**ABC School of Nursing Honor Society**

**School of Nursing Building, Faculty Meeting Room**

**1 July 2017, 3:00pm-4:30pm**

|  |  |
| --- | --- |
| **Present:**  | Dr. Jane Doe, Dr. John Smith, Mary Clark, Sarah Johnson, Kate Williams, Joe Miller, Karen Davis, Amy Brown |
| **Absent:**  | Melissa Moore |
|  |
| **Agenda Item** | **Discussion** | **Action** |
| Call to order | Meeting called to order at 3:00pm |  |
| Approval of agenda | Motion to adopt agenda – John (first), Mary (second) |  |
| Approval of minutes from 1 June 2017 meeting | Motion to approve minutes – Sarah (first), Joe (second) |  |
| Induction (eligible students) | Counselor Kate will request list of eligible students from the SON administrative assistant. Depending on the GPA of the top 35%, we have the option to use an STTI approved exceptions clause. Will schedule a meeting with STTI staff contact to discuss in detail.  | Kate to schedule meeting with STTI staff contact to discuss eligible students and possible use of exceptions clause.  |
| Induction (ceremony planning) | Jane and John are in the process of securing a room and have requested a quote from University catering services. Currently looking to hold the ceremony on the first Saturday of October if room is available. Karen is using the template provided on the STTI resources page to draft an invitation. There is also a template for a printed program for the ceremony that will be utilized later.  | Jane and John will communicate via email once quote has been received and the room has been secured. Karen will send a draft of the invitation to the board after a date and time has been secured for suggestions. Plan to send invitation out the third or last week of August.  |
|  |  |  |
| Report from Treasurer | Treasurer Amy is almost finished with the budget workbook and will share this electronically for input once complete. Thank you to all other board members for input though the process of completing this. Right now, it looks like our dues will be around $25 induction (first year members), and $30 renewal fee. This is not yet final, and will be discussed and voted on at the next board meeting in August.  | Amy will schedule a meeting with STTI staff contact once workbook is complete. Will share link with other board members so they may also attend if they wish. Add as agenda item for August meeting.  |
| Program Planning | Keynote speaker at induction: Dr. Doe will be the keynote speaker at our first induction ceremony. This will count towards our 2 minimum programs required. Planning for a luncheon with panel of speakers for our early November program. Still working out who we will ask to be a panel speaker.  | Each board member should brainstorm one or two people who could be on the panel. Would like to collect nurses from various stages of their careers, including a recent grad from the program.  |
| Meeting Adjourned | Meeting adjourned at 4:30pm |  |
| Next Meeting:  | 1 August 2017 in the School of Nursing Building, Faculty Meeting Room. 3:00-4:30pm.  | Secretary Karen to send out meeting invite via outlook.  |

Minutes recorded and submitted by: Karen Davis