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|  | Sigma Theta Tau International Honor Society, Beta Beta ChapterTexas Woman’s University5500 Southwestern Medical Ave, Dallas, TX 75235-7299Denton/Dallas, Board MeetingMinutes – November 14, 20165:00 – 6:30 PM Room 7401, [Conference Room], TWU Dallas CampusQwest Phone: 1-877-820-7831 Access: \_861363# |  |

Check [P]resent or [A]bsent

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| \_P\_ President, Mari Tietze3818689# | \_P\_ Chair of Governance, Shopha Tserotas | \_A\_ Web Site oversight, Tanya Schlemmer |  |
| \_P\_ Secretary, Kathy Bailey | \_P\_ Leadership Succession, Debbie Nolan | \_\_Research and Scholarship Grants ??? | \_\_ |
| \_A\_ Treasurer, Andrew AwoniyiBy Phone after 6:00pm | \_P\_ Member Involvement, Cynthia Bain | \_\_Newsletter, Mari Tietze | \_P\_VP of Programs, Nola Schrum  |

Also, Present: Janice Ballou, Allison Dittmar, Colleen Halverson, Verdell Marsh, Linda Peck, Aleatha Rossler, and Michele Trinka

| **Topic** | **Discussion** | **Follow-up** |
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| 1. Call to Order
 | Tietze call the Meeting to Order at 5:10 pm |  |
| 1. Roll call
 | The sign in sheet for roll call was passed around |  |
| 1. Approval of agenda
 | The agenda was reviewed and approved Corrections to some spellings were made. |  |
| 1. Approval of minutes
 | Except for 2 items, the minutes from the September 12, 2016 meeting were approved  | (1) Change Cynthia Bain from “absent” to “present” on phone conferencing. (2) Change “Cynthia Bain was not present for a report” to “not much going on”. |
| 1. New Business
 | N/A |  |
| 1. President report
 | Updates since September meeting* Dr. Paterniti was sent a check for $100. as an honorarium for his presentation at the Founder’s Day presentation on Florence Nightingale with a hand written thank you note from Tietze.
* Plans to develop a budget were tabled
* Dr. Carol Huston former president of Sigma Theta Tau International will participate in a site visit at the Dallas Campus of the College of Nursing with Jennifer Wilson, who is enrolled in the Educator Nurse Faculty Leadership Academy program from March 6th to 7th. Tietze would like Beta Beta chapter to collaborate with the visit. Tietze would like to welcome Dr. Huston. Discussion from the members was tabled.
* Submission of IRS Form 990 from US chapters is due by November 15. It is unknown if this has been submitted
* Tietze and Dittmar met with Tanya Schlemmer to discuss the availability of websites for Beta Beta Chapter. Dittmar said, Reviewers for awards, go to the Circle. To access the Circle, go to Sigma Theta Tau International, “Circle” Beta Beta Dallas.
* Tietze suggested that we don’t need a Social Committee. She will provide refreshments for meetings in the future.
 | Treasurer, Andrew Awoniyi is expected to file this report. Awoniyi was not present |
| 1. Secretary report
 | * Bailey distributed examples of templates that have been used in the past for certificates of appreciation for outgoing Beta Beta Board Members and award recipients.
 | Marsh offered to join a committee that will be responsible for preparing certificates and frames for this purpose in the future. This could be a committee that falls under the Programs Committee or the Governance Committee for inductions. This needs to be clarified. |
| 1. Treasurer
* Treasurer’s report
 | Awoniyi was absent. No report. |  |
| 1. Programs
* Nola Schrum, Chair
 | The next event will be on February 1, 2017. She has been trying to get Jean Watson, who developed the theory of Caring.Beta Beta chapter will sponsor 4 families of TWU students who have a total of 14 children for Christmas gifts. Bailey, Trinka, Ballou, and Dittmar volunteered to shop for these families. Beta Beta Chapter will reimburse the shoppers with $50/child. For 14 children that will be $700. A plan was expressed to take pictures of the gifts for the children on 11/28/16.Schrum, Chair of Programs Committee volunteered to accept responsibility for certificates, etc.  | We need to confirm if Marsh will become a member of this committee with a responsibility for the certificates. |
| 1. Governance
* Tserotas , Chair
* 2016 Induction Ceremony
 | Tserotas announced that the Induction Ceremony is scheduled for 3/31/16. Lola Chris from Occupational Health will be the guest speaker at the event. There are 24 cords available for inductees, if they want them.Invitations for membership have been sent to 43 graduating students from the December 2016 class. Tserotas will send out flyers to market this event.Isabell Sislak will be responsible for catering.Tserotas requested that we place a call for Community Leaders as inductees. |  |
| 1. Leadership Succession
* Nominations?
 | No report |  |
| 1. Member Involvement

Cynthia Bain, Chair* Increasing member involvement ideas
 | Bain reported that there will be a White Coat Ceremony that Beta Beta may support. Bain suggested that we have a recreational activity of members at a restaurant |  |
| 1. Web site Oversite
* Web site updates
 | Dittmar will provide oversite for this with Schlemmer  | Dettmar plans to spend about 15 minutes at the next meeting to review the “Circle”  |
| 1. Research and Scholarship Grants
* Preparing for this year
 | Ballou plans to work with Awoniyi to revise the Research Grant and Scholarship Award applications. |  |
| 1. Newsletter
* Status (Tietze)
 | Tietze and Bain will work on the newsletter  |  |
| 1. **NEXT MEETING**
* **December 12th**
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| Meeting was Adjourned at 6:35 pm |  |  |

Future Meetings: December 12th, February 13th, March 6th, March 31st (Induction), April 10th (Transition Meeting).

Submitted by Catherine (Kathy) Bailey

Secretary