approval, Minutes from 5/15/08 reviewed by members. Minutes approved unanimously.

Information Roster. Roster circulated.

Board of Directors/Committee Chairs Review:

Terms are for two years: mentored the first year, independent second year, and mentor the third year. Reviewed open positions and updated terms/positions. Leadership succession role needs to be filled. Publicity committee members identified: Arlene Weins, Susan Brooks, Carroll Ward. Awards committee members identified: Linda Hulton, Arlene Weins (chair), Susan Brooks, Jeanne Pitsenberger, Karen Jagiello, Judy Pierantoni, student reps-JMU & EMU.

Old Business

Committee Reports:

Judy Matthews will submit the President's report at later date.

Donna Trimm presented the Secretary's report: role will continue to include responsibility for updating website, updating chapter archives. Issue of difficulty accessing chapter website from JMU website discussed. Cindy Rubenstein will pursue obtaining a direct link from the JMU Nursing homepage to the chapter website.

Sandy Kreider presented the Treasurer's report: summary of total expenses and fundraising income. Balances for all banking accounts reviewed (see Treasurer's report at end of minutes for details). Lawrence Yoder will be conducting an external review this year and transfer of role has been initiated with Jeanne Pitsenberger.

Arlene Weins presented the Finance report: internal review of chapter finances completed with no discrepancies noted and policies being followed. Questions were raised regarding the viability of stethoscope fundraiser. The differentiation of funding between the Development and Eligibility committees is unclear.

Christy Comer has accepted role of chapter administrative assistance. The Chapter professional presentation board needs to be updated, Publicity committee identified to work with CISAT: Arlene Weins, Susan Brooks, Carroll Ward. Finance committee also identified issue of needing to reach community nurses to attend and present at the annual Professional Development Day.

Laura Yoder presented the Governance Committee report: bylaw revisions presented and discussed; changes made based on biennial conference. The bylaws are due for a chapter review this upcoming year. This review was tabled until next meeting.

Susan Brooks presented updates on the Newsletter. She encouraged submissions to newsletter.

Nena Patterson presented the Program Committee report. No issues identified regarding the induction ceremonies. Reviewed attendance and evaluation of Professional Development Day: issues with poster location, limited community nurse attendance, student meal vouchers. Sharing the keynote speaker with Shenandoah was very successful. Collecting JMU student money on the day of event was very challenging. Vendors (3) participated; will update list of vendors. Getting bumped from Festival for other events is problematic for the 2009 date. Request for CEU's from some participants.

Induction Ceremony: Identified need for STTI banner. Jeanne Pitsenberger and Laura Yoder will take charge of ordering banner in time for fall induction ceremony.

Professional Development Day:

Awards: Need a committee to identify if there can be more awards and where award money comes from within budget. Will consider viability of endowed fund; consider use of money market account as foundation. List awards on website.

New Business

Margaret Bagnardi, JMU faculty member, presents promoting evidence-based practice at RMH. Chapter members and board members are limited in regards to community nurse involvement in STTI. RMH has added the clinical ladder for nurses with an emphasis on evidence-based practice for the scholarship component of clinical ladder. Margaret will be giving inservices in the fall on evidence-based nursing practice and promoting brainstorming on specific

units on specific research. RMH nurses will need a presentation site for upcoming research and Professional Development day is a great option. Community nurses need a workshop on Evidence-based Nursing Practice. Other considerations: partnering/mentoring with nurses/units to guide/develop plans/areas of interest; showcase RMH projects at fall induction ceremony through panel discussion; and provide RMH with list of Pi Mu members' expertise areas. Margaret and Donna Trimm will continue to collaborate with RMH. Margaret will also work with the Program Committee.

Webinar: Linda participated in a webinar on chapter positions. She handed out functions of all required chapter positions to those currently holding the position.

Professional Development Day (PDD): The mailing list is maintained within the Development budget. The mailing list was not utilized for the 2007-2008 date. The group identified the need to expand the topics listed on brochure. Mail "save the date" cards before Christmas to community nurses. Date has been moved up for 2008-2009 to early/mid March. \$4 profit per lunch (\$15 charge) on Founders' Day luncheon with 55 attendees to fundraise for scholarship money. Keynote speaker to address collaboration with the community nurses. On registration, give students option of purchasing lunch voucher or not. Also consider whether to admit students free or charge nominal fee. Consider online registration. Attend Recruitment Day and hand out information on PDD for vendor opportunity. Consider partnership with VNA for sponsorship and CEUs.

Chapter 2008-2009 Calendar:

Reviewed dates for upcoming year's calendar. Finalized board meeting time. Cindy Rubenstein will update website to reflect 2008-2009 calendar.

Recruitment Fair:

Carroll Ward discussed new software for fair and the updates to the vendor list is almost completed. Vendor cost increased from \$100 to \$125. No early bird registration this year for vendors.

Budget: Reviewed. \$5,000 available for STTI Fall conference in Indianapolis for leadership development. Linda Hulton, Cindy Rubenstein, and Kathy Floyd interested in attending.

Strategic Planning: Participants were given STTI suggestions for chapter development. Members shared top suggestions.

Revisions to Strategic Plan:

Knowledge:

- Publicize nurses' impact on healthcare during Nurses' Week
- Showcase clinical practice models
- Media board to hospitals in conjunction with JMU recruiting
- Nurse leader recruitment position

- Each member recruits one community nurse into Pi Mu and onto committee
- Send survey to inactive and not actively involved members

Service

- Talk with Ann re: Nicaragua and identify nurse leaders/honorary members of Pi Mu and develop partnerships (possibly with Malta nurses)
- Ongoing service activity in community to increase collaboration with JMU/EMU students: "Children First" in September targeted for 2010

Community

- Acknowledgement and recognition of community nurses-publish in newspaper, "tell your employer"; consumer nominees (awards committee)
- Partner STTI member with specialty unit to facilitate research/evidence-based practice
- Regional database with specialties/interest areas

Meeting adjourned by Linda Hulton 2:35 pm

Submitted by Cindy Rubenstein

Pi Mu Chapter of STTI 4th Quarter Report 2007-2008
July 1, 2007 to June 30, 2008

Income	Budgeted	Actual	Total
Chapter Membership Fees			\$ 5,275.00
New Members	\$1,500.00	\$ 2,105.00	
Renewing Members	\$3,000.00	\$ 3,080.00	
Chapter Contributions		\$ 90.00	
Associate Activity Fees	\$ 200.00		\$ 190.00
Fund-raising Activities			\$ 11,048.00
Clipboards	\$ 30.00	\$ 45.00	
Nursing Kits	\$4,200.00	\$ 7,413.00	
Raffle-Cardio III	\$ 50.00		
Fall Recruiter Day	\$3,000.00	\$ 3,500.00	
Alumni Donations	\$ 20.00	\$	
STTI Honor Cords		\$ 90.00	
Professional Development Day	\$7,000.00	\$ 5,878.90	\$ 5,878.90
CD and MM interest	\$ 120.00		\$ 151.80
Income Total			\$ 22,543.70
Expenditures	Budgeted	Actual	Total
Annual Chapter Fee	\$ 200.00		\$ 224.00
Liability Insurance	\$ 75.00		\$ 69.75
Administrative Assistance	\$ 500.00		\$ 500.00
Sigma Theta Tau Convention-Regional	\$5,000.00		\$ 2,677.56
Board and Officers Expenses	\$ 200.00		
General Office Supplies	\$ 200.00		
Archives/Scrapbook	\$ 100.00		
Newsletter	\$ 500.00		
Awards Committee	\$1,200.00	\$ 2,080.00	\$ 2,080.00
Governance Committee			\$ 1,163.08
Bylaws Committee	\$ 0.00		
Eligibility Committee	\$ 600.00	\$ 1,133.08	
Finance Committee	\$ 30.00	\$ 30.00	
Audit	\$1,000.00		
Development/Fundraising Committee			\$ 6,558.82
Nursing Kits	\$ 3,500.00	\$ 5,682.56	
Fall Recruiter Day	\$ 900.00	\$ 876.26	
Leadership Succession Committee			
Membership Involvement Committee	\$ 400.00		
Nominating Committee	\$ 25.00		
Program Committee			\$ 1,893.01
Induction Ceremony and Fall Program	\$ 600.00	\$ 526.90	
Professional Development Day	\$ 3,700.00	\$ 1,366.11	
Publicity Committee	\$ 100.00		\$ 23.57
Sponsorships-Nursing Orgns.	\$ 200.00	\$ 50.00	\$ 325.00

Miscellaneous –Bank Service Charge			\$ 14.50
Expenditure Total			\$15,529.29

Net Gain **\$ 7,014.41**

Checking Account	\$ 13,904.59
Money Market Account	\$ 12,124.29
Dominion Resources, Inc.	\$ 9,498.00
Certificate of Deposit	<u>\$ 4,983.75</u>
TOTAL	\$ 40, 510.63

*** Professional Development Day expenses for JMU catering and meal vouchers will be paid in July 2008 as will speaker gifts for PDD. Expenditures appear less for this year. Total value of expenses for PPD were \$ 5,180.38---making total yearly expenditures \$ 19,343.56 versus \$ 15,529.29. Net gain in reality \$ 3,200.14 versus \$ 7,014.41**

****Certificate of Deposit matured 11/20/2007; deposited \$ 2,713.04 into Checking Account.**

CD of \$ 5,000 matures 01/23/2012 earning 4.4% and paid semi-annually.

Bought 200 shares of Dominion Resources Inc. of Virginia 1/22/2008 for total \$ 8,782.40. Dividend paid quarterly into checking account.

Money Market Account (\$ 12,000) reinvests dividend with annual yield of 2.37%