Call to Order

The meeting was called to order at 10:20 a.m. A quorum was established and the meeting was called to order by President Elaine Amella. Officers, Board members, and staff present were:

**Officers:**
- Elaine Amella, PhD, GNP-BC, FAAN, President
- Marti Rice, PhD, RN, President-elect
- Anne Turner-Henson, DNS, RN, Vice President
- Mona Shattell, PhD, RN, Secretary
- Demetrius Porche, PhD, DNS, RN, Treasurer

**Board Members:**
- Cindy Munro, PhD, RN, ANP-C, FAAN, Director of Awards
- Anne Stiles, PhD, RN, Director of Communications
- Mary Walker, PhD, RN, FAAN, Director of Development
- Deborah Jones, PhD, RN, Director of Membership
- Jennifer Wenzel, PhD, RN, Director of Research Interest Groups

**Incoming Board Members:**
- Patricia Crane, PhD, RN, Incoming President-Elect
- Elizabeth Reifsnider, PhD, WHNP, PHCNS-BC, Incoming Secretary

**Staff:**
- David Stumph, Executive Director
- Ann Mehan Crosse, Associate Director

Approval of Minutes

The minutes from the February 13, 2009 meeting were posted on the SNRS Website for members to review in advance of the meeting. *It was moved, seconded and carried (MSC) to approve the minutes of the February 13, 2009 Annual Business Meeting in Baltimore, Maryland as submitted.*

Overview of State of the Society

President Elaine Amella delivered a message on the State of the Society. The following points were featured in the presentation:

- Current membership is at 1,269 with 2/3 full members, 1/3 student members.
- Support excellent scholarship through small grants and dissertation funding to members.
- Partnered support through Council for the Advancement of Nursing Science, American Nurses Foundation, and Sigma Theta Tau International.
- Increased dissemination of science through *SOJNR* - 4 issues published in 2009. Announced that Dr. Judy Lewis plans to resign as editor. President Amella thanked her for her dedicated service.
- A full audit of SNRS assets and liabilities was performed.
• New abstract submission and review system.
• Vision for SNRS 2012:
  o Consistently demonstrating core values of connection, collaboration and communication, SNRS is the nexus of the nursing research community in the southern region.
• Vision for the work of the Board:
  o The SNRS leadership group builds on valued organizational traditions while continuously and creatively positioning the organization to better meet the mission and more effectively respond to the evolving needs of current and future members.
• Strategic Initiatives
  o Developed according to the functions of the Society
  o Strategic initiatives are being used to guide the work of each of the Board members of the organization
  o A copy of the strategic plan is available to the membership on the SNRS Website

Update from Headquarters

David Stumph, Executive Director, introduced the SNRS staff. Ann Mehan Crosse, currently Associate Director, will move to the Executive Director position at the end of this conference. Other staff at the conference were Paula DeViney, Membership Services and Delfie Castro, Meetings Assistant. Staff at headquarters: Kristi Klinke, Director of Membership, Barbara Trumbo, Production Editor for SOJ/NR and Southern Connections, Ruth Gleason, Director of IT, Linda Pocsik, Web Content Coordinator, and Carlos Fierro, Denise Graf and Rosa Kougl in the Finance Department.

Report from President-Elect

President-Elect Marti Rice provided an overview of her activities for the past year:
• A draft of the Policies and Procedures Manual, with the exception of RIG policies and policies from the Nominations and Succession Planning Committee, was completed and passed by the Board.
• Proposed Bylaws revisions to be presented to the membership include:
  o The responsibility for updating and revising the Policies and Procedures manual to become part of the Secretary’s duties.
  o The responsibility for monitoring and revising the Bylaws to become part of the Secretary's duties.
  o The Editor of SOJ NR will report directly to the Board rather than through the Director of the Communications committee.

Report from Secretary

Secretary Mona Shattell updated the membership on activities for 2009.
• Served as Board liaison to Nominations and Succession Planning Committee for annual elections
• Finalized records retention policy
• Moving forward, the review of the organizational policies and procedures will become the responsibility of the Secretary.
Treasurer’s Report

Treasurer Demetrius Porche recognized and thanked the Finance Committee for their work. Committee members include: Janet Foster, Marti Rice, Ptlene Minick. He reported on financial activities conducted in 2009:

- Monthly review of financial statements
- Independent financial audit conducted
- Monitored investments (3 accounts)
- Update finance policy & procedures
- Development of operating and conference budgets

Dr. Porche reported that FY2009 ended with a surplus of $2,140, but only after transferring $40,000 from reserves to continue operations through year end. The proposed operating budget for 2010 is a deficit budget at this time. The Board will meet tomorrow to bring it to a balanced budget. He informed the membership that the audit and financial statements will now be posted to the Members-only area of the SNRS Website.

Reports of Governing Board Members

- **Annual Conference**—Anne Turner-Henson, Vice President
  
  Anne recognized and thanked the Program Committee: Sharon Horner (Local Planning Committee, Chair), Kathryn Montgomery (former LPC Chair), Ann Horgas (LPC Chair, Jacksonville, FL 2011), Delfie Castro, Ann Mehan Crosse. University of Texas Local Planning Committee members include: Alexandra Garcia, Tracie Harrison, Eun-Ok Im, Diane Tyler, Debbie Volker
  
  She reported that attendance at this meeting currently stood at 651. She indicated that planning was already underway for the 25th Anniversary Conference in 2011 and urged members to provide their feedback by completing the conference evaluation.

- **Awards**—Ann Malecha, Director
  
  Dr. Malecha thanked her committee for assisting in the review and selection of member awards and student poster winners.

- **Communications**—Anne Stiles, Director
  
  Dr. Stiles recognized her committee: Alison Jones Montpetit, Leanne Lefler, Lenora Smith, Nan Smith-Blair, Amy Fagan, and Judith Lewis (ex-officio). She indicated that in 2009, the committee:
  
  - Produced three issues of *Southern Connections* newsletter and four issues of *SOJNR*
  - Update SNRS website
  
  She referred attendees to her written report for other annual accomplishments of the committee.

- **Grants**—Cindy Munro, Director
  
  Dr. Munro recognized her committee: Susan Letvak, Julie Meaux, Pao-feng Tsai, Laura Kimble, Elizabeth Reifsnider, Ann Peden, Lenora Campbell, Jeanne Marie Stacciarini, and Linda
Moneyham. In 2009, the committee reviewed and recommended two research grants and two dissertation grants.

- **Membership**—Deborah Jones, Director
  Dr. Jones recognized the State Liaisons: Alabama: Dr. Kathy Jo Ellison; Arkansas: Tammy Jones; Florida: Dr. Susan Chase; North Carolina: Dr. Nancy Stephenson; Georgia: Dr. Diana Meeks-Sjostrom; Louisiana: Dr. Evelyn Wills and Dr. Karen Rice; Maryland: Dr. Barbara Smith; Mississippi: Heather Carter-Templeton; South Carolina: Dr. Judith Alexander; Tennessee: Dr. Jan Witucki-Brown; Texas: Dr. Barbara May; Virginia: Dr. Patricia Gray; and West Virginia: Dr. Mary Jane Smith
  Dr. Jones gave an overview of their accomplishments:
  - Membership survey was conducted
  - Membership at 1,269 and remains static
  - Created new State Liaison section on SNRS website

- **Development**—Mary Walker, Director
  Dr. Walker recognized her committee members: Jean McSweeney, Janet Allan, Debra Wallace and Martha Hill. She relayed that the task force has presented a report and recommendations for the creation of an SNRS Foundation to the Board. Unfortunately, current financial constraints will preclude the legal costs to continue development at this time.

- **Research Interest Groups**—Jennifer Wenzel, Director
  Dr. Wenzel recognized and thanked the RIG's leadership: Chairs: Cathy Campbell, Ellen Buckner, Jan Collins-McNeil, Sheila Davis, Maren Coffman, Janice Moser, Christine Williams, Ruth Tappen, Noreen Esposito, Jennell Charles, Leanne Lefler, and Barbara Carlson. Chair-elects: Deborah Jones, Julie Meaux, Kathleen Patusky, Judith K Payne, Sandy Maxwell-Smith, Laurie Stark, Eugenia Millender, Karen Karlowicz, Angela Jukkala, Diane Chlebowy, Saunjoo Yoon, and Karen M. Rose. She provided an overview of the group's activities:
  - Community and Public Health RIG-sponsored symposium at this conference
  - Publication of RIG-sponsored issue of *SOJ/NR*
  - Growing use of RIG websites

**Future Annual Meetings**
President Amella announced the Annual Conferences have been set for the next two years:
- 2011 – 25th Anniversary Conference in Jacksonville, Florida
- 2012 – 26th Annual Conference in New Orleans, Louisiana

Vice President Anne Turner-Henson is working on location for 2013 and beyond.

President Amella called for unfinished business; having none, moved to New Business.

**Call for Unfinished Business**
After discussion at the Reference Hearing yesterday regarding SNRS’ logo, the Board will look into a redesign.

**New Business**

- **Annual Election** – D. Patricia Gray, Nominations and Succession Planning Committee Chair
  Dr. Gray recognized and thanked the members of the Nominating Committee: Randy A. Jones, Donna Felber Neff. She indicated that only 279 members voted in the election, and hopes for a larger interest next year. Dr. Gray relayed the results of the elections to the members:

  - Patricia Crane, President-Elect
  - Elizabeth Reifsnider, Treasurer
  - Anne Stiles, Member at large, Communications
  - Nan Smith-Blair, Member at large, Development
  - Cindy Munro, Member at large, Grants

  **MSC that any materials related to this election be destroyed.**

  Dr. Gray introduced the new Nominating Committee members: Cheryl Zambroski and Leanne Lefler.

  Recognition of Outgoing Board Members by President-Elect Marti Rice:

  - Elaine Amella, President
  - Mona Shattell, Secretary
  - Mary Walker, Member at large, Development

**SNRS Bylaws Revision**

Marti Rice, Chair, Bylaws Committee

Robert’s Rules of Order were observed; with Dr. Patricia Messmer serving as Parliamentarian

**Current:**

**Article VI: Governance**

**Section 5.** Duties.

C. The duties of the President-Elect shall be to:

1. Prepare to assume responsibilities of President;
2. Serve as chair of the Bylaws and Policies and Procedures Committee;
3. Ensure that policies and procedures are current and reflect the actions of the Board and membership; and,
4. Other duties as assigned.

E. The duties of the Secretary shall be to:

1. Serve as Secretary of the Governing Board and Executive Council;
2. Ensure that proceedings of meetings of the Society, Governing Board, and Executive Council are accurately recorded;
3. Ensure that designated files of Society reports, membership lists, Bylaws, minutes and other documents and their amendments are maintained according to policy and procedure;
4. Archive documents of historical importance for the Society according to policy and procedure;
5. Serve as liaison to the Succession Planning and Nominations Committee; and
6. Perform other duties as assigned

PROPOSED CHANGE:

ARTICLE VI - Governance

Section 5. Duties.

C. The duties of the President-Elect shall be to:
   1. Prepare to assume responsibilities of President;
   2. Monitor and oversee process of revising Strategic Plan
   3. Special projects as assigned by the President and Board

E. The duties of the Secretary shall be to:
   1. Serve as Secretary of the Governing Board and Executive Council;
   2. Ensure that proceedings of meetings of the Society, Governing Board, and Executive Council are accurately recorded;
   3. Ensure that designated files of Society reports, membership lists, Bylaws, minutes and other documents and their amendments are maintained according to policy and procedure;
   4. Review and monitor revision of the Bylaws on an annual basis.
   6. Archive documents of historical importance for the Society according to policy and procedure;
   7. Serve as liaison to the Succession Planning and Nominations Committee; and
   8. Perform other duties as assigned

Rationale:

1. The most important role of the President-Elect is to prepare to assume the presidency. Strategic planning is a vital process in determining the future of the organization and setting the “road map” for the activities, goals, objective, and services to be provided going forward. Moving the responsibility for strategic planning to the President-Elect provides that individual the opportunity to be keenly involved in overseeing the planning efforts that will be in effect when he or she assume the role of President.

2. Since the Secretary is responsible for overseeing the overall record keeping of SNRS, and since all policies and procedures are derived from and reflect the actions of the Board, it is logical that the Secretary be charged with the responsibility of maintaining policies and procedures.

Motion from the Board:
To approve proposed change to Article VI, Governance. MSC to approve.
ARTICLE XI - Standing Committees

Section 1. Names.
The Standing Committees of the Society shall be the:

A. Bylaws and Policy/Procedures Committee;
B. Finance Committee;
C. Succession Planning and Nominations Committee;
D. Program Committee;
E. Communications Committee;
F. Awards Committee;
G. Membership Committee;
H. Small Grants Committee; and
I. Development Committee.

Section 7. Communications Committee

A. The SNRS Communications Committee shall be composed of the Chairperson, who is a member of the Governing Board, four members from general membership appointed by the Governing Board, one student member appointed by the Governing Board, the outgoing Chairperson of the Communications Committee, and three ex-officio members (the Editor of SOJNR, the Managing Editor of SOJNR, and the Southern Connections Newsletter Editor).

B. A subcommittee shall be the Newsletter Subcommittee and shall be chaired by the Newsletter Editor. The Governing Board shall appoint the Newsletter Editor. The Chair of the Communications Committee may appoint two members to this subcommittee.

C. A subcommittee shall be the Website Subcommittee and shall be chaired by one member of the Communications Committee who shall be appointed by the Chair of the Communications Committee. The doctoral student member of the Communications Committee will also serve on the Website Subcommittee.

D. A subcommittee shall be the Southern Online Journal of Nursing Research (SOJNR) Subcommittee and shall be chaired by the Editor of the SOJNR. The Governing Board shall appoint the Editor. The Editor may appoint a Managing Editor and a Production Editor. The Chair of the Communications Committee will appoint one member to the SOJNR Subcommittee.

E. The Communications Committee’s responsibilities shall be to:
   1. Initiate, develop, evaluate, and revise policies and procedures for the SNRS Communications Committee.
   2. Recommend and initiate annual changes to the website on an as needed basis to the Governing Board.
   3. Review and recommend any changes in the quantity and content covered in the Southern Connections newsletter to the Governing Board.
   4. Review and recommend any changes in the quantity and content covered in the Southern Online Journal of Nursing Research (SOJNR) to the Governing Board.
   5. Recommend procedures regarding cost and use of advertisement in SNRS website, the Southern Connections newsletter, and SOJNR.

F. The Newsletter Subcommittee’s responsibilities shall be to:
   1. Compile information for the Southern Connections newsletter.
   2. Critique and evaluate Southern Connections newsletter format, function and effectiveness.
   3. Propose changes necessary to maintain an efficient and effective newsletter.
G. The Website Subcommittee’s responsibilities shall be to:
   1. Compile information for the website.
   2. Critique and evaluate the website’s format, function and effectiveness.
   3. Propose changes necessary to maintain an efficient and effective website.

H. The SOJNR Subcommittee’s responsibilities shall be to:
   1. Compile information for the SOJNR.
   2. Critique and evaluate SOJNR’s format, function and effectiveness.
   3. Propose changes necessary to maintain an efficient and effective online journal.

Section 10. Small Grants Committee

A. The SNRS Small Grants Committee shall have a Chairperson who is a Governing Board Member-at-Large. The members, recommended by the Chairperson and approved by the Governing Board, will include at least (5) five individuals from the general membership and the Society President as an Ex-officio member.

B. The Small Grants Committee shall have the following responsibilities:
   1. Provide oversight of the Society’s small grants program.
   2. Review applications and recommend recipients for those Society small grants reviewed by the Society.
   3. Develop, review and revise submission guidelines and rating/review forms for Society small grant application process.
   4. Develop, review and revise existing policies and procedures related to Society small grants program.
   5. Advise Governing Board regarding establishment of new Society grants.

PROPOSED CHANGES:

ARTICLE XI - Southern Online Journal of Nursing Research

A. An Editor will be appointed by the Board, report to the Board, and will serve at the discretion of the Board.
   The Editor assures that the journal is in concert with the mission and vision of the Society.

RATIONALE:

This new section sits outside of Section 7 and is placed as Article XI entitled Southern Online Journal of Nursing Research. This means the subsequent Articles have to be renumbered. The new wording places the SOJ NR editor as a direct report to the Board, rather than as Chair of a subcommittee of the Communications. It also stipulates that the Board negotiates the Editor’s contract and adds a key statement regarding the intent of the journal - that it is in concert with the mission and vision of the Society.

Motion from the Board:

To approve proposed new article to Article XI, Southern Online Journal of Nursing Research. MSC to approve.

ARTICLE XII - Standing Committees

Section 1. Names.

The Standing Committees of the Society shall be the:

A. Bylaws and Policy/Procedures Committee;
B. Finance Committee;
C. Succession Planning and Nominations Committee;
D. Program Committee;
E. Communications Committee;
F. Awards Committee;
G. Membership Committee;
H. Grants Committee;
I. Development Committee;

Section 7. Communications Committee

A. The SNRS Communications Committee shall be composed of the Chairperson, who is a member of the Governing Board, four members from general membership appointed by the Governing Board, one student member appointed by the Governing Board, the outgoing Chairperson of the Communications Committee, and three ex-officio members (the Editor of SOJNR, the Managing Editor of SOJNR, and the Southern Connections Newsletter Editor).

D. The Communications Committee’s responsibilities shall be to:

1. Initiate, develop, evaluate, and revise policies and procedures for the SNRS Communications Committee.
2. Recommend and initiate annual changes to the website on an as needed basis to the Governing Board.
3. Review and recommend any changes in the quantity and content covered in the Southern Connections newsletter to the Governing Board.
4. Recommend any changes in the quantity and content covered in the Southern Online Journal of Nursing Research (SOJNR) to the Governing Board and the SOJNR Editor.
5. Recommend procedures regarding cost and use of advertisement in SNRS website, the Southern Connections newsletter, and SOJNR.

RATIONALE:

There needs to be a continuing relationship among the Communications Committee, the Board and Editor as the Communication Committee has a total picture of the communication needs of the membership.

Section 10. Grants Committee

A. The SNRS Grants Committee shall have a Chairperson who is a Governing Board Member-at-Large. The members, recommended by the Chairperson and approved by the Governing Board, will include at least (5) five individuals from the general membership and the Society President as an Ex-officio member.

B. The Grants Committee shall have the following responsibilities:

1. Provide oversight of the Society’s grants program.
2. Review applications and recommend recipients for those Society grants reviewed by the Society.
3. Review applications and recommend recipients for those Society grants reviewed by the Society.
4. Develop, review and revise submission guidelines and rating/review forms for Society grant application process.
5. Develop, review and revise existing policies and procedures related to Society grants program.
6. Advise Governing Board regarding establishment of new Society grants.

RATIONALE:

We do not want to limit the responsibilities of this Committee to just small grants. Hopefully, the funding for our grants can increase so that they will no longer just be “small”.

Section 11. Quorum.

A majority of the members of a committee shall constitute a quorum for a meeting.
Motion from the Board:
To approve proposed changes to Article XII, Standing Committees. **MSC to approve.**

Call for Other New Business

- **SNRS Student Group**
  Marti Rice reported on the new student group that has formed at this meeting with the purpose of bringing new student members into SNRS. More information will be shared in the near future. The group is open to all students.

- **Future of SOJ NR**
  After discussion, a motion to form a Task Force to evaluate where SOJ NR needs to go and to bring a report and recommendations back to the membership at next year’s meeting. An amendment to the motion was brought forward that the report should include financial aspects to include staff time, cost for editor, etc.

  **MSC to approve amendment to motion.**
  **MSC to approve formation of a Task Force on the Future of SOJ NR**

Adjournment: 10:40 am Central Time