

PHI THETA KAPPA HONOR SOCIETY
ALPHA NU OMEGA CHAPTER

Harrisburg Area Community College, One HACC Drive, Harrisburg, Pa. 17110

Executive Planning Meeting

Sunday, August 16, 2009

Attendees: **Susan Lyddy**, President; **Jennifer Knee**, Vice President; **DiAnna Bryant**, Public Relations Secretary; **Dean Thaddeus Sampson**, Founding Chapter Advisor; **Patricia Collamer**, York co-Advisor; **Michelle Gandy**, Harrisburg co-liaison; **Melanie Kramer**, Lebanon co-liaison; **Vania Hardy**, Lebanon co-liaison; **Roberta Bogash**, member; **Catherine Fultz**, member; **Shawna Ford**, Executive Assistant; **Valorie Rosi**, member ex officio; **Gary Aller**, Alumni ex officio.

Absentees: **Christopher Smith**, Treasurer; **Jennifer St. Pierre**, Lancaster Advisor; **Dr. Brett Stumphy**, Lebanon co-Advisor, **Dr. Peter Ocsodal**, York co-Advisor; **David Bailey**, Gettysburg co-Advisor; **Rachel Smith**, Harrisburg co-liaison; **Stacey Miller**, Gettysburg liaison; **Jennifer Van Ormer**, York co-liaison; **Mina Martin**, Lebanon co-liaison; **Pamela Glindeman**, Lebanon co-Advisor; **Mary Nickle**, Lancaster liaison.

I. Opening Activities

- A. Fellowship amongst attendees began at 1:00 p.m.
- B. President Lyddy called the Executive Planning meeting to order at 1:09 p.m.

II. Action Items

- A. Approval of minutes from July 26, 2009 Executive Planning meeting.
 - A motion was made to approve the minutes from the July 26, 2009 Executive Planning meeting; seconded, motion carried.
- B. Approval of hosting 2011 Regional Convention.
 - 1. Motion was made to approve the hosting of the 2011 Regional Convention.
 - 2. Discussion:
 - President Lyddy announced the request from Middle States Region to host the Regional Convention in February of 2011 at HACC campus or in a location close by. Financial offsets will be provided by Middle States Region and the Chapter. Attendance of 250 participants could be expected. Hosting a Regional Convention is great honor and opportunity for our Chapter.
 - Patty Collamer questioned whether a Committee would be implemented. President Lyddy responded affirmatively. The planning of this project would span more than one school year, and President Lyddy would be the Chairperson. The event would last for two days and many volunteers would be required. In addition to educational sessions housing, food, and entertainment would need to be provided.
 - Jennifer Knee stated this event would be part of our Ad Hoc committees.
 - The motion passed by all Officers in attendance with no opposition.

- C. Approval of allotting \$500 to the Harrisburg members from the Chapter's budget.
1. Motion was made to allot \$500 from the Chapter's budget to the Harrisburg members.
 2. Discussion:
 - President Lyddy stated that the Harrisburg campus members do not receive monies beyond what the Chapter receives. SGA provides limited budgets on every campus except Harrisburg Campus. Treasurer Smith will implement accounting procedures. Any unused funds will be placed back into the Chapter's budget.
 - PR Secretary Bryant questioned about of funds of other campuses. Patty Collamer stated York campus must request funds from SGA for specific projects. The funds range around \$200. Funds differentiate for each campus.
 - The motion to request membership approval passed by all Officers in attendance with no opposition.

- D. Approval of 2009-2010 Committee Chair Descriptions.
1. Motion was made to remove from the table the approval of 2009-2010 Committee Chair Descriptions; seconded, motion carried.
 2. Discussion:
 - President Lyddy and Vice President Knee have updated the Committee Chair Descriptions.
 - Dean Sampson suggested removal of coordinate recognition, implement events, and facilitate campus as it may be an Executive Board responsibility under the Arts Committee Chair responsibilities.
 - PR Secretary Bryant suggested adding the dress code requirement and specific times e-mails for volunteers should be sent out under the Arts Committee Chair responsibilities. It was decided that a dress code requirement would not be added as it may change from performance to performance.
 - Changes were made to reflect Chair duties to delegate leadership opportunities in absence of chair under the Arts Committee Chair responsibilities.
 - Motion to table the approval of the 2009-2010 Committee Chair Descriptions was passed with no opposition.

III. New Business

- A. Eco-friendly materials for cafeterias – Vice President Knee.
- Vice President Knee presented information regarding utilizing biodegradable items such as straws, tableware, etc. as a way to diminish landfill waste.
 - Discussion and questions ensued regarding additional costs, practicability, and any effects in utilizing food products for biodegradable items.
 - Further investigation is needed.
- B. Middle States Programs
- President Lyddy stated that Middle States Programs have not been released yet.

- C. Banquet Speaker
- President Lyddy stated speakers are available for Induction for this year.
 - Still need speaker in May of 2010 for the banquet. Typically banquet speakers address the Honor's Study Topic. Any suggestions, please notify President Lyddy.
- D. Honor's Seminar Series
- Phi Theta Kappa International provides Honor's Seminar Series. The subscription to this series is \$400 before August 4th, and \$475.00 thereafter. There are four to five seminars available on DVD.
 - Some concerns raised are the cost of the seminars and student participation.
- E. MADD Speaker
- Prior PR Secretary, Robin Mayberry, contacted President Lyddy regarding volunteer projects to assist the MADD organization. Ms. Mayberry will speak at the October general meeting.

IV. Old Business

- A. Project Updates
1. Operation Green – Vice President Knee.
 - Michelle Ressler is working at Lancaster Campus with Better World Books. She is also looking for ideas for future plans.
 2. Relay for Life – Vice President Knee
 - The Committee Chair is researching whether starting a team versus hosting a Relay for Life on campus.
 3. American Foundation for Children with AIDS- Vice President Knee
 - No Committee chair at present.
 - Professor Marnie Brennan volunteered to assist any event we decide to have. She has offered the services of theater students to do a reading or a very short skit on AIDS.
 4. Navajo Assistance – Vice President Knee
 - Rachelle Smith is Chairperson. A suggestion was made to donate products, not monetary donations. President Lyddy suggested Chapter will help the other students who would like to host a benefit concert, but we will not be the host.
 5. Lyme Disease – no updates.
 6. Domestic Violence Project/Fundraiser – Vice President Knee
 - Heather Reinhard is in the process of obtaining a speaker for a general meeting possibly in September.
 - Shawna Ford stated she is a former employee of the Pennsylvania Coalition Against Domestic Violence. Shawna will check with Pauletta Vaughn to see if she would be willing to speak at a meeting.
 - October is Domestic Violence month.

B. Reports from Officers

1. President - Susan Lyddy

- a. Name tags – Officers and Advisors: please contact President Lyddy if you need one.
- b. Officer reports – Reports given at general meetings should be presented in a summary format. Details should be available on the website. Contact Nic with any updates.
 - Committee reports should be obtained in advance of general meeting. Should give a brief accounting of what just happened and what is coming up. Any volunteer requirements can be solicited at this time.
 - Recording Secretary report should have the service point information tallied for the year-to-date information for Chapter, College and Community Service.
 - Public Relations Secretary should receive updates from Chairs prior to meeting. Reports should consist of website updates, yearbook updates, photography, and newsletter announcements.
 - Treasurer should receive a budget report from Marie Hawthorne and should give a budget accounting and any outstanding requisitions.
- c. Campus Reports – Campus liaisons should give brief accounting of campus activities. All upcoming events should be given to the Web Chair to post.
- d. Phi Theta Kappa International has updated its logo and use.
 - Available for chapter use for websites.
 - The word international has been taken out and we are now referred to as Phi Theta Kappa Honor Society.
 - References to international and of the two year college are no longer used.
 - Use reference of Phi Theta Kappa members or Phi Theta Kappans.
 - The organization should not be referred to as PTK as these are not the equivalent letters for the Greek words meaning Wisdom, Aspiration and Purity.

2. Vice President - Jennifer Knee

a. Committee Report

- Arts: Michelle Gandy – first show is in October.
- Ceremony: Chair is Brad Roller.
- Fellowship Committee: Still in need of Chairperson. This committee organizes events for fellowship of chapter membership.
- Hallmark: Still in need of Chairperson.
- WITF: Event dates available on WITF website. Will ask Mina to resend.

3. Recording Secretary

- Position open.
- Nominations open at first general meeting in August.

4. Public Relations Secretary - DiAnna Bryant

- Newsletter for August is printed and ready for mailing.
- E-mail was sent regarding website and campus highlights to be included.

5. Treasurer – Christopher Smith

- No report at this meeting.

- C. Reports from Advisor – Dean Thaddeus Sampson
- Scholarship information has been provided to President Lyddy to share with the Chapter.
 - Speeches for orientation should be written and practiced.
 - Invitations for membership will be sent out by HACC Vice President’s office for invitation and induction.

D. Reports from Campuses

1. Gettysburg Campus – not present.
2. Harrisburg Campus – Michelle Gandy.
 - First two meetings scheduled September 8th at 4:30 p.m. with Dean Sampson, and September 11 at 8:30 a.m. with Dr. Milspaw. No location information available.
3. Lancaster Campus – Jennifer Knee
 - Working on dates for meetings.
4. Lebanon Campus - Vania Hardy
 - Working on dates for meetings. Possible two meetings every week.
 - First two meetings: 24th and 26th at 3:30 in the library.
 - Dress for Success looking for volunteers.
 - New Health Clinic is opening and looking for volunteers to help.
5. York Campus – Patty Collamer
 - Meetings will be held in evenings.
 - York campus undergoing construction and there is no space available. Will advise of meeting locations.
 - Carrie Davis is third York co-liaison.
 - Bulletin Boards are now available for announcements.
 - Working on Rail Trail and recycling projects on campus.
 - Information sheet on Phi Theta Kappa for faculty orientation.
 - Phi Theta Kappa York Campus has spot on an organizational day. Will notify DiAnna of details.

E. Other

- Gary Aller reminded us all to take notice of the Phi Theta Kappa/Alpha Nu Omega display case located in the hallway in the Arts building.

V. Important Dates and Reminders

- A. Next Executive meeting – August 30, 2009 at 11:30 a.m. , General Meeting to follow at 2:00 p.m. in Whitaker 214. Officers please dress in business casual attire.
- B. Meeting with President Baehre – September 16, 2009 at 2:00 p.m. Dean Sampson, President Lyddy and Vice President Knee will be attending. Contact President Lyddy to add items to the agenda. Meeting with HACC President is a requirement for five-star status.
- C. Fall Orientation – September 20, 2009 at 2:00 p.m. Volunteers and officers arrive by 9:00 a.m. at Dean’s office in Art 121. Need about 10 to 15 volunteers. Contact Brad or Jen.

VI. Adjournment

- A. Motion to adjourn was moved and seconded. Vote to adjourn was unanimous.
- B. President Lyddy adjourned the meeting at 3:14 p.m.

Respectfully submitted by: Valorie H. Rosi, Member ex officio