

## **Sigma Zeta Chapter**

Phi Theta Kappa

Chapter Meeting Minutes

December 7, 2009 4:00pm to 5:45pm

### **Objectives**

- Induct and Introduce new Vice President and new PTK members ✓
- Discuss recent chapter events ✓
- Discuss upcoming chapter events ✓
- Start preparations for Hallmark Awards ✓
- Re-evaluate Winter meeting times – postponed (due to small turnout) to meeting 12/14
- Review Officer roles – postponed to allow bi-law review, follow up during the 12/14 meeting
- Leo's Resignation – vacant Sigma Zeta Chapter position, Communications Officer ✓
- Committee Head List – postponed due to small turnout, follow up during the 12/14 meeting

### **Agenda Topics and Outcomes**

**Informal Induction** – The chapter welcomed a new Vice President and four (other) new members into the fellowship. Formal oaths were taken by Matt, Danny, Cristina, Tina and Tracy. The oath of chapter Vice president was taken by Matt. Cookies and punch followed.

**Call to order, Roll Call, and Agenda Review** – The meeting began professionally and on time. The roll call was Velda, Sabina, Karlie, Tedi, Tina, Matt (new VP), Cristina & Tracy. The agenda was read aloud at the beginning of the meeting, last minute additions were made to the agenda for budget and video clip announcement time.

**Approval of previous minutes** – Review was not possible as a result of the resignation of the communications officer. The position of communications officer was discussed in terms of the responsibilities involved. Suggestion of a media or public relations representative was made. The role of communications officer and the potential of expanding or clarifying the job description will be discussed in the next meeting.

**Harvest Basket** – The count of food boxes was 25, we want to double or triple that number next year. We need to get out the contribution requests early. Look into vegan and alternative (gluten free) diet.

**Holiday Parade** – Springfield event (that was running during the lane Pow Wow) where the pedal cars and candy canes were a great success. (Need more candy next year!) Heroes included a construction worker, businesswoman, two grads and others. See pictures on the chapters' Facebook page.

**Holiday Market** – The merchant representative in charge of the fundraising booth at the holiday market had an issue regarding a table not being available or confirmed for this event. Efforts were discussed to avoid this sort of mix-up in the future. (NOTE: More flashlight colors for fundraising efforts in the future)

**Hallmark Awards** – Nominations were made and we discussed the letters required by the process. (The topic of Hallmark Award candidates will be taken up at a later December meeting for further clarification. A formal announcement of the nominees will be made in the next Sigma Zeta newsletter.)

**Better World Books** – Discussion of the gathering process and shipping timeline. The gathering is Friday, the 11<sup>th</sup> of December. We earn \$1 for each book we submit that they want. The earlier we send out our box(es) of books, the better. The shipping deadline needs to be confirmed. Next year they have plans to switch to a quarterly payment system (rather than the current semi-annual).

**Wellness Fair** – Velda reserved the cafeteria online but it is still a good idea to confirm with the manager over there (her name is Tina).

**Added Item\*\*Budget Discussion** – Discussion regarding accounts and the need to secure more funds for the PTK members to be able to go to the learning and leadership conferences (3 total– FL, WA & CA in 2010). Requests can be made in person to the student government and the president of the college. A formal proposal & presentation was discussed. An experienced events coordinator may have been identified in a potential (?) new PTK member. (\*this information is vague due to lack of notes on the topic)

**Follow up items (postponed due to the small turnout)**

- Winter meeting times, review/re-evaluate
- Officer roles, review
- Communications officer, fill position
- Committee head list, outline responsibilities and discuss outcomes
- Budget, discuss concerns and potential shortfall solutions for convention expenses (possible co-pay or percentage paid by the member to be debated)
- Sigma Zeta annual review of the chapter bi-laws
- Video clip for national music collage (ask VP Matt for more details) – further discussion on 12/14 & 12/18 and meeting/practice with Dee L. on 12/23.

**Upcoming Meeting Times:**

**December 14, 2009 10:00 am Building 2, Room 107 Survivor**

**December 18, 2009 10:00 am (confirm)**

**December 23, 2009 time & location to be announced (confirm)**