

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY
ALPHA NU OMEGA CHAPTER

Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110

Executive Planning Meeting
Sunday, June 28, 2009

Attendees: **Susan Lyddy**, President; **Jennifer Knee**, Vice President; **DiAnna Bryant**, PR Secretary; **Christopher Smith**, Treasurer; **Dean Thaddeus Sampson**, founding Chapter Advisor; **Jennifer St. Pierre**, Lancaster Advisor; **Wendy Brubaker**, Gettysburg co-Advisor; **Rachel Smith**, Harrisburg co-liaison; **Michelle Gandy**, Harrisburg co-liaison; **Jennifer Van Ormer**, York co-liaison; **Gary Aller**, alumni

Absentees: **Koren Paulson**, Recording Secretary; **Patty Collamer**, York co-Advisor; **Dr. Peter Ocsodal**, York co-Advisor; **David Bailey**, Gettysburg co-Advisor; **Stacey Miller**, Gettysburg liaison; **Jennifer Van Ormer**, York co-liaison; **Min Martin**, Lebanon liaison; **Pamela Glindeman**, Lebanon co-Advisor; **Dr. Brett Stumphy**, Lebanon co-Advisor; **Mary Nickle**, Lancaster liaison; **Kimberly Grundon**, Chapter Assistant

I. Opening Activities

- A. Fellowship was shared with all in attendance.
- B. President Lyddy called the Executive Planning meeting to order at 1:17 p.m.

II. Action Items

- A. Approval of minutes from April 26, 2009 Executive meeting
 - A motion was made to approve the minutes from the April 26, 2009 Executive meeting. It was seconded and passed with no discussion.
- B. Approval of minutes from May 31, 2009 Leadership Workshop meeting
 - A motion was made to approve the minutes from the May 31, 2009 Leadership Workshop. It was seconded and passed with no discussion.
- C. Approve Service Point form
 - A motion was made to approve the new service point form for the 2009-2010 academic year. It was seconded.
 - A suggestion by Dean Sampson was made to include that forms are not to be sent to him.
 - Mrs. Brubaker suggested that multiple lines be added for multiple service types.
 - A discussion ensued regarding the possibility of making the service point form electronic so the members could download it straight from our website and submit it to Secretary Paulson directly via email. Mrs. Brubaker stated that her husband works as a software developer and could ask him to create a pdf form which can be uploaded to our website and easily sent to Secretary Paulson.
 - Dean Sampson stated the only reason why we require a signature of the service recipient is to check if something didn't look right. We could easily change that from a signature to a name and contact information.
 - Further discussion was tabled on this until more information could be obtained.
- D. Approval of Yahoo! Groups for Campuses
 - Mrs. Brubaker requested if Gettysburg members could pilot a program during the Fall 2009 semester. The program would try to increase member communication between the advisors and liaisons and the Campus members. To do this, Mrs. Brubaker suggested we allow them to use Yahoo! Groups. They would create a page and invite all of their members to participate. They would also include all of the Officers. Mrs. Brubaker and Mr. Bailey would maintain moderator control and will approve all postings to the group.
 - A motion to approve the Gettysburg Campus members to pilot a program to utilize Yahoo! Groups to increase communication was approved and seconded.
 - The Gettysburg Campus members may test this communication media during the Fall 2009 semester. At the end of the semester, Mrs. Brubaker, Mr. Bailey, and Stacey Miller are to report on the results of this program. It may be decided for Gettysburg to continue the pilot one more semester or the Executive Council may decide to either add an additional Campus to the pilot or discard the program.
 - The motion passed by all Officers in attendance.

E. Approval of Honors In Action form

- Phi Theta Kappa International has released an Honors In Action form for Chapters to utilize when planning and implementing projects.
- The form should be utilized in the first steps of planning an event. If this form is completely filled out, it will help with the planning and writing of Hallmark essays at the end of the year. This will replace the current Event form which can be found on our website.
- A motion was made to approve the utilization of the Honors in Action form. It was seconded and passed by all Officers in attendance with no further discussion.

III. New Business

A. 2009-2010 Committees

- A discussion ensued about the committees we would like to continue with for the 2009-2010 academic year. The “constants” are: Arts, Ceremony, Hallmark, Photography, Ways and Mean, Website, WITF, Yearbook.
- President Lyddy stated that International also suggests having the following committees:
 - a. Scholarship Committee
 - * Lead Honors Study Topic activities
 - * Coordinate faculty and student recognition
 - * Provide information on scholarships
 - * Oversee chapter-sponsored scholarships
 - b. Leadership Committee
 - * Coordinate officer elections
 - * Prepare for new officer orientations
 - * Implement chapter-sponsored leadership events
 - c. Service Committee
 - * Oversee International Service Program activities
 - * Facilitate campus and community service
 - d. Fellowship Committee
 - * Coordinate activities with other chapters
 - * Cultivate a relationship with campus organizations, faculty, staff and community members
 - * Assist the advisor in planning travel to regional and international meetings
 - e. Membership Committee
 - * Assist the advisor in preparing membership invitations for eligible students
 - * Oversee a phone-a-thon inviting eligible students to attend orientation
 - * Prepare for orientations and inductions
 - * Contact members regarding the chapter’s calendar of events
 - * Coordinate evening or online meetings, which provide opportunities for members with varied schedules to participate
- Dean Sampson did not want any new committee to duplicate any existing committee.
- Vice President Knee suggested she meet privately with President Lyddy to discuss committees and their structures.
- This discussion was tabled until the next meeting.

B. 2009-2010 Projects

- Domestic Violence project/fundraiser
 - a. Gettysburg Campus collected used clothing for a Domestic Violence shelter. President Lyddy suggested we do a Chapter-wide clothing/item/money collection.
 - b. President Lyddy suggested we ask a speaker to come to a General meeting to teach our fellow members about domestic violence. We could then plan an event to help them.
- Eco-friendly materials for cafeterias
 - a. Vice President Knee suggested we try to get the Campus cafeteria’s to use bio-friendly materials for straws, etc – now that they are using bio-degradable trash bags.
 - b. Vice President Knee has some websites with possible vendors who could provide the College with these items.
 - c. President Lyddy suggested we setup a meeting with Joe Wojtysiak to present the idea.

- Wall-e Project with Cecil College
 - a. President Stephen Snyder from the Alpha Alpha Theta Chapter at Cecil College presented an idea to President Lyddy while they were at the International Honors Institute. Alpha Alpha Theta would like to work on a project with us. They would bring the Wall-e movie to show to children and parents. We would provide the host campus (Lancaster) and show the movie.
 - b. Alpha Alpha Theta will arrange to have a speaker present on "Going Green" – the speaker will do a presentation while the kids are moved to another room for fun activities.
 - c. We would provide location and refreshments, Cecil will provide movie and paid speaker. The speaker would be a professor from upstate PA who spoke at OAH I last year.
 - d. Jennifer St. Pierre offered to speak with Warren Bair, the coordinator for Student Life on the Lancaster Campus. She will ensure the meeting rooms are available on Saturday, September 12, 2009 from 11 a.m. until 4 p.m.
 - e. Additional discussion occurred regarding possible alternative locations to host this event in case the rooms at the Lancaster Campus were not available.
 - f. Vice President Knee, Mary Nickle and Jennifer St. Pierre are to work with Alpha Alpha Theta to plan and implement this project.
- Navajo School assistance: Paradox of Affluence
 - a. Rachel Smith attended the College's trip out to New Mexico and she learned a lot. She presented an idea to President Lyddy about possibly helping the children at the Navajo school out by collecting gently used or new book bags and shipping them to the school.
 - b. President Lyddy suggested we involve an affluent school in this area and get them to do the donation of book bags and teach them about the hardships of the Indian Nation.
 - c. This discussion was tabled until further information could be obtained from the Multicultural Affairs department on what type of assistance we could give them.
- C. Officer/Liaison meeting
 - President Lyddy stated that she had received some questions after the workshop meeting regarding what the liaisons had to do. She would like to setup a meeting between the Officers and the Liaisons to go over the Honor Study Topic and what duties the Liaisons are required to perform.
- D. Officer "get-together"
 - President Lyddy stated that some of the Officers would like to get together for a "fellowship" meal and have informal discussions.
- E. Middle States Programs
 - Middle States has not released their programs yet for this year. The new Middle States officers are still working on the details. President Lyddy will announce the information once she receives it.
- F. Induction Speaker(s)
 - President Lyddy asked if anyone had any suggestions for speakers for Induction and reminded everyone they needed to be credentialed.
 - Vice President Knee suggested the woman who spoke at OAH I regarding recycling.
 - President Lyddy cautioned everyone about attempting to get speakers who charge a fee. The Alpha Nu Omega Chapter does not pay their speakers to come talk at Induction.
 - Treasurer Smith suggested the Bishop from his church. He will speak with him privately and will inform Dean Sampson.
 - Dean Sampson suggested we find someone affiliated with a local EPA Department to bring *The Paradox of Affluence* together with *Operation Green*.
- G. Banquet Speaker
 - President Lyddy asked for suggestions. None were given at this time.
- H. Name tags
 - President Lyddy stated that she will be ordering the name tags for all new advisors and officers. All new advisors and officers are to send to President Lyddy how they would like their name on their name tag prior to the August Executive meeting.
 - Name tags will be given out at the September Executive meeting.

I. Annual Summer Leadership BBQ

- President Lyddy stated that she would like the tradition of the Summer Leadership BBQ to continue. This is typically held before the start of the Fall semester on a Saturday. It is hosted at someone's home and it is potluck. Families of the Executive Council are invited to attend also.
- Ms. St. Pierre offered the use of her new house.
- President Lyddy asked for other offers. If not, it will be held at Ms. St. Pierre's new home.
- The Executive Council should email possible dates to President Lyddy so we can schedule this fellowship event.

J. International Honors Institute Update

- President Lyddy, Treasurer Smith, and Ms. St. Pierre had just come home from International Honors Institute on Saturday. President Lyddy will create a presentation from Treasurer Smith's, Ms. St. Pierre's, and her notes. The presentation will be shown at the August General meeting.
- Secretary Paulson will be creating a presentation to be shown at the August General meeting regarding the events and information received at OAH.

IV. Old Business

A. Project Updates

- Operation Green
 - a. Michelle Ressler was not in attendance, so a report could not be given.
- Relay for Life
 - a. Rachel Smith asked if her name could be withdrawn as the Chair of this project. She would rather focus on the Navajo project at this time.
- American Foundation for Children
 - a. Secretary Bryant is removing her name as Chair of this project. She is actively looking for a replacement. She will remain part of the committee and will assist with the Silent Auction which will be held at the end of the year.

B. Reports from Officers

- President Lyddy
 - a. Constitution and Bylaws update – President Lyddy asked Dean Sampson if he has received any update on the status of its being approved. Dean Sampson will follow up with the Student Life department on the status.
- Vice President Knee
 - a. Committee and Project chairs – Vice President Knee is busy trying to find members to step up into the rolls of committee and project chairs. She does have chairs for some of the committees, but not all.
- Recording Secretary Paulson
 - a. No report given.
- PR Secretary Bryant
 - a. The member who replaced Erin Tieman as the Website Chair has not responded to any communication. Secretary Bryant will be looking for a new chair for the website.
 - b. Secretary Bryant will also be looking for a chair for the yearbook committee and photography committee.
- Treasurer Smith
 - a. Fundraisers – Treasurer Smith suggested we do many small fundraisers this semester to help raise funds for the campaign expenses and so we can send as many people as possible to International Convention.
 - b. President Lyddy stated that alumni, Gary Aller, had approached her with a possible fundraiser idea. At this time the floor was turned over to Linda Aller, Gary's wife. She is an Avon representative and suggested that we allow her to setup a table at meetings, orientation and induction to sell Bentley Bears for \$20 each. They come folded down in a plastic bag and when taken out, they are almost 2-feet tall. The Chapter will receive 40% of the sales. The member could have the bear donated to a charity. Mrs. Aller stated that she would do all of the work and will maintain accountability of the funds for us.

Dean Sampson stated that he would prefer if we managed this fundraiser the same way as all other Chapter fundraisers. We would collect the orders and money then make an order and pay her. Also it was decided that a table at orientation, induction, and meetings was not a good idea. Treasurer Smith will arrange dates that would be better for Chapter events and meetings and will present the dates to the Executive Council.

This fundraiser was approved by the Officers in attendance.

C. Reports from Advisors

- Dean Thaddeus Sampson – thanked President Lyddy for her hard work. He had nothing to report at this time.

D. Reports from Campuses

- Gettysburg – Mrs. Brubaker stated that they recently had a planning meeting and will be working on various projects in the Fall.
- Harrisburg – nothing to report at this time.
- Lancaster – nothing to report at this time.
- Lebanon – no one present to report for Lebanon Campus.
- York – nothing to report at this time.

V. Important Dates and Reminders

A. Next Executive meeting – July 26, 2009

- President Lyddy reminded everyone of the next Executive Planning session.

B. Middle States Hershey Park Picnic – Friday, August 7, 2009

- President Lyddy reminded everyone that the attendance at this event is a private expense, not a Chapter expense. The registration form for this event is up on Middle States website at www.ptkms.org.

C. Meeting with President Baehre – September 16, 2009 2:00 p.m.

- President Lyddy stated that she has a meeting scheduled with President Baehre and Dean Sampson on Wednesday, September 16th at 2:00 p.m. If any of the Officers would like to attend, or would like President Lyddy to discuss an item with President Baehre, to please inform her soon.
- President Lyddy will be working on the agenda for this meeting and will be submitting it to President Baehre prior to the meeting, as protocol demands.

VI. Adjournment

- A. Motion to adjourn was moved and 2nd. Vote to adjourn was unanimous.
- B. President Lyddy adjourned the meeting at 4:39 p.m.