

SIGMA THETA TAU MEETING MINUTES for 9/29/09 1700-1750 ISU-NURSING BUILDING

Attendees:

Joanne Goldbort
Marcee Everly
Andre Kummerow
Debra Posthumus
Lucy White
Chris Delnat
Constance Thomas
Suzanne Gosse
Betsy Frank
Tennyson Mgutshini
Leah Ramer
Ann Venable

- I. Gala Update:
 - A. Catering and Cash Bar: by Sodexo. Food includes various beverages, desserts, hors d'ouvres. Decision was made to supply food for 75 guests. Cost approx. \$650. Cash bar will require set up and tear down fee and additional fee, approx. \$100-125. There was a discussion on giving the leftovers to a food bank or charity.
 - B. Joanne stated she had sent the Gala info to the Terre Haute Tribune Star.
 - C. Joanne is still planning to do the WTHI (9/05 noon) and WTWO (9/13 0600) unless she is out of town. Andre will be her back up. Info was emailed to Andre regarding details.
 - D. Table set-up: Table and two chairs will be set up in between the double entrance doors. There will be 10 guest tables, which seat 8 each. A podium with a microphone will be set-up outside of room A.
 - E. The Gala starts at 7pm. Volunteers (officers and others) are asked to be at Landsbaum at 6pm for set up. We are required to be out of the Center by 10pm. We agreed to wrap the festivities up by 930pm.
 - F. Suzanne will send out email invitations to the students. Marcee will add to the flyers that all students are invited. It was mentioned that the Gala date is on the ISU Campus Calendar.
 - G. Decorations: are located behind the stage. Constance will go through them and have them sitting out, boxed, on a table for easy pick up. Marcee and Tennyson will pick them up at 5:45 on the eve of the gala and transport them to Landsbaum. There were volunteers to decorate.
 - H. Band: a member of Men of Note and Claudia visited the Landsbaum Center and know where to set up. They will play from 7-9pm. The fee is \$400.
 - I. Program: During a band intermission Joanne will announce the past presidents who are in attendance at the Gala. She will also read a brief

history of Sigma. Paper programs will be made by Ann and will include a list of the past presidents, the Band, etc.

- J. Corsages: Debra will make silk flower corsages for past presidents using the Sigma color purple.
 - K. Action Items: Marcee will bring auction item sheets. There will be a minimum bid for each item. All officers will bring at least 2 auction items. Joanne brought a lovely Vera Bradley garment bag as one of her items.
 - L. Name tags/Tickets: Marcee will purchase these.
 - M. Raffle item: it was decided there will be a raffle item. Several options will be discussed. Several members will be seeking restaurant gift certificates for the Raffle/Auction.
 - N. Student Volunteers: Students may be awarded bonus class points for assisting at the Gala. They will still need to pay for a ticket as we need to recoup the costs of the Gala.
 - O. Printed Invitations: Joanne made some printed invitations at her expense to give unit managers at UHHG. She had 3 left and offered them to the members present. They are available at Getz Printing at 9th and Wabash for \$32 for 25.
 - P. Betsy suggested we call for the use of Ruth, the University photographer.
- II. Convention Update:
- A. Joanne and Betsy are our two delegates.
 - B. 3 students have volunteered for the fitness event. Their registration fee will be taken out of the treasury. It is approx. \$800.
- III. Holiday Dinner and Ornament Auction: Dec. 8. Discussion regarding holding at the Landsbaum Center and have it catered by MCL Cafeteria. More discussion is needed.
- IV. Next regular Meeting: Nov. 10, 2009 5pm at the ISU Nursing Building Faculty/Staff Lounge

Respectfully submitted,

Debra Posthumus
Chapter Secretary