

**Sigma Zeta Chapter
Phi Theta Kappa
ΦΘΚΣΖ Chapter Meeting Minutes**



December 14, 2009 Early Call to Order *2:48 pm (*Preceded by completion of the Hallmark Writing Committee Workshop, the holiday potluck, and a private survivor kit exchange. See the chapters' Facebook page for photos.)

Objectives

- Review and summarize the Hallmark Award nominations.✓
- Review the chapter accomplishments from 2009 (spreadsheet reviewed during the workshop)✓
- Discuss the Winter 2010 Sigma Zeta Chapter events✓
- Announce recruitment for booth @ Eugene Boat and Sportsmen's Show February 2010✓
- Wellness Fair planning workshop is scheduled for noon on Friday December 18 @ Sweetlife✓
- Fundraising "Date Night" discussion (led by Matt)✓
- Democratization of Information: Power, Peril and Promise {preview the topic}✓
- Advance Planning workshop for Fall Wellness Fair (build it bigger)✓
- Office Hours – Semi-annual Planning Workshop (call sometime between Dec. 29 and Dec. 31?)
- Welcome Week – Planning Workshop TBA
- Wonderful Life Video – Matt is all over it✓

Agenda Topics and Outcomes

Meeting called to order by the President, Trevor at 2:48pm after the fellowship potluck and private holiday gathering.

Unanimous approval of the **previous meetings' minutes**, sent via email to the chapter officers by Velda.

Winter meeting times will be as follows: Every Monday at 4:00 pm.

Officer Roles and Bylaw review – discussion postponed to the New Year Planning Meeting.

Communications Officer – Tedi nominated Tracy Weimer as the new Communications Officer, Sharon seconded, and the vote - confirmed. Position accepted, code of ethics & bylaws have been read.

Hallmark Writing Committees

1. Scholarship Hallmark – lead by Trevor and Matt
2. Leadership Hallmark – lead by Karlie
3. Service Hallmark – lead by Tina and Tracy
4. Distinguished Chapter member (Dee C.) – led by Karlie and Matt
5. Distinguished Chapter officer (Tedi) – led by Matt with an assist by Terri
6. Distinguished Chapter President (Terri) – led by Sharon
7. Paragon Award for Advisors (Velda) – led by Terri and Sabina

Planning Workshops – the chapter will be holding a planning workshop for each and every event, function or trip. We hope to avoid scheduling and logistic issues in the future by having more clarity in our communication; within the planning committees, among faculty and administrators here at LCC, and with the community as a whole.

Springfield Chamber of Commerce “After Hours” – **this event announcement item was omitted by accident from last week’s minutes. Matt led a discussion on the plausibility of a “Date Night” in association with a gateway accommodation, a show of some sort (maybe at LCC), dinner (also possibly @ Lane) in a donated “gift” package offered as a chapter fundraiser. Look for announcements in the Sigma Zeta chapter newsletter.

Upcoming Event Planning

1. Wonderful World video performance – Matt is taking the lead. Honors Study Topic Project! The chapter members will participate in a nationwide collaboration with Ken Kerr. Dee Lazon will be in Eugene and available on the **23rd of December** - **call to all members** for assistance in numbers to build the chapter’s visibility and participate in this Democratization of Information Project. We are planning to meet at LCC near one of our schools’ signs at 10:00am (?) check out the site <http://www.facebook.com/event.php?eid=179268082329&index=1> this is the Phi Theta Kappa World Wide event on Facebook. Advisor Dr. Ken Kerr contact kkerr@frederick.edu
2. Welcome Week for Winter Term – organize volunteers to hand out maps and help new students get acclimated to LCC. January 4 through the 8th.
3. Wellness Fair (both of them, advance planning for the fall 2010 event too!) – Friday December 18 @ NOON at the Sweetlife in the Whiteaker neighborhood.
4. Eugene Boat and Sportsmen’s Show – look into getting the numbers from last year to compare outcomes. This year we are looking at counting the fish in an orderly fashion to give next years’ event team a clear record to meet or beat. Leading the committee on this one? <http://www.facebook.com/event.php?eid=186943666329&index=1>
5. Date Night fundraiser for convention expenses. Matt is leading the charge on this one.
6. Next Year’s Honors Topic – Democratization of Information: Power, Peril and Promise
7. T-Shirt designs (fundraiser ideas): Scientific Calculator dude “ ΣZ as π ” or iPhone spoof “ $\Phi\Theta K(\Sigma Z)$, there’s an App(lication) for that”.
 - a. Where’s our iGeeks, can we actually build an iPhone cell link to our application that works? What does something like that cost to host?

Advance Planning for the Community-wide Wellness Fair SWEETLIFE ON FRIDAY 12/18 AT NOON!!!

Media Exposure! What can the chapter do to help get the word out about our fundraisers? Each committee has a lead person coordinating with the communications officer to develop contacts and appoint spokespersons for their event. How do we get on Lane.edu rolling spotlight? Is Banner up and running, can we get some exposure there? The Torch and the Marquis, too!

2009 in rear view: what did we learn? What challenges did we face, and how did we overcome them? How can we better serve our chapter, our campus, our community or the region? Begin to prepare for annual report. The spreadsheet was reviewed earlier during the Hallmark Writers Workshop.

Contact Cards with some basic information for handing out to vendors, potential advertising providers, and event venues. Information to include on cards: emergency contacts, chapter website, and physical address to verify the credentials of the chapter. (Issued to Chapter Officers, naming the chapter Advisor & Lane Community College Contact for absolute emergencies – note the academic year on the cards?)

Next year’s planning session for meeting the Hallmarks set forth by Phi Theta Kappa should include substantially more Scholarship projects. Discussion possibly the week before winter term begins.

Meeting Adjourned at 4:00pm (we had been at it since 10:00am for the workshop)