Call to Order

The meeting was called to order at 8:45 a.m. Awaiting a quorum to be established, President Elaine Amella reported on major accomplishments for SNRS during 2008:

- Current membership >1,300 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 for the first time this year, Sigma Theta Tau International
- Increased dissemination of science through *SOJ NR* – 4 issues published in 2008 – 2 with special themes, 2 conference proceedings
- Communication to members through *Southern Connections* and eblasts
- Greatest participation in 2008 elections – 564 members – strong new board and nominating committee

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
- Cynthia Russell, PhD, RN, Vice President
- Mona Shattell, PhD, RN, Secretary
- Carolyn Lewis, PhD, RN, CNE, 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
- Martha Alligood, PhD, RN, Director of Membership
- Jennifer Wenzel, PhD, RN, Director of Research Interest Groups

**Incoming Board Members:**
- Anne Turner-Henson, PhD, DSN, RN, ANP, Incoming Vice President
- Demetrius Porche, PhD, DNS, RN, Incoming Treasurer

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

Approval of Minutes

The minutes from the February 22, 2008 meeting were posted on the SNRS web site for members to review in advance of the meeting. **It was moved, seconded and carried (MSC) to approve the minutes of the February 22, 2008 Annual Business Meeting in Birmingham, Alabama, as corrected.**
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:

- New abstract submission and review system to start in 2009 – less cumbersome, more professional
- Fiscally challenged – robust registration for 2008 conference allowed us to realize larger profit, without which we could not cover expenses from operating fund
- Endowment fund growing and want to make it stronger

Vision Statements

- Vision for SNRS 2012:
  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:
  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

- Developed according to the functions of the Society.
- Strategic initiatives are being used to guide the work of each of the Board members of the organization.
- A copy of the strategic plan is available to the membership (posted on the SNRS website).

In conclusion, structurally and financially SNRS is strong and well positioned to move into the future

Update from Headquarters

David Stumph, Executive Director, introduced the staff at the conference, Paula DeViney, Membership Services and Delfie Castro, Meetings Assistant, as well as Kristi Klinke, Director of Membership and Barbara Trumbo, Executive Assistant, who were not in attendance. He introduced Ann Mehan Crosse as SNRS' new Associate Director.

Financial Report

Treasurer Carolyn Lewis recognized and thanked the Finance Committee for their work. Committee members include: Jan Foster, Eileen Rossen, Ptlene Minick, and Marti Rice.

She reviewed the financial statements for 2008 reporting that total assets remain strong at $355,947, an improvement from last year. The 2008 Annual Conference earned a total profit of $98,063, which was $40,700 over budget. Total dues for 2008 were $67,406, down 17 percent from 2007.

Dr. Lewis reported that an independent Financial Review of the SNRS finances was conducted and were found to be consistent with generally accepted practices. She also indicated that the Board approved an investment strategy for the SNRS reserve funds, spreading them between a short-term and long-term investment accounts, and started an Endowment Fund. Current balances are $102,000, $76,000 and $54,000, respectively.
She presented the 2009 Operating Budget, indicating that it is a deficit budget in the amount of $2,970, and that the Board will need to balance based on the decisions made at this meeting today.

A number of questions were posed by attendees:

1. What is the amount of the fee to the management company? David Stumph indicated that the fee is approximately $80,000 which covers staffing, management of the annual conference, communications and Web site.

2. What is the cost for management of the SNRS investments? Mr. Stumph indicated that is a percentage-based fee structure.

3. When was the last audit of SNRS finances? Mr. Stumph reported that a full audit of the SNRS finances took place when the Resource Center assumed management responsibility in 2006. Policy does require a full audit at least every five years, however, and an independent review is conducting annually.

4. If the Endowment Fund was initiated with $10,000, how has the balance grown to $54,000? Dr. Lewis indicated that proceeds from mentor pin sales and the Silent Auction has grown the Endowment Fund to $14,000, and at the September Board meeting, the Board directed that $40,000 from the proceeds of the 2008 Annual Conference be invested, bring the current total to $54,000.

5. Why are attendees required to pay $40 for their continuing education credits at this meeting? Mr. Stumph reported that assignment of CNE’s is provided at a cost, basically a pass through, so those requiring CE’s (40-50 percent) of the attendees, absorb this expense.

It was suggested that this income and expense be reflected as line items in the budget and financial statements.

Reports of Governing Board Members

- **Annual Conference** - Cynthia Russell, Vice President
  
  Dr. Russell recognized the committee and thanked them for their service. They include: Anne Turner-Henson, Kathy Montgomery, Sharon Horner, Rosalie Tierney-Gumar, David Stumph and Ann Mehan Crosse. Dr. Russell referred attendees to her reports, which is posted on the SNRS Web site. She highlighted the committee’s accomplishments for 2008:
  - Worked with LPC and staff to plan and execute the 2009 conference.
  - Approved theme for the 2010 meeting. *Health Care Challenges of the Next Decade.*
  - Provided input into the section of a new electronic abstract system.

- **Secretary** - Mona Shattell
  
  Dr. Shattell recognized her committee, which includes: Barbara Holtzclaw, Sandra Thomas, Debra Wallace and Susan Appel. She referred attendees to her written report posted on the SNRS Web site.

- **Awards** - Cindy Munro, Director
  
  Dr. Munro referred attendees to her posted report. She thanked the Awards Committee: Carolyn Cagle, Lenora Campbell, Teresa Kelechi, Laura Kimble, Susan Letvak, Julie Meaux, Donna Neff, Ann Peden, Elizabeth Reifsnider, Pao-feng Tsai, and Mona Wicks. She indicated that the Awards Committee has been split into separate Awards and Grants Committees.

- **Communications** - Anne Stiles, Director
Dr. Stiles recognized her committee: Judith Lewis, Alison Jones Montpetit, Leanne Lefler, Lenora Smith, Nan Smith-Blair, and Amy Fagan. She referred attendees to her written report for annual accomplishments of the committee.

• **Membership** – Martha Alligood, Director

Dr. Alligood recognized the State Liaisons: Alabama: Kathy Jo Ellison; Arkansas: Tammy Jones; Florida: Susan Chase; Georgia: Diana Meeks-Sjostrom; Kentucky: Lynne Hall; Louisiana: Debra Copeland; Maryland: Barbara Smith; North Carolina: Nancy Stephenson; Mississippi: Heather Carter-Templeton; South Carolina: Judith Alexander; Tennessee: Jan Witucki-Brown; Texas: Barbara May; Virginia: Particia Gray; and West Virginia: Mary Jane Smith.

Dr. Alligood noted that membership grew in 11 of 14 states in 2008, with a total current membership of 1,283. She reported that the SNRS display will be made available to members who wish to take it to meetings, and that they can contact their State Liaison to make arrangements.

• **Research Interest Groups** – Jennifer Wenzel, Director

Dr. Wenzel recognized and thanked the RIG’s leadership: Judith Payne, Jan Collins-McNeil, Laura Hein, Susan Letvak, Karen Karlowicz, Ellen Buckner, Karen D’Apolito, Sandy Maxwell Smith, Lyn Stankiewicz Murphy, Darryl Roberts, Sheila Davis, Deborah Jones, Maren Coffman, Janice Moser, Anne Turner-Henson, Christine Williams, Ruth Tappen, Noreen Esposito, Laurie Stark, and Cathy Campbell. She referred attendees to her written report.

• **Development** – Mary Walker, Director

Dr. Walker reported that exploratory actions to consider creation of a 501(c)3 for purposes of long-term support of funding for small grants and member resources have begun. A “town hall” session to garner information was held at that meeting that resulted in a consensus that a task force should be appointed to further explore.

**Future Annual Meetings**

President Amella announced the Annual Conferences have been set for the next three years:

- 2010 – Austin, Texas
- 2011 – Jacksonville, Florida
- 2012 – New Orleans, Louisiana

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

**New Business**

• **Annual Election** – D. Patricia Gray, Nominating Committee Chair

Dr. Gray recognized and thanked the members of the Nominating Committee: Doug Sutton, Kay Avant, Patricia Crane, Lee Ridner. She shared the nominations timetable for 2008:

- Nominating materials due Aug. 15, 2008
- Board approved ballot in September, 2008
- Ballot was made available to membership October 10, 2008
- Election closed Nov. 4, 2008
534 members voted with the closest contest settled based on a 5 vote difference (voting matters!)

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

Announcement of new board members:
- Ann Turner-Henson, Vice President
- Demetrius Porche, Treasurer
- Debra Moser, Member at large, Awards
- Deborah Jones, Member at large, Membership
- Jennifer Wenzel, Member at large, Research Interest Groups

Dr. Gray introduced the new Nominating Committee members: Randy Jones and Donna Neff.

Recognition of Outgoing Board Members by President Elaine Amella:
- Cynthia Russell, Vice President
- Carolyn Lewis, Treasurer
- Martha Alligood, Member at large (Membership)

**SNRS Bylaws Revision**

Marti Rice, Chair, Bylaws Committee

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

1. **Article XI: Standing Committees**
   - **Current:**
     Section 5. Nominating Committee
     A. The Nominating Committee shall be composed of five members, one appointed past SNRS board member, and four (4) elected members to serve for two-year terms. Two members shall be elected in the odd years and two shall be elected in the even years. The current secretary serves as an ex-officio member and the appointed member serves as Chair.
     B. A member of the Nominating Committee can serve no more than two consecutive terms on the Nominating Committee.
     C. The duties of the Nominating Committee shall be to:
        1. Ensure that a slate of nominees is submitted to the membership for election of Officers, Members-At-Large and Nominating Committee, in accordance with Bylaws and relevant policy and procedures.
        2. Review nominations-related policy and procedures and make recommendations for revisions to the President-Elect
   - **Revised:**
     Section 5: Succession Planning and Nominating Committee
     A. The Succession Planning and Nominating Committee shall be composed of five members, one appointed past SNRS board member, and four (4) elected members to serve for two-year terms. Two members shall be elected in the odd years and two shall be elected in the even years. The current secretary serves as an ex-officio member and the appointed member serves as Chair.
     B. A member of the Succession Planning and Nominating Committee can serve no more
than two consecutive terms on the Succession Planning and Nominating Committee.

C. The duties of the Succession Planning and Nominating Committee shall be to:
   1. Plan, initiate and evaluate a systematic program for succession planning.
   2. Relate succession planning activities to achievement of strategic initiatives.
   3. Ensure that a slate of qualified nominees is submitted to the membership for election of Officers, Members-At-Large and Succession Planning and Nominating Committee, in accordance with Bylaws and relevant policy and procedures.
   4. Review nominations-related policy and procedures and make recommendations for revisions to the President-Elect.

• Rationale:
   These changes would require the Nominating Committee to develop programs that would provide members of SNRS with information and opportunities for service in roles that would fulfill the eligibility criteria for officers and Board members at-large. In addition, these programs could assist the Nominating Committee in identifying qualified members who would desire to serve on the Board and in other capacities in the organization.

• Motion from the Board:
   To approve proposed change to Article XI, Standing Committees. Purpose Motion Approved

• Current:

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 SOJ NR, the Managing Editor of SOJ NR, 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 Newsletter Editor may appoint two members to this subcommittee.

C. 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 issues related to website information and/or website design and submit these recommendations to the President and the Governing Board.
   4. Evaluate and propose changes necessary to maintain an efficient and effective website.
   5. Review and recommend any changes in the quantity and content covered in the Southern Connections newsletter.
   6. Recommend procedures regarding cost and use of advertisement in SOJ NR, the Southern Connections newsletter, and SNRS website.

D. 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.

• Revised:

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

• **Rationale:**

The proposed changes do not change the pre-established functions of the Communications Committee. They are designed to formalize the structure and functions of the Communications Committee by establishing three formal subcommittees to more efficiently divide the work. The makeup and responsibilities of the subcommittees are clearly defined.

• **Motion from the Board:**

To approve proposed change to Article XI, Standing Committees. **Motion Approved.**
Proposal to Raise Full Member Dues

President Amella presented rationale for increasing full member dues. The cost of service to members has increased since the last increase and is currently $121.80 per member. Membership dues do not support the organization and we must rely on income from the Annual Meeting to balance the annual budget. Without an increase, it may be necessary to utilize funds in reserve to meet expenses. She indicated that this is not the best time for an increase, but feels it is necessary at this time to continue programs and services at the current level. A ten minute discussion followed.

- **Motion from the Board:**
  To approve proposed dues increase for full members. **Motion Defeated.**

**Adjournment:** 9:55 am Eastern Time