



THE HONOR SOCIETY OF NURSING
Sigma Theta Tau International
Theta Mu Chapter, LaRoche College

Transition and Program Planning Meeting

Date and Location: August 14, 2008, Arbors Bed and Breakfast, Pittsburgh, PA

Present: Judy Henry, Maurita Wisniewski, Mike Masciantonio, Pamela Chapman, Rosemary McCarthy, Lynette Beattie, Hope Zipeto, Eileen Ranalli, Michael Mine

Absent: Esperance Nahayo, Nancy Stoehr, Linda Robertson

Topic	Discussion	Conclusion / Comments
1. Call to Order & Announcements	Call to Order at the Arbors B&B: 6:50pm	Thanks to our host Mike Masciantonio (great surroundings + food!) Welcome to new Board member Mike Mine.
A. STTI electronic Newsletter	Both July 2008 & August 2008 editions have Theta Mu input	Judy discussed STTI web glitches with Michelle Lilly at STTI headquarters; our suggestions for easier chapter input were taken by their IT dept.
B. LRC Brick campaign final wording	Judy announced that final wording for the LRC library brick was decided with board input.	The LRC library brick will read: ΣΘΤ – Theta Mu Nursing Honor Society – 1986
C. 2007-2008 Annual report	The annual report was submitted to international before the 8/1/08 deadline.	Yeah!
D. Theta Mu Strategic Plan	Judy presented the strategic plan for 2008-2013. Board is asked to review the strategic plan and develop ideas for chapter goals. One goal suggestion is community involvement.	Board will discuss ideas for chapter goals at next meeting.
E. Board Directory, Calendar of Events, Meeting Schedule	Judy presented the Theta Mu Board directory. A calendar of events and meeting schedule was also dispersed and will be discussed later in the meeting.	Board members to update their contact information.

2. Secretary's Report	Pam read thru the board report of July 16, 2008.	Official copy of July 16, 2008 meeting to be presented at next meeting for approval.
3. Treasurer's Report A. Proposed Budget	<p>Discussion ensued on ways to increase Theta Mu's income. Two ideas were to raffle off Steeler's tickets and send a letter to membership requesting donation.</p> <p>Mike Masciantonio presented the 2008-2009 budget. Proposed changes to presented budget were:</p> <ol style="list-style-type: none"> 1. Eliminate \$200 Webpage expense 2. Eliminate Pittsburgh Regional Research Conference expense 3. Decrease Biennial expense from \$3500 to \$2500 4. Decrease La Roche College Donation from \$1000 to \$500 5. Add Craft Show expense of \$75 6. Keep \$500 expense for Special Programs 	<p>Hope Zipeto will contact Rose Woolley at LRC Alumni office to obtain suggestions for a raffle of Steeler's tickets and any other suggestions she may have for Theta Mu.</p> <p>Mike will explore adding planned dispersal of chapter funds if ever needed preceding chapter closure in the correct by-law format.</p> <ol style="list-style-type: none"> 1. Webpage now no charge through LRC 2. Motion made by Rosemary for Theta Mu to utilize the table LRC will have at the Research Conference. Motion seconded by Mike Masciantonio. Motion passed unanimously. 3. Decision to limit Theta Mu member attendance at Biennial to two and decrease budgeted cost to \$2500 4. Decision to decrease LRC donation to \$500; Theta Mu now contributes to annual Signature Event 5. Decision to add \$75 for advertising 6. Special Programs will be the Annual Signature Event which is in conjunction with LRC Department of Nursing and LRC Alumni. Mike will revise the budget and present at the next meeting to vote for approval.
4. Program Planning A. Research Award Recipient	Debra Wolf, the 2007 Research Award recipient, will present her research. Available dates from Debra are October 1 st or 8 th . Pam has been in contact with UPMC Passavant as a potential venue for the presentation. Suggested time	Pam will report presentation date, time, and venue once final arrangements have been made.

<p>B. General Membership/ Eligibility</p>	<p>for presentation is 6-7pm.</p> <p>A second program will be held in early March (possibly 4th or 18th). General membership and eligibility (STTI program requirements) will be combined at this meeting. Two potential speakers suggested were Deb Lesniak and Deb Coltrane.</p>	<p>Judy will ask Esperance to contact potential speakers.</p>
<p>5. New Business</p> <p>A. Community Nurse Leader applicant</p> <p>B. Chapter Leader Academy</p> <p>C. Pittsburgh Research Conference</p>	<p>Rich Laufer has applied for membership as a community nurse leader via the international website and was referred by Mike Masciantonio. Rosemary has contacted Rich to request a transcript and resume. Discussion ensued regarding procedure for membership as a community nurse leader. STTI website guidelines and suggestions distributed for board to review. Rosemary strongly supports and urged the board to support online applicants' attendance at Theta Mu chapter's annual induction ceremony.</p> <p>The chapter leadership academy will be held September 25-27, 2008 at International headquarters, Indianapolis. Mike Mine has expressed an interest in attending.</p> <p>Discussion regarding \$300 cost to sponsor the Conference. One student attendance is provided with the \$300 sponsor level. Cost for individual student attendance is \$40. Last year we used this venue to meet STTI</p>	<p>The Theta Mu board will vote on Rich Laufer's membership once his transcript and resume has been reviewed which should be at the next meeting. Theta Mu board in agreement that membership as a community nurse leader should include review of applicant's transcript and resume. Pam will draft a Theta Mu policy regarding membership as a community nurse leader and present the policy at the next meeting. Lynette to explore correct procedure if policy added to chapter by-laws.</p> <p>NOTE: We received a letter from STTI commending chapter members Mike Masciantonio & Susan E. Hoolahan for their recruitment of community nurse leaders as part of the Member-Get-a-Member and Chapter-Get-a-Member Campaigns.</p> <p>Potential attendance by Mike Mine at Chapter Leadership Academy in September.</p> <p>Will plan to sponsor student's attendance at conference at a cost of \$40. Last year one student attended. A minimum of 1 student attendance will be planned this year. However, all student applications submitted will be considered by the board pending available funds.</p>

<p>D. Community Project</p>	<p>requirements for annual chapter support of a research program. This year we plan to have a chapter speaker program for research that will meet STTI requirements. Suggestion to pay for students' attendance at regional conference this year based on interest and applications submitted to reduce cost.</p> <p>Deferred to September meeting.</p>	<p>Will discuss at September meeting. Last year's idea to send Christmas items to military needs earlier planning.</p>
<p>6. Committee Reports</p> <p>A. Governance</p> <p>B. Leadership succession</p> <p>C. Awards</p> <p> a. Research</p> <p> b. Scholarship</p> <p> c. Key</p> <p>D. Communication</p> <p> a. Website</p>	<p>No report.</p> <p>Plan for electronic ballot in 2009 via the Theta Mu website.</p> <p>\$500 Research Award available.</p> <p>Discussion regarding naming of scholarship for Dr. Coretto. Pam reported that she had difficulty contacting Dr. Coretto's husband. Question of whether appropriate utilize Dr. Coretto's name without family's permission.</p> <p>Discussion regarding applying for the Key award in July 2009. An Ad Hoc committee to explore this potential includes Eileen Ranalli, Mike Masciantonio, Pam Chapman, & Lynette Beattie.</p> <p>Theta Mu webmaster position remains open. Lynette has suggested Lauren O'Donnell, 2008 new inductee, as potential webmaster. Mike</p>	<p>Lynette to include Mike Mine in discussions with LRC webmaster Dave Siroki as Theta Mu website develops.</p> <p>Application deadline to be announced.</p> <p>No final decision made regarding utilization of Dr. Coretto's name.</p> <p>Key award Ad Hoc committee will meet on September 4 at 4pm at LRC.</p> <p>Lynette will contact Lauren regarding the webmaster position. Judy has not heard back from Irene Joos.</p>

<p>b. Newsletter</p> <p>E. Fund Raising</p> <p>F. Induction</p>	<p>Masciantonio stated that Rich Laufer, interested Community leader applicant, may be interested in this position also.</p> <p>Newsletter to be posted online. Postcards to be mailed this 1st year of transition to remind members, offer to mail to members with no web access</p> <p>Craft Show scheduled for December 5. Ski reported that there are 10 crafters signed up to date.</p> <p>Will need induction chair for 2009 Induction Program. Judy reported that there is a free webcast on August 26, 27, & 28 for the online induction program.</p>	<p>Updated Email addresses crucial to success. LRC Alumni Director, Rose Woolley, to work with us to obtain info.</p> <p>Advertising to begin in crafter magazine. Continue annual discussions with LRC administration and maintenance crew to assist with plans.</p> <p>Boo hoo – Nancy moving to Buffalo before Spring Induction</p>
<p>7. Open Discussion</p>	<p>Pam & Lynette reported that very few members have provided contact information via the Theta Mu website. Pam encouraged all board members present to log on to the Theta Mu sight and enter their contact information.</p> <p>Future meetings discussed.</p>	<p>.</p> <p>Future meetings will be: September 18 6pm at LRC One hour meeting after October research presentation Holiday party January 9, 2009 Program in March—date to be determined Induction in April (possibly the 18th) Signature even in May—date to be determined</p>
<p>Next Meeting</p>		<p>September 18 at 6pm, La Roche College</p>
<p>11. Adjournment</p>	<p>Meeting adjourned at 9pm</p>	

Respectfully submitted,

Pamela J. Chapman
Secretary