

# Phi Theta Kappa Honor Society

## Alpha Nu Omega Society

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

Executive Meeting Minutes

Sunday, October 11, 2009

Attendees: **Susan Lyddy**, President; **Jennifer Knee**, Vice President; **Shawna Ford**, Recording Secretary; **DiAnna Bryant**, PR Secretary; **Dean Thaddeus Sampson**, Founding Chapter Advisor; **Patricia Collamer**, York co-Advisor; **Mary Nickle**, Lancaster co-Liaison; **Melanie Kramer**, Lebanon co-Liaison; **Gary Aller**, Alumni ex officio.

Absentees: **Christopher Smith**, Treasurer; **David Bailey**, Gettysburg co-Advisor; **Wendy Brubaker**, Gettysburg co-Advisor; **Jennifer St. Pierre**, Lancaster Advisor; **Pamela Glindeman**, Lebanon co-Advisor; **Dr. Brett Stumphy**, Lebanon co-Advisor; **Dr. Peter Ocsodal**, York co-Advisor; **Stacey Miller**, Gettysburg Co-Liaison; **Caitlin Palmer**, Gettysburg co-Liaison; **Michelle Gandy**, Harrisburg co-Liaison; **Rachel Smith**, Harrisburg co-Liaison; **Allison Tyndall**, Lancaster co-Liaison; **Vania Hardy**, Lebanon co-Liaison; **Jennifer Van Ormer**, York co-Liaison; **Carrie Davis**, York co-Liaison.

### I. Opening Activities

- A. Fellowship amongst attendees began at 11:30 a.m.
- B. President Lyddy called the executive Planning meeting to order at 12:03 p.m.

### II. Action Items

- A. Motion made, seconded and carried to approve September 13, 2009 Executive Planning meeting minutes pending corrections
  1. Corrections
    - Jennifer Van Ormer, Jennifer St. Pierre and Mary Nickle are to be added to attendees.
  2. Comment/Suggestions
    - Sign in sheets to be provided at all future meetings.
- B. Motion made, seconded and denied to approve Sammy Sub sale Chapter fundraiser
  1. Comment/Suggestions
    - (a) Next semester may be more plausible.
    - (b) Concern regarding overkill from requesting additional Chapter fundraising so soon after the most recent effort.
    - (c) Time requested to fundraise for individual campus needs prior to next Chapter fundraiser.
    - (d) Catalog sale may be a more reasonable option.
- C. Motion made, seconded and carried to discuss nominees for the Distinguished Administrator Award
  1. Criteria was reviewed.

2. Motion made, seconded and carried to nominate Dean Sampson for the Distinguished Administrator Award.
3. Members asked to consider nominees for other award opportunities for next meeting. Nic Poague recommended as possible nominee for contributions to the website.

### III. Information Items

#### A. Project Updates

1. Operation Green
  - (a) Possible "Green" projects, ideas and suggestions are to be forwarded to Michelle Ressler, chellebelle17505@yahoo.com.
2. Dean Sampson suggests ordering "Green" products from a catalog for fundraising items and gifts. President Lyddy stated that she would like to discuss possibilities with Treasurer Smith before suggestions are made to the Executive Council.
3. Relay for Life
  - (a) Committee Chair and co-Chairs are needed.
  - (b) Planning for possible Spring Relay for Life.
4. American Foundation for Children with Aids
  - (a) Chairperson needed
  - (b) President Lyddy has received confirmations that items will be provided for silent auction.
    - (1) December 18, 2009 - Silent auction to be held at Dr. Baehre's Holiday party.
    - (2) President Lyddy is to participate in the upcoming planning meetings with David Morrison and Beth Flack.
  - (c) December 1, 2009 - Red Ribbon day suggested to heighten awareness and commemorate World Aids Day
    - (1) Red ribbon pin sale.
    - (2) Information displays discussed.
    - (3) Shawn Williams, the advisor for the Ceramics and GLAS clubs, has been contacted regarding possible donations from the students.
    - (4) Lancaster co-liaison Mary Nickle is interested in a possible walk to raise awareness. Each campus could choose to sponsor a walk or a pin sale.
    - (5) Contact AFCA for promotional materials
      - (a) Contact Tanya Weaver 888-683-8323.
      - (b) Patricia Collamer, York co-Advisor suggests a looping video as they have been effective in the past.
5. Navajo Update

A Halloween night event is being planned by the group who went to New Mexico. Volunteers are needed for setup and decorating of the collection bins.
6. Lyme Disease

Update to be given at General Meeting.
7. Domestic Violence project/fundraiser
  - (a) Posters and documentation are being prepared to bring awareness on campus.

(b) Projects to be based on the resulting learning experience.

B. Report from Officers

1. Susan Lyddy, President

- (a) Meeting with Dr. Behre was successful. We continue to make a great impression.
  - (1) Dr. Behre has informed us that HACC is signed up to be part of several progressive GREEN organizations.
    - (a) American College and University President's Climate Committee.
    - (b) Association for the Advancement of Sustainability in Higher Education.
    - (c) HACC is also one of the founding members of PA Environmental Consortium.
  - (2) Dr. Behre has also suggested a possible tutoring opportunity with a school in Midtown.

(b) Festival participation Thurs, Dec. 3<sup>rd</sup> at 6pm. More info to come.

2. Jennifer Knee, Vice President

- (a) Upcoming Rose Lehrman event needs volunteers.
- (b) WITF dates are on the website.
- (c) Fellowship and Hallmark Chairs are needed.
- (d) Members are strongly encouraged to participate in November 15<sup>th</sup> hallmark planning meeting at 1:00 p.m.
- (e) Vice President describes method and offers assistance in filling out Honors in Action forms. Forms should be filled out for all events.
- (f) Reminder that Regional is requiring that we journal as essays are not accepted without them.
- (g) Reminder that we are hosting Regional Hallmark Workshop 10:00 a.m. – 1:00 p.m. Saturday, December 5, 2009.
  - (1) Those who are available are strongly encouraged to participate.
  - (2) President Lyddy reminds us that this is our opportunity to reach out and assist other Chapters. We have the opportunity to become the "go to" Chapter.
- (h) Hallmark Planning Meeting is Sunday, December 6, 2009.

3. Shawna Ford, Recording Secretary

- (a) Dean to provide list of the names of those who will not be inducted.
- (b) President Lyddy to provide service point forms from former recording secretary.
- (c) There will be an Executive Meeting sign in sheet to aid in the accurate recording of the minutes.

4. DiAnna Bryant, PR Secretary

- (a) Website is being updated on a regular basis.
- (b) Email Nic Poague and courtesy copy DiAnna with any updates.
- (c) Members are encouraged to take pictures at events so that they may be added to the website.
- (d) Mary nickel is the new Yearbook Chair. Sample should be ready in December.
- (e) Dean Sampson and Dr. Milspaw to be added to the website as Chapter Advisors.
- (f) Posters to be placed around campus to congratulate new inductees.
- (g) Possibility of a testimonial video discussed.

- (h) Founder's week posters discussed.
- 5. Christopher Smith, Treasurer
  - (a) Report read by President Lyddy. Available balance is \$22,541.40.
- C. Alumni Report
  - 1. Gary Aller
    - (a) November Alumni trip to NY monies are due October 21, 2009.
    - (b) October 30, 2009 Gettysburg monies are due October 14, 2009.
    - (c) Alumni Council Meeting October 12, 2009.
      - (1) Working on setting up a group at each campus planning meeting.
      - (2) Representatives from each campus on the Council.
      - (3) Suggestions are welcomed.
- D. Advisors Report
  - 1. Dean Sampson, Founding Chapter Advisor
    - (a) International is impressed by the number of students we induct. As a result we are getting 5 membership scholarships through the Pinnacle Scholarship program.
    - (b) Dean has sent our website and plans on sending an induction DVD to International for review
    - (c) Many volunteers are needed for induction.
    - (d) Ceremonial robes for the Officers are ready.
- IV. New Business
  - A. Middle States Programs
    - 1. The program has been released.
    - 2. Executive Committee to receive email from President Lyddy.
- V. Important Dates and Reminders
  - A. Induction – Sunday, October 18, 2009 at 9:00 a.m.
  - B. Next Executive meeting – Sunday, November 8, 2009 at 11:30 a.m. in Arts 103
  - C. Hallmark Planning Meeting – Sunday, November 18, 2009 at 1:00 p.m. in Arts 103
- VI. Adjournment
  - A. Motion made, seconded and carried to adjourn
  - B. President Lyddy adjourned the meeting at 1:41 p.m.