



**San Antonio Texas Association of Occupational Health Nurses
Board of Director's Meeting January 18, 2006**

The SATOHN 2006 Board meeting was called to order at 6:20 p.m. by President, Gloria Jauregui. Board Members present were:

Gloria Jauregui
Aileen Matos-Navarro
Martin Polanco
Lady Ellen Clark
Pat Clewell
Mary Alice Walden

Jana Nava
Lupe Dominguez
Dina Ahrens
Bridget Jourdan
Sharon Fielder

I. Officers' Reports

A. Vice President – Aileen Matos-Navarro

Gloria announced that Aileen Matos-Navarro is the organization's new Vice President. Gloria thanked outgoing VP, Lupe Dominguez for all of her hard work and support in gathering good speakers and topics in the past year. Lupe has sent her contact list of speakers to Gloria. Gloria mentioned that Norma Cisneros was instrumental in securing Methodist Hospital.

Aileen reported on the Conference of Leaders held in Tampa, Florida. Two topics covered were Legal and Organizational Issues. Other topics discussed were to ensure funds are used appropriately and that all organizations are decreasing in membership. Power Point presentations and notes from the conference are available upon request.

Meeting Schedule:

January 26, 2006

Wound Care

February 23, 2006

In-Vitro Growth Implantation

March 23, 2006

Pill Cams

Eileen recommended offering Professional Development Seminars to members. She reported the need to develop as leaders and find our value to better fit into our organizations. Gloria asked to email Aileen on any other suggestions, vendors, and speakers for future meeting topics.

B. Recording Secretary – Dina Ahrens

The minutes from the August Board Meeting will be e-mailed to Board Members for review and acceptance. A request was made for a sympathy card to be sent to Liz Lawhorn of Galveston.

C. Membership Secretary – Jan Nava

Jana reported Sysco Foods as the first Corporate Member for 2006. She mentioned that forms are available and encouraged the entire membership in obtaining new members. The current membership is 51 Active, 2 Affiliates, 1 Student, and 4 Retired. Approximately 12 members have not renewed, but would not be considered delinquent until January 31, 2006.

D. Treasurer/Finance – Lady Ellen Clark

Lady Ellen accepted the Treasurer's position for another term. She mentioned that the Finance Committee met prior to this Board Meeting to review the financial records and agreed that the records were in order. A Motion was made by Aileen to approve the 2006 Prospective Budget. It was seconded by Jan Nava, and the motion carried.

The Finance Committee agreed since the SATAOHN Financial Records were stored electronically, that paper documents could be destroyed. A motion was made by Sharon Fielder to destroy the financial paper documents. It was seconded by Mary Alice Walden, and the motion carried.

Lady Ellen is the Co-Chair for the TSAOHN 2006 Conference along with Peg Malatesta of the Austin Chapter to be held October 31 through November 4, 2006 in Austin, Texas. The theme is "A Capital Affair". Courses are to be centered around Texas Nurses being ready and Leadership Development Skills. One of the San Antonio Committee's responsibilities is to host the Hospitality Room. Lady Ellen asked members for theme ideas. She also requested that the SA group hold a fundraiser. A motion was made by Martin M. Polanco on holding a Silent Auction for the State Conference. It was seconded by Pat Clewell, and the motion carried.

E. President – Gloria Jaurequi

Gloria reported that Lupe Dominguez attended the TSAOHN Fall Board Meeting in October 2005. Lupe reported that transition for new Board Members will be February 10, 2006 and the first meeting will be held in Houston on February 11, 2006.

Gloria will continue to assist Sharon Fielder, Communications Director, in sharing information on all job openings to e-mail to the organization.

Gloria assisted Martin M. Polanco, Election Adviser, with the procedures for electronic voting for the past election. She thanked Martin for all of his hard work, support, and time he spent with the new election process.

Gloria continues to assist Aileen Matos-Navarro, Vice President, with her new role and contacts with vendors for future meetings in 2006. She is preparing the Winter Newsletter for TSAOHN.

Gloria recruited members to fill vacant Board positions: Bridget Jourdan with USAA to be the Awards Director, and Pat Clewell with Flint Hills Resources to be the Director of Bylaws/Policies and Procedures. Mary Alice Walden motioned to approve Bridget and Pat as new Board Members to fill the vacant positions. It was seconded by Lady Ellen Clark, and the motion carried.

Gloria communicated with TSAOHN webmaster, Elaine Gravely about a need to keep information on our members that received awards: Mary Alice Walden and Aileen Matos-Navarro for their Leadership and Achievement Awards from TSAOHN.

F. Communications – Sharon Fielder

Sharon reported that her current e-mail list includes: 54 members, 70 guests, and 3 retired members. She continues to send out notices as requested by the President and Vice President on all meeting notices and available jobs. She requested everyone to provide any information on jobs and on any information that requires update to the TSAOHN website. Gloria thanked Sharon for all her efforts in providing communication to the organization.

G. Nominations – Martin Polanco

Martin reported on election results. He worked with TSAOHN Election Adviser, Mary Hazelwood and Sue Fowler, AAOHN Membership, on the development of the template for the on-line election process. He worked with TSAOHN Webmaster Elaine Gravely, to communicate the election process and to post forms on the TSAOHN website. The results were posted on the website December 8, 2005 as follows:

- Vice President – **Aileen Y. Matos-Navarro** (13 votes)
- Recording Secretary – **Dina Ahrens** (14 votes)
- Treasurer (Write-in) – **Lady Ellen Clark** (5 votes)
 - Jana Nave (1 vote)
 - Claudine Michalek (1 vote)
- Director of Communications – **Sharon K. Fielder** (14 votes)
- Director of Publicity – **Mary Alice Walden** (14 votes)

Total Chapter Members: 48
% Chapter Voting: 29%
Invalid AAOHN Number: 0
Duplicate Votes: 0
No AAOHN Number: 2
No paper ballots returned to teller, C. Michalek

H. Public Affairs – Mary Alice Walden

Mary Alice highlighted the 2005 year end party sponsored by the Pain Management/Physicians Outpatient Ambulatory Service. She thanked Lupe Dominguez for all of her help in coordinating the “Blue Santa” project. She thanked the organization for their many contributions for this worthy cause.

Many congratulations to Aileen Matos-Navarro, winner of the Achievement Award and Mary Alice Walden, winner of the Medique Leadership Award received at the 2005 State Conference in Dallas. Mary Alice also reported the importance and need to recruit new members and to promote our field.

I. Bylaws – Pat Clewell

Pat provided copies of the current SATAOHN Bylaws and a draft of the revised version. Lupe Dominguez and Gloria have offered to assist Pat with the Bylaws/Policy and Procedures. Gloria thanked Pat for joining the Board.

J. Awards – Bridget Jourdan

Bridget reported on looking for nominees for Chapter and Leadership Awards. The TSAOHN website will have the procedure on the nomination process and different awards available. Gloria thanked Bridget for joining the Board.

K. Adjournment

A motion was made by Martin Polanco for the meeting to be adjourned. It was seconded by Bridget Jourdan, and the motion carried.

Respectfully submitted,

Dina Ahrens, Recording Secretary