



**San Antonio Texas Association of Occupational Health Nurses
Board of Director's Meeting January 20, 2011**

The SATOHN 2011 Board meeting was called to order at 6:10 p.m. by President, Aileen Matos-Navarro. Board Members present were:

Lupe Dominguez

Dina Ahrens

Lady Ellen Clark

Rose Servantes

Terri Watt

Elba Garcia

Aileen Matos-Navarro

Kate Ramos

Aileen introduced Terri Watts for the new Board position of Election Advisor.

A. Vice President/Education – Kate Ramos (2011)

Kate is pursuing a MSN degree in Leadership/Education. Aileen accepted the report as given. Some changes/additions to Meetings scheduled for 2011 were announced. The Feb. meeting by presenter Dr. Brian Scott was rescheduled for March 3rd. Sysco presenter to get with Aileen on food/location details for March 24th meeting. No meeting scheduled for April due to national AAOHN Conference in Atlanta. Lady Ellen announced that Austin will be holding a conference in June. Lupe Dominguez mentioned the State Conference is scheduled for Sept. 14-17th, to be held in Galveston. The Holiday Social is scheduled for Jan. 7, 2012.

B. Recording Secretary/Benevolence – Dina Ahrens (2011)

Board Roster was distributed for review/updates. Condolence card was sent to Diane Scott. Unanimous vote received for Holiday Community Project-The Benedictine Sisters of Boerne. \$900 was collected and presented at Holiday Social held Jan. 7th, 2010. Was announced that Austin member, Pam Ward's husband passed away-a card of condolence to be sent.

C. Membership Secretary/Committee – Rose Servantes (2011)

Aileen mentioned all organizations are losing members due to employers not paying for memberships. Health By Design signed up for a corporate membership Aileen to give Rose the contact info for J&Johnson for membership.

Rose reported:	2011
Active members	31
Corporate/Business	1
Affiliate	1
Retired	1
Honorary	10
Lapsed	5

D. Treasurer/Finance – Lady Ellen Clark

Lady Ellen reports:

1. SATAOHN financial assets have remained stable.
 - Checking account balance on 01/01/10 was \$18,214.99 and checking account balance on 01/01/11 was \$16,647.88. A difference of \$1567.11 due to membership programs.
2. SATAOHN sponsored and funded the 2010 Holiday party this year on January 8th, 2011 at Bravos! 31 attended.
3. Next Holiday Social will be held on 1/7/12 at 11:30 AM at Bravo! La Cantera. Save the date.
4. SATAOHN sponsored all educational offerings, light meals and door prizes through donations or Association funding this year to encourage member and guest participation at all events with no cost to members. SATAOHN paid the registration fees for 19 members to attend the HTAOHN Conference 2/11.
5. In 2010 SATAOHN had no Corporate Member. Health by Design has joined as a 2011 corporate member.
6. 2010 Final SATAOHN Budget reviewed on 1/17/11 by Finance Committee and on 1/20/11 by Board. 2011 SATAOHN Budget presented to Board on 1/20/11 and approved as written below.
7. Financial Committee (Kate Ramos, Jana Nave, Elba Garcia and Lady Ellen Clark) met on January 17, 2011 and audited SATAOHN 2010 financial records. Records were in order and accepted as presented. Board voted on 1/20/11 to destroy the paper financial documents since all SATAOHN financial documents are electronically stored for a seven year period according to AAOHN and IRS guidelines.
8. 2010 IRS 990-N e-Postcard filed on 1/16/11 and accepted by IRS for SATAOHN 2010 filing. If not done, this could take our status as an organization.

9. Motions for the Board: Lady Ellen made the motion and Kate seconded, and motion passed for the SATOHN 2010 (paper) financial documents are destroyed as all financial documents are electronically stored for legal purposes for seven years time period. The SATOHN Board approves the 2011 SATOHN budget as written.

SATAOHN 2010 Annual Budget & SATAOHN 2011 Annual Budget Projection

<u>Income Categories</u> <u>Projection</u>	<u>2010 Projections</u>	<u>2010 Actual</u>	<u>2011</u>
Bank Interest 12.00	30.00	12.58	
Donation Income for SATAOHN 0.00	0.00	300.00	
SATAOHN Dues Income 1000.00	1,000.00	1,115.00	
Social Income <u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>—</u>
Total Income Categories \$1,012.00	\$1,030.00	\$1,427.58	

<u>Expense Categories</u> <u>Projection</u>	<u>2010 Projections</u>	<u>2010 Actual</u>	<u>2011</u>
Administrative Expense 600.00	755.00	592.31	
Awards & Recognition 300.00*	275.00	0.00	
Education Expense 500.00	500.00	2,252.38	
Community Project 300.00			
Social Expense <u>1200.00**</u>	<u>1,000.00</u>	<u>150.00</u>	
Total Expense Categories \$2,900.00	\$2,530.00	\$2,994.69	

2011 Projection: * Awards & Recognition = 2010 Awards given on January 8, 2011
 ** Social = 2010 Social was on January 8, 2011.

As of 1/18/11, \$1655.63 has been spent in 2011 (2010 awards, charity, May Mtg., Social and Finance Committee Mtg.)

E. President –Aileen Y. Matos (2010)

Aileen thanked the Board members for all the support they have given the organization. She stated that it's been difficult to maintain members and for new members due to Companies not paying for dues and educational seminars.

Position Responsibilities and Accomplishments:

A. Membership Activity

Membership is down significantly. The official roster has 31 Active members, one retired member, and one affiliate member. We do have 6 honorary members who are listed and no corporate members

B. Professional Affairs

Meetings are being planned for the spring. We still need help with speakers.

C. Communications

Sharon Fielder, Director of Communications continues to share information on jobs. She also emails everyone all the ASSE meetings in San Antonio and other information of interest from other organizations to our members and guests.

D. By-Laws

A committee needs to be formed to review the bylaws and incorporate new changes introduced by AAOHN

E. Awards

Lupe is working on available award submissions. I recommend that we submit Gloria's application again as she is deserving of this honor and has worked hard to keep this chapter and occupational health nursing alive.

F. Communications/Publicity – Sharon Fielder (2011)

Aileen accepted report as submitted. Sharon will continue to send out job notices to all members as a service to the local area. Lupe added that the State organization offers the website to members at no cost. The webmaster is cost effective due to they are a member.

H. Professional Affairs/Awards – Lupe Dominguez (2011)

Lupe is working on completing the Leadership Award packet with nominee-Gloria Jaurequi-Liber. Lady Ellen moved that Sharon Fielder be nominated for the Achievement Award. It was seconded by Kate, motion passed. Reports that the next State Board meeting will be held in June.

I. Election Advisor- Gloria Jauregui-Lieber (2011-2012)

Following Board members elected.

President – Aileen Matos

Membership Secretary – Rose Servantes

Director – Elba Garcia

Director – Gloria Jauregui-Lieber

Election Advisor – Terri Watts – write in

J. Bylaws/Policy & Procedure- Terri Watt (2011-2012)

Aileen to give Terri Gloria's contact information and give position duties.

K. Unfinished Business

The Bylaws need to be simplified and done by the end of the year and submitted to AAOHN. Need to keep Retired members on the Board. Aileen stated that AAOHN approval not needed. Just need to mirror there's. She will follow up with AAOHN.

L. New Business

Elections – Gloria reported the results. A discussion on the organization moving forward.
- How small can we operate as an organization? Need to come up and discuss a plan.

M. Adjournment

A motion was made by Lady Ellen at 6:56pm the meeting to be adjourned. It was seconded by Rose, and the motion carried.

Respectfully submitted,

Dina Ahrens, Recording Secretary