2020-2021 Chapter Annual Report

Chapter Greek Name:	Pi Iota at-Large Chapter
Institution(s) of Higher Education and Practice Setting(s):	The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, Tung Wah College, The University of Hong Kong
Chapter #:	391
Region:	Asia

This report covers the chapter functions for the 2023 Fiscal Year (1 July 2022 – 30 June 2023). Please ensure that the responses provided in the Chapter Annual Report are current and accurate as the information is used to track chapter health. Visit the All Chapter Officers Workgroup (http://thecircle.sigmanursing.org) to view submission tutorials or email chapserv@sigmanursing.org for assistance. NOTE: All required questions must be completed before report can be submitted.

Activity Section

Selected

Name(s) of chapter leader(s) completing the Activity Section of the Chapter Annual Report:

Rick Kwan

Chapter / Regional Relationships

Are the affiliated institution(s) of higher education / practice setting(s) listed for your chapter above correct?

Yes

Have the dean(s) of school(s) of nursing, chair(s) of nursing program(s) or Chief Nursing Officer(s) of practice setting(s) changed since the 2022 Chapter Annual Report submission?

List the name(s) of the dean(s) of school(s) of nursing or chair(s) of nursing program(s) associated with the chapter. If your chapter has a practice setting, please list the names of the Chief Nursing Officer(s) associated with the chapter.

Prof Alex Molasiotis
Email: alex.molasiotis@polyu.edu.hk

In the past year, the chapter has collaborated with other Sigma chapters by:

Co-hosting a chapter program

If your chapter participates in a consortium or consortia, please check this box.

Unselected

How frequently do you hear from / work with your chapter's Regional Coordinator?

Bi-monthly

Membership Recruitment

When are students at the chapter's institution(s) of higher learning first introduced to Sigma and the chapter?

Once they are eligible to join

If your chapter assesses academic achievement using a 4.0 scale, please provide the grade point average (GPA) of the lowest undergraduate student in the top 35 percent of the most recent induction class / cohort.

3.25

What is the expected trajectory of the enrollment of the program(s) at your chapter's affiliated school(s) of nursing's nursing program(s) for the next fiscal year?

Stay the same

Which of the following Sigma-approved Exception Guidelines for Membership Eligibility is your chapter currently using?

We do not use any of the approved exception clauses.

How many recruitment events did the chapter hold?

2 events

Were any of these recruitment events specifically targeting Nurse Leaders? *False*

The data collected in the following questions will be used by Sigma staff to project numbers of induction materials and resources needed for the upcoming fiscal year.

How many inductions is your chapter expecting to have between July and December? *1*

Anticipated number of induction candidates for all inductions held from July through December: *30*

How many inductions is your chapter expecting to have between January and June? *1*

Anticipated number of induction candidates for all inductions held from January through June: *30*

Chapter Operations

Does the chapter utilize a written strategic plan to guide chapter operations? *False*

Which of the following aspects of chapter operations does your chapter have a written plan for?

Leadership development / succession

Does the chapter have a formal policy and procedure manual? *False*

The chapter held board of directors' meetings:

Bi-monthly

Did the chapter hold an Annual Business Meeting? *True*

Chapter Benefits

How many non-induction chapter events / programs did the chapter have within the last fiscal year?

3 events/programs

Of the chapter events / programs that were held, please indicate the number of events / programs that were primarily for the purposes of the following topics:

Event / program to generate non-dues revenue: *0*

Clinical continuing education: *0*

Evidence-based practice continuing education:	*0*
Academic research continuing education:	*1*
Community service:	*2*
Membership orientation:	*0*
Founders' Day:	*0*
Leadership development:	*0*
Networking or social:	*0*
Pre- / post-induction program:	*0*
United Nations / Sustainable Development Goals focused:	*0*
Member recognition program:	*0*
Other; please specify:	
What is the average attendance (using a whole number) at these chapter events?	*20*

How were chapter events provided to the membership?

In person
Hybrid event (Participants able to attend either in person or virtually)
Live video stream or web conference (GoToMeeting, GoToWebinar, Adobe Connect, Skype, Zoom, etc.)

Has the chapter participated, or have plans to participate, in initiatives related to President Richard Ricciardi's 2019-2021 Call to Action - Infuse Joy?	*True*

The Showcase of Regional Excellence recognizes chapters for their good work in relation to the Presidential Call to Action. Chapters wanting to apply for this recognition should visit https://www.sigmanursing.org/SRE to submit. Completion of the previous question does NOT count towards a submission.

Leadership Development & Succession

Does the chapter hold annual elections?	*False*
Does the chapter conduct formal chapter leader transition / orientation for newly elected board members?	*False*
Does the chapter have a leadership intern program?	*False*
Does the chapter have opportunities for members to volunteer?	*True*

Chapter Communications

Outside of the Online Induction System, did the chapter communicate with induction candidates?	*True*
Did the chapter supplement the renewal messages sent through Sigma Headquarters?	*False*
Did the chapter make efforts to reach lapsed (non-dues paying) members to seek reactivation?	*True*
Did the chapter conduct a membership survey during the fiscal year?	*False*

Which of the following communication tools does the chapter use to share information with its members?

Non-Sigma general email address (example: Gmail, university/practice setting email)

Social media

How frequently do members receive communication from the chapter?

Every six months

How is your chapter newsletter distributed?

Email

Social media

Select the online media platforms that your chapter utilizes.

Facebook

Website (independently hosted, not chapter website on The Circle)

Does your chapter utilize the chapter website hosted on The Circle? *False*

How important is it that Sigma provides these websites on The Circle to chapters?

Neutral

If your chapter does not utilize the Sigma-provided chapter website on The Circle, what are your barriers to adoption of this site?

To increase the chapter's visibility, the chapter's publicity efforts within the past year included:

Promotion of chapter within nursing classes

Use of chapter's social media sites

Which chapter leader position or committee is primarily responsible for communicating with your members?

Publicity Committee

Service

If the chapter participates in community service activities or other works to advance the Sustainable Development Goals, please check the following box. *Selected*

What United Nations (UN) Sustainable Development Goals (SDGs) do the chapter's service activities fulfill?

Goal 3 - Ensure healthy lives and promote well-being for all at all ages

Approximately how many chapter members participated in the chapter's service projects? *30*

The chapter's community service activities serve the following communities:

Local

Describe these community service activities and the chapter's plans for maintaining or enhancing sustainability / engagement with these community groups or service partners:

We conducted this on an individual basis. We will plan for enhancing sustainability in future.

General Information

Please share the chapter's greatest success during the 2022-2023 year.

N/A

Please share any information about your chapter not addressed in the previous portion of the Chapter Annual Report.

> *N/A*

What other officer training or resources could Sigma provide to assist your chapter?

Finance Section   *Selected*

Name(s) of chapter leader(s) completing the Finance Section of the Chapter Annual Report:

> *KOR, Pui Kin Patrick (Treasurer)*

Is your chapter current on all required governmental filings?

Yes

U.S. Chapters ONLY: Is your chapter incorporated at the state level?

In addition to the required chapter liability insurance provided through Sigma, which of the following types of insurance does your chapter purchase?

Our chapter does not purchase any additional insurance.

Does the treasurer give a financial update to the board of directors at every board meeting?   *True*

Does the treasurer provide an annual financial update to the entire membership?   *True*

Does your chapter have two signatories on all chapter financial accounts?   *False*

Are the chapter's signatories current chapter leaders?   *True*

Does your chapter have a reimbursement policy and procedure that includes a limit of funds that can be reimbursed by the treasurer without board approval?   *True*

What type of analysis was performed on the chapter's financial records last year (1 July-30 June)?

Internal review

The chapter prepared a balanced budget that:

Is congruent with the financial goals in the chapter's strategic plan.
Is submitted to the chapter's board of directors for review and approval.
Is prepared on an annual basis.

Fundraising

If your chapter participates in fundraising activities, please check this box.   *Unselected*

Financial Information

Please select the currency in which you will be reporting the chapter's financial information.

Hong Kong dollar

Annual Income (1 July-30 June):

Please record the total amount of currency units (e.g., dollars, rupees, euros, etc.) and cents / centesimal units (e.g., cents, pence, paisa, satang, etc.) for each response. Please also list the following responses without currency descriptors (e.g., $, £, €, ₱, etc.). Please do not enter text such as "not applicable," "none," "n/a," etc.

Chapter dues Income (new member fees and member renewals):	*41222.63*
Charitable giving income / non-dues revenue:	*0*
Program registration (non-induction):	*44580*
Induction ceremony fees:	*0*
Interest / dividends income:	*0*
Total annual income:	*85802.63*

Annual Expenses (1 July-30 June):

Please record the total amount of currency units (e.g., dollars, rupees, euros, etc.) and cents / centesimal units (e.g., cents, pence, paisa, satang, etc.) for each response. Please also list the following responses without currency descriptors (e.g., $, £, €, ₱, etc.). Please do not enter text such as "not applicable," "none," "n/a," etc.

Chapter operations expenses: (funds related to items needed for the daily operations of the chapter e.g. software subscriptions, hired administrative support, etc. This includes Sigma liability insurance and chapter service fees.)	*0*
Induction expenses:	*0*
Non-induction program expenses:	*28359.73*
Financial support for members to attend Sigma events:	*20000*
Financial support for members to attend United Nations events:	*0*
Financial support for members to attend non-Sigma events:	*0*
Employee payroll:	*0*
Total annual expenses:	*48359.73*

Annual Philanthropy (1 July-30 June):

Please record the total amount of currency units (e.g., dollars, rupees, euros, etc.) and cents / centesimal units (e.g., cents, pence, paisa, satang, etc.) for each response. Please also list the following responses without currency descriptors (e.g., $, £, €, ₱, etc.). Please do not enter text such as "not applicable," "none," "n/a," etc.

Monetary awards:	*0*
Scholarships:	*2000*
Monetary grants:	*0*
Membership dues subsidies:	*0*
Sigma Foundation (Chapter Giving Club, etc.):	*1000*
Other charitable giving:	*0*
Total annual philanthropy:	*2000*

Chapter Assets: Cash, Investments, Assets, Etc.

Please record the total amount of currency units (e.g., dollars, rupees, euros, etc.) and cents / centesimal units (e.g., cents, pence, paisa, satang, etc.) for each response. Please also list the following responses without currency descriptors (e.g., $, £, €, ₱, etc.). Please do not enter text such as "not applicable," "none," "n/a," etc.

Bank checking account balance:	*0*
Bank savings account balance:	*133519.12*
Stocks and bonds balance:	*0*
Certificates of deposit:	*0*
Mutual funds:	*0*
Endowments / permanent funds:	*0*
Other:	*0*
Total chapter assets:	*133519.12*