

**West Chester University – Xi Delta Chapter of Sigma Theta Tau
Social Gathering/Meeting**

**Present: Chris Thomas, Cheryl Monturo, Erin Moseley, Karen Thompson,
Sherree Santivasi, Shannon Hurley, Lisa Farber, Tracy Scheirer
Recorder: Shannon Hurley**

**Date: January 18, 2012
Time: 1800-2000
Place: Shoo Mama’s, West Chester**

| Agenda | Discussion | Conclusion |
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| 1. Agenda Approval Minutes approval | *Approval of agenda and minutes by S. Santivasi, T. Scheirer, and S. Hurley. | *Previous minutes approved and current agenda approved. |
| 2. Spring Induction (March 18, 2012 from 1300-1500) | <p>*March induction list was presented to officers. The induction selections are based upon GPA, completion of required classes, and officer approval.</p> <p>*Program will be made by M. Mraz.</p> <p>*Refreshments for the day will be cookies, coffee, tea, etc.</p> <p>* Sigma Theta “gear” will be sold at the induction (t-shirts, lanyards, stickers, etc.).</p> <p>*Flowers will need to be ordered for the event.</p> <p>* T. Scheirer offered to be the speaker at the ceremony.</p> | <p>*All inductees were approved by the current Xi Delta members.</p> <p>*Email will be sent to M. Mraz to confirm whether or not she can make the program.</p> <p>*C. Thomas and C. Monturo will coordinate.</p> <p>*E. Moseley was given a budget of \$500 to buy supplies. C. Thomas will let her know if there is anything already at WCU available to sell before purchasing occurs.</p> <p>*S. Santivasi will order flowers for the event. Contact S. Hurley if help is needed.</p> <p>*T. Scheirer offered to be the speaker at the ceremony.</p> |

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| 3. New Positions | <p>* Positions that will need to be filled by June are Leadership Succession (responsible for putting ballots together – A. Deardorff nominated and accepted), President Elect, and Faculty Advisor.</p> | <p>* Ballots are to be sent out early in May and final voting to be done by June.</p> <p>*An email to Xi Delta members will be sent by S. Hurley to let members know of the openings.</p> <p>*Interested member names will be presented to the officers at the Officer Meeting on 3/14/12.</p> |
| 4. Annual Financial Report | <p>* E. Moseley and S. Santivasi will sit down in May/June to complete.</p> | <p>* E. Moseley and S. Santivasi will sit down in May/June to complete.</p> |
| 5. STTI Website | <p>* The Circle portion of the STTI Xi Delta will be updated by S. Hurley in the future.</p> <p>*Two delegates must be updated within the Chapter Management System to vote electronically in February/March.</p> <p>*Any PDFs or updates should be sent to C. Monturo in order for her to forward them along to B. Thompson.</p> | <p>* S. Hurley will be the Xi Delta webmaster and will update the system online under the Chapter Management System.</p> <p>*C. Monturo and T. Scheirer offered to be delegates. Updated information must be made online through the Delegate information page.</p> <p>*Minute meetings will be forwarded to C. Monturo.</p> |
| 6. Renewal Fees | <p>* Xi Delta renewal fees are due by March 15, 2012.</p> | <p>* E. Moseley will complete the renewal paperwork.</p> |
| 7. Finances | <p>* E. Moseley updated the group on the financial status of our organization. T. Scheirer submitted her</p> | <p>* E. Moseley will reimburse T. Scheirer for her expenses.</p> |

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| | financial statements from the convention for reimbursement. | |
| 8. Jean Brown Research Day (March 31, 2012 0830-1330 at Immaculata) | <p>* K. Thompson extended the deadline for abstracts/posters/presentations.</p> <p>*Xi Delta will cover the cost of food for the day.</p> <p>*K. Thompson will be our Xi Delta representative at the Jean Brown Research Day.</p> <p>*K. Thompson will make the flyer for the event.</p> | <p>* Deadline is January 30, 2012. S. Hurley will send an email out to Xi Delta members to see if there is interest.</p> <p>*C. Thomas will contact Elaine D. in regards to food.</p> <p>*If anyone is interested in helping Karen out, please contact her.</p> <p>*S. Hurley will distribute the flyer via email and forward along to have it placed upon the STTI website.</p> |
| 9. Biennial Convention | * T. Scheirer updated the group about the events, voting, and atmosphere of the Biennial Convention that she attended in Texas. | * T. Scheirer was a great representation of Xi Delta at the convention – thank you! |
| 10. Next Meeting | * The next meeting will be only officers in order to discuss the research day and induction. Nominees will also be brought up at this time. | *March 14, 2012 at 1800 at Shoo Mama's in West Chester, PA. |
| 11. Meeting adjourned. | | |

Submitted: January 30, 2012