



A Constituent of the American Association of Occupational Health Nurses Inc.

SATAOHN, Inc. BOARD MEETING Minute

Tuesday, January 12, 2009

Cha Cha's Mexican Restaurant

San Antonio, Texas

1. **Call to order – 5:45 PM**
2. **Sign up roll call –**
 - Lady Ellen Clark
 - Sharon Fielder
 - Kate Ramos
 - Gloria “J” Lieber
 - Bridget Jourdan
 - Elba Garcia
 - Aileen Mata-Navarro

Absent:

 - Rose Servantes
 - Dina Ahrens
 - Pat Clewell
3. **Minutes from Previous Minutes-**
 - a. Minutes from August 28, 2008 Board meeting reviewed and approved.
Motion for approval made by Lady Ellen Clark, 2nd by Sharon Fielder.
4. **Report of Officers**
 - a. **Vice President/Education – Kate Ramos (2008 & 2009)**
Reviewed upcoming dates for meetings and speakers
See attachment.
 - b. **Recording Secretary/Benevolence – Dina Ahrens (2008 & 2009) As written.**
 - c. **Membership Secretary/Committee – Rose Servantes (2009 & 2010)**
As written.
 - d. **Treasurer – Lady Ellen Clark (2008 & 2009)**
As written.
Motion made by Lady Ellen to have Lady Ellen and Aileen Matos-Navarro research better interest rates on CD to move \$10,000 to a different financial institute for better return on investment. 2nd by Kate Ramos. Approved.

Motion made by Lady Ellen destroy all paper 2008 financial documents (same documents are saved electronically for future review if needed). 2nd by Sharon Fielder. Approved.

- e. **President – Aileen Matos-Navarro (2009 & 2010)**
As written.
Challenged all board members to mentor someone for their position.
- f. **Past-President – Gloria J. Jaurgui (2009 & 2010)**
Results of election as written.

5. Standing Committees Reports:

- a. **Bylaws/Policy & Procedure – Pat Clewell (2009 & 2010)**
As written.
- b. **Communication/Publicity – Sharon Fielder (2008 & 2009)**
As written.
- c. **Finance – Lady Ellen Clark (2008 & 2009)**
See treasurers report above.
- d. **Professional Affairs/Awards – Bridget Jourdan (2009 & 2010)**
As written.
- e. **Chairman of Nominations – Gloria Jauregui-Lieber (2009 & 2010)**
As written. Encourage a board members to invite members to be part of committees.
- f. **Director of Public Affairs – Maria “Elba” Garcia (2008 & 2009)**
No Report.

6. Unfinished Business:

- a. **Bylaws to be done by end of year and submitted to AAOHN**

7. New Business:

- a. **2009 Seminar –** *Tana, Lupe, Mary Alice*
Need a chairperson for this event. Lady Ellen, Gloria, Aileen, Kate are willing to help but not be the chairperson.
- b. **Elections – See above.**
- c. **Discuss viability of the organization moving forward**
- d. **Honorary Membership-**
Motion made by Gloria J Lieber, 2nd by Bridget Jourdan to nominate Claudine Machalik as Honorary Member. Motion revised by Lady Ellen Clark to include Mary Alice Walden as an Honorary Member. Approved.
- e. **Upcoming OHN week-Elba to prepare a press release.**

- f. Needs assessment, results pending. One concern a member has not received meeting notices in 3 years. Meeting notices are sent electronically. Sharon and Kate will work together to do a mail-out for future meetings.
- g. Sharon Fielder recently went on medical mission trip and will send pictures to the TSAOHN website for posting there.

8. **Announcements:** None

9. **Meeting adjourned** at 7:42 PM Motion by Gloria J Lieber. 2nd Sharon Fielder.