## Omicron Tau Chapter
### Board Meeting
#### 9/5/2007
#### 5:30pm

Present: Deborah Johnson, Rhoda Owens, LuAnn Henning, Linda Schaefer, Linda Pettersen, and Amy Roberts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action</th>
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<td>Welcome and Call to Order</td>
<td>Meeting called to order by Linda P. and Rhoda O. at the MSU Department of Nursing Conference Room upon request of Deborah J. Deborah J. conducted meeting upon her arrival.</td>
<td>Approved.</td>
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<td>Minutes – 6/5/07</td>
<td>Minutes from this meeting to be e-mailed to board members. <strong>Newsletter:</strong> Next to be sent out by October 15, 2007. Rhoda O. editor. Will need to include a section regarding the 10th anniversary celebration so that members will be informed of this upcoming event. <strong>Monthly Electronic Newsletter:</strong> Rhoda O. will continue to write each month to update members on a monthly basis. <strong>Web Site:</strong> Linda P. will continue to update the website with board meeting minutes, newsletter, and announcements.</td>
<td>Information noted. Board in agreement.</td>
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<td>Treasurer’s Report</td>
<td>Teresa S. resigned as treasurer. Reviewed June 2007 treasurer’s report. New treasurer will need to be appointed. Will need updated report for November meeting. Balance June 2007: $14,767.96. Linda P. reported that the membership renewal fee money of $537.50 and the money from Brady Martz donation of $50.00 were transferred from the Money Market to Checking. Refer to attached document.</td>
<td>Information noted. Report approved.</td>
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<td>Committee Reports</td>
<td><strong>2007 Wine and Cheese Reception/Raffle/Nurse Day:</strong> Was held at the Taube Museum of Art on May 3, 2007 from 5:00 pm – 7:00 pm. Nancy V. and Diane F. were committee members. Based on the internal audit completed in July, Linda P. produced and discussed the report of proceeds and expenses. Total profit was $608.18. Reports from April 27, 2006 and May 5, 2005 were reviewed and compared. Refer to attached document.</td>
<td>Information noted. Report approved.</td>
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<td><strong>Spring 2007 CNE with NW Region, District 2 Chapter, NDNA and Rough Rider Chapter, AACN:</strong></td>
<td>Information noted. Report approved.</td>
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<td>Rhoda O. discussed the financial report. Net Revenue was $86.00. Funds will remain at NDNA for future collaborative education events. Refer to attached document.</td>
<td>Information noted. Report with recommendations approved. Board voted for the appointment of a Finance Committee to review this proposed budget for 2007-2008 and submit revisions for approval at a future board meeting.</td>
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<td><strong>Internal Audit:</strong></td>
<td>Information noted.</td>
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<td><strong>Annual Report Preparation:</strong></td>
<td>Information noted.</td>
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<td>Deborah J. and Teresa S. submitted the annual report to STTI this past summer.</td>
<td>Information noted.</td>
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<td><strong>New Board Action</strong></td>
<td>Board vacancy appointments approved.</td>
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<td><strong>Appointment of Board Vacancies:</strong></td>
<td>Delegates approved. Board in agreement.</td>
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<td>Resignations received from Janet Maxson, Governance Committee and Teresa S., Treasurer. Discussion occurred on replacement of these two members. Linda P. agreed to the appointment as Treasurer to fulfill the remainder of the term. Deborah J. will meet with Linda P. to complete the necessary paperwork at the bank to allow her to assume the Treasurer position. Linda S. agreed to appointment as Counselor to fulfill the remainder of the term. As Counselor, Linda S. will remain on the Governance Committee as chairperson. It was decided that a replacement for Janet Maxson would not be needed since three members would remain on the Governance Committee: Margie Hair, Debra Wibe, and Linda Schaefer.</td>
<td>Board vacancy appointments approved.</td>
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<td><strong>Appointment of Delegates to National Convention:</strong></td>
<td>Delegates approved. Board in agreement.</td>
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<td>Deborah J. and Teresa S. were appointed to attend the convention as delegates. Teresa S. will be unable to attend. Rhoda O. was nominated and approved to replace Teresa S. as a delegate to attend the national convention in Baltimore. Discussion occurred that delegates should go ahead and make airline and hotel reservations and register for the convention. The delegates should submit their request for reimbursement of their costs on the appropriate form to Linda P., Treasurer.</td>
<td>Board vacancy appointments approved.</td>
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Appointment of Committee Chairpersons/Committee Members:
Committee chairpersons would be required to submit a report regarding their progress at each board meeting. Committee chairpersons to be appointed and each would be required to obtain other members as needed to complete their responsibilities. Discussion occurred on the need to involve more members in order to make this chapter a success.

1. Wine and Cheese: Deborah J. will contact Diane F. and Nancy V. to see if they agree to continue on this committee. This committee has been co-chaired by them in the past. Discussion occurred on the need to add additional members. Amy R. expressed interest in being on this committee. Rhoda O. expressed need to invite a new member to be a part of this committee such as Dianne Plesuk.

2. Induction Ceremony: Deborah J. will contact Linda Haider, Judy Swanson, and Kelly Schmidt to see if they would be willing to be on this committee since they are faculty at MSU Dept. of Nursing and have been involved in the planning of this ceremony in the past.

3. 10 Anniversary Celebration: Marita Hoffart is the chairperson of this committee. Other members include Rachele Veazey and Dawn Fredrich. Marita H. will ask other members for their participation in the planning of this event as needed.

4. Governance Committee: The By-laws state that the Counselor is automatically the chair of this committee. Linda S. will thus be the chairperson.

5. Leadership Succession Committee: Lisa E. and Tammie B. are new to this committee, thus Jane O. will be asked to be the chairperson of this committee.

6. Education Committee: Rhoda O. will be chairperson of this committee. Debra Wibe is the other committee member. Rhoda will ask additional members to be involved on this committee.

7. Awards Committee: Marita H. is the chairperson of this committee. Discussion occurred that additional members should be on this committee. Marita will submit to the board the members nominated for the 2008 chapter awards.

8. Finance Committee: As Treasurer, Linda P. will contact 2 additional members to be on this committee. Suggested names from the board included Matthew Lambert, Karen Zimmerman, Board in agreement. Deborah J. will inform each chairperson on the need to submit a written progress report to each board meeting.

Information noted. Board in agreement. Deborah J. to contact Nancy V. and Diane F. to see if they are in agreement to continue on this committee.

Information noted. Board in agreement. Deborah J. to contact these individuals per e-mail.

Information noted. Board in agreement.

Information noted. Board in agreement.

Information noted. Board in agreement. Deborah J. will contact Jane O. to see if she would be willing to assume the role of chairperson of this committee.

Information noted. Board in agreement.

Deborah J. will contact Marita H. regarding the need to select additional members and her willingness to be on this committee. Board in agreement.

Information noted. Board in agreement.
9. **Annual Meeting:** Discussion occurred as to whether or not a committee is needed for this.

10. **Outreach Committee:** Debra Wibe has agreed to be the chairperson of this committee. She will need to select additional members to be on this committee. It was recommended that she contact some of the newer members to assist her on this committee.

11. **Scholarship/Research Committee:** Deborah J. and Nancy V. are members of this committee. Deborah J. will contact additional members to assist them. Possible members include Kelly Schmidt and Christine Nelson.

**Review of Past/Future Activities and Discussion:**

1. **Wine and Cheese/Nurse Day Event:** Discussion occurred on the success of this past event. It was felt this event should continue as it celebrates nurses and brings nurses together who work in many areas of nursing practice. Will need to avoid May 1 for 2008 since this is the possible date for the induction ceremony.

2. **Fall CE:** Discussion occurred on the fall CE that is usually done. Due to the time factor, it was decided to have a CE at the 2008 annual meeting. This is the recommendation of the Education Committee.

3. **Annual Meeting:** Discussion occurred regarding ways to increase member attendance. Marita H. presented a possible topic on “Mentoring” as part of the chapter’s 2008 anniversary celebration. The Education Committee will work on obtaining CE credit approval. Refer to attached document regarding the 10th Anniversary Celebration for other possible topics. Will need to set the date and location for the 2008 meeting.

4. **Spring W/S:** Discussion occurred on this yearly activity done collaboratively with NDNA, District 2 NW Region and AACN, Roughrider Chapter. Several nurses belong to more than one of these organizations. Focus should be to provide an educational event that both nurses who are members and nonmembers can attend. Nursing students are also encouraged to attend. Rhoda O. will contact Mary S., NW Region Chairperson to begin planning this event. Additional members will be asked to assist as needed with the planning and working at this event.

5. **10th Anniversary Celebration:** Marita H. presented her

Further discussion deferred until next board meeting in November.

Information noted. Board in agreement. Deborah J. will contact Debra W. to select additional members and submit community project to the November board meeting.

Information noted. Board in agreement.

Information noted. Board in agreement.

Information noted. Board in agreement. Further discussion deferred to the November board meeting.

Marita H. was asked to report her progress at the
progress on the planning of the 10th anniversary celebration. Theme to be “Celebration”. Mary Wakefield is available on May 1 to speak at the induction ceremony. Marita H. will contact Mary’s office to reserve her for this date. Refer to attached document that includes tentative time and event schedule.

6. **Induction Ceremony**: Tentative date is May 1. Will need to appoint committee for this ceremony. Refer to Committee section.

**Board Member Roles and Responsibilities:**

**Strategic Planning Review:**

**Future Board Meeting Dates:**

- **November 14:** 5:30pm – 7:30pm at MSU Department of Nursing Conference Room
- **January 9:** 5:30pm – 7:30pm at MSU Department of Nursing Conference Room

**2008 Annual Meeting:** Will be decided on at November board meeting

**June 4, 2008 Transition Meeting:** 5:30pm – 7:30pm at home of Deborah J.

November board meeting.

Information noted. Board in agreement.

Deferred until November board meeting. Deferred until November board meeting.

Information noted. Highly recommended that board members reserve these dates for these important meetings.

Meeting adjourned 7:30pm

**Recorder:** Rhoda Owens, secretary