

Upsilon Chapter of Sigma Theta Tau International – NYU Rory Meyers College of Nursing
EXECUTIVE BOARD MEETING MINUTES
Tuesday, APRIL 19, 2017 5:30-6:30 p.m.
433 1st Avenue, New York NY 10010; Room 630

Present:

President: Larry Slater; **Vice President:** James Weidel; **Treasurer:** Tiffany Folks; **Secretary:** Vincenza Graci; **Faculty Counselors:** Karyn Boyar, Janet Standard

Absent:

Topic	Discussion	Action/Outcome
Call to Order Attendance Approval of Agenda	The regular monthly meeting of the Upsilon Chapter of STTI was held on Tuesday, April 19, 2017 at 5:40 p.m. in room 630 of 433 1 st Avenue, New York, NY. Those in attendance include above listed names.	Board chair members attended Upsilon's April executive board meeting. The Agenda for the April meeting was reviewed and approved.
Board Reports	1. President: <ul style="list-style-type: none">a. Strategic Planning: Outcomes for Upsilon committee's SMART goals need to be submitted before the Annual Business Meeting on May 22nd.b. Chapter Key Award (due 7/5/17): Upsilon plans on submitting and applicationc. Annual Business Meeting (5/22/17 at 6pm): Upsilon will hold a virtual meeting. This meeting will include reports from committees.d. Transition Meeting (6/13/17 6pm-8pm): Incoming and outgoing	1. Larry will contact committee chairs to request Strategic Planning outcomes as well as Committee report that is to be sent to James for the Annual Business meeting.

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	<p>committee members will be present at this meeting. We will set the 2017-2018 Upsilon calendar.</p> <p>2. Treasurer:</p> <ul style="list-style-type: none"> a. Finance Report: The Monthly Finance Report was reviewed. It was noted that some items are pending. b. STTI Sponsorship for Mei Fu at Research Conference: Executive Board members discussed sponsoring Mei Fui's to attend the International Research Conference. c. Donor Cards from Upsilon: the Executive Board would like to send Thank You cards to individuals who have donated to STTI. <p>3. Secretary:</p> <ul style="list-style-type: none"> a. Minutes from 2/21/17 Executive Committee Meeting 	<p>2. Tiffany will scan and upload documents regarding membership funds in the Gmail shared drive.</p> <p>Executive Board members voted and approved sponsorship of \$837.50.</p> <p>Vincenza will work with Maryann to have cards printed.</p> <p>3. The Minutes from the February 21, 2017 meeting were reviewed and approved.</p>
Liaison Reports	<p>1. Governance:</p> <ul style="list-style-type: none"> a. Final Induction Statistics: Executive Board members reviewed the Ceremony Acceptance Rate for 2017 Undergraduate, Graduate, Doctoral and Nurse Leaders. <p>2. Leadership Succession</p> <ul style="list-style-type: none"> a. Election Ballot Approval: Proposed Ballot for the 2017-2018 Upsilon Election presented. b. Voting 5/3/17-5/17/17: Voting will be through Qualtrics. New 	<p>2. Election Ballot reviewed and approved.</p>

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	<p>Members will be introduced at the Annual Business Meeting on 5/22/17.</p> <p>3. Membership:</p> <ul style="list-style-type: none"> a. Mentoring: Next event is a Paint Night on June 1, 2017 at 7pm. b. Philanthropy- James is in contact with the Common Pantry about an event. Potential food drive for the Fall. c. New Member Orientation (4/19/17 at 5:30pm): Food and massages available. d. Additional Membership Engagement Ideas: Phone-a-thon, review of STTI member survey <p>4. Education:</p> <ul style="list-style-type: none"> a. Journal Clubs (5/2/17 at 5:30pm): Mary Brennan will be hosting. b. Additonal Educational Events for June: Adam Hadas to assist in planning for June event. James will discuss potenial speaker with Adam. <p>5. Communication:</p> <ul style="list-style-type: none"> a. Upsilon News! – Spring Edition: Erica is working on the upcoming edition. b. Communication Award Application: application for the STTI Chapter Communications and Publicity Award was accepted. <p>6. Scholarships, Grants, & Awards: No new business.</p> <p>7. Events: No new business.</p>	<p>3. James will provide more information about an event with the Common Pantry.</p> <p>Board members encouraged to attend New Member Orientation.</p> <p>4. Flyers will be sent out about upcoming Journal Clubs.</p>
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Other Business	No new business.	
Next Meetings	Upcoming Board meeting dates: a. May – Full Board – May 2 at 6:30 pm – 8:00 pm, Conference Room 760 b. Full Board Transition Meeting – June 13 at 6pm-8pm	
Adjournment		The meeting was adjourned at 6:17 P.M.