



**San Antonio Texas Association of Occupational Health Nurses
Board of Director's Meeting January 17, 2012**

The SATOHN 2012 Board Meeting was called to order at 6:43 p.m. by President, Aileen Matos-Navarro. Board Members present were:

Dina Ahrens	Gloria Jauregui -Lieber
Lady Ellen Clark	Aileen Matos-Navarro
Julie Robinson	Rose Servantes

Aileen introduced Julie Robinson for the new Board position of Vice Presentation/Education.

A. Vice President/Education – Kate Ramos (2010 -2011), Julie Robinson (2012 -2013)

Kate was not present. Aileen accepted the report as given. Some changes/additions to Meetings scheduled for 2012 were announced. Possible Feb. meeting by presenter Dr. Patrick Kimball was announced. Aileen requested the Board get with Kate for Speakers for 2012. Julie to get with Kate on position duties.

1. B. Recording Secretary/Benevolence – Dina Ahrens (2012 -2013)

Board Roster was distributed for review/updates. On 9/30/11 Lady Ellen made the following request: 2011 Community Charity Project – Benedictine Sisters of Boerne Texas
Motion 1: For our SATAOHN 2011 Community Charity Project, SATAOHN to support the Benedictine Sisters of Boerne, Texas with a \$200 donation from SATAOHN. And to request additional membership donations to be given at our 2011 Holiday Social which will take place at Brio Tuscan Grille (previously Bravos') on Saturday, January 7, 2012 during the luncheon.
Motion 2: If the above motion passes, to allow up to 3 sisters as our guests during the luncheon.
It was seconded by Gloria J. Jauregui-Lieber. Both motions were passed.

C. Membership Secretary/Committee – Rose Servantes (2011 – 2012))

Aileen mentioned all organizations are losing members due to employers not paying for memberships. Attempting to get Sysco, Alamo Group, and USAA

Rose reported:	2012
Active members	32
Corporate/Business	0
Student	0
Retired	3
Honorary	10
Lapsed	10

D. Treasurer/Finance – Lady Ellen Clark (2010 – 2011) Lupe Dominguez (2012 – 2013)

Lady Ellen reports:

1. SATAOHN financial assets have remained stable.
 - Checking account balance on 01/01/11 was \$16,647.88 and checking account balance on 01/01/12 was \$15,261.99. A difference of - \$1385.89 due to Houston Conference Sponsorships for members.
2. SATAOHN sponsored and funded the 2011 Holiday party this year on January 7th, 2012 at Brio Tuscan Grille. 37 attended and gave high reviews. \$45/person
3. Next Holiday Social will be held on 1/5/13 at 11:30 AM at Brio Tuscan Grille at 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. Would the Board want to charge non – members?
5. SATAOHN donated on 1/7/12 \$200.00 for their 2011 Community Charity project to the Benedictine sisters of Boerne. The members requested for SATAOHN to sponsor the Benedictine Sisters again for 2012 and to present the donations at the social for 2012. Total \$ 1015. Letter of Thanks received from the Sisters.
6. In 2011 SATAOHN had one Corporate Member. Health by Design has joined as a 2010.
7. 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.

8. Financial Committee (Lupe Dominguez, Jana Nave, Gerald Clark and Lady Ellen Clark) met on January 16, 2012 and audited SATAOHN 2011 financial records. Records were in order and accepted as presented. All SATAOHN 2011 financial documents are electronically stored for a seven year period according to AAOHN and IRS guidelines and passed on to new Treasurer, Lupe Dominguez on 1/16/12.
9. 2011 IRS 990-N e-Postcard filed on 1/15/12 and accepted by IRS for SATAOHN 20101 filing.
10. Motions for the Board: Lady Ellen made the motion and Rose seconded, and motion passed for the SATOHN 2011 (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 2012 SATOHN budget as written. Motion made by Gloria and seconded by Rose.

SATAOHN 2011 Annual Budget & SATAOHN 2012 Annual Budget Projection

<u>Income Categories</u>	<u>2011 Projections</u>	<u>2011 Actual</u>	<u>2012</u>
<u>Projection</u>			
Bank Interest	12.00	7.58	7.00
Donation Income for SATAOHN	0.00	300.00	
0.00			
SATAOHN Dues Income	1,000.00	925.00	875.00
1000.00			
Social Income	<u>0.00</u>	<u>0.00</u>	
Total Income Categories	\$1,012.00	\$932.58	\$882.00
<u>Expense Categories</u>	<u>2011 Projections</u>	<u>2011 Actual</u>	<u>2012</u>
<u>Projection</u>			
Administrative Expense	600.00	300.25	600.00
Awards & Recognition	300.00	262.93	300.00*
Education Expense	500.00	554.65	600.00*
Community Project	300.00	150.00	300.00*
Social Expense	<u>1200.00</u>	<u>1050.00</u>	<u>1700.00*</u>
Total Expense Categories	\$2,900.00	\$2318.47	3500.00

* Awards & Recognition = 2012 Actual: Awards and Recognition given on January 7, 2012 (214.45)

** Social = 2011 Social was on January 7, 2012 (\$1679.82) & Charity

Aileen recommended a 2012 Conference to help build revenue.

Lady Ellen made a motion to adopt the Benedictine Sisters for the 2012 Community Project. To donate \$200. Gloria seconded the motion, and motion passed. It was recommended for new Board to suggest any new community projects that they would like to sponsor.

E. President –Aileen Y. Matos (2011 – 2012)

Aileen thanked the Board members for all the support they have given the organization.

Position Responsibilities and Accomplishments:

A. Membership Activity

Membership is steady and increasing. 2012 meetings are being planned.

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

Before the end of January of 2012 the proposed bylaw changes will be sent to the new board members. Changes and additions will be shown. We will then send the board the approved version to the membership for approval.

E. Awards

Recommendations need to be made. We have several deserving members.

F. Communications/Publicity – Sharon Fielder (2012 – 2013))

Aileen accepted report as submitted. Sharon will continue to send out job notices to all members as a service to the local area.

H. Professional Affairs/Awards – Lupe Dominguez (2010 - 2011)

Leadership Award – Gloria Jauregui - Lieber

I. Past –President - Director By-Laws Gloria Jauregui-Lieber (2011-2012)

By – laws have been revised and given to Aileen for review. Copies will be emailed to each board member to review and approve. Then will be presented to membership for approval and vote. Then will be sent to AAOHN

J. Unfinished Business

Aileen and Gloria to finish provisions to the By – Laws. 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.

K. New Business

2012 Seminar – When will it happen?? To bring up at Business meeting and entire membership for ideas, theme, and speakers.
Discuss viability of the organization moving forward.

L. Adjournment

A motion was made by Julie at 7:56pm for the meeting to be adjourned. It was seconded by Rose, and the motion carried.

Respectfully submitted,

Dina Ahrens, Recording Secretary