

# Phi Theta Kappa Honor Society

## Alpha Nu Omega Society

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

Executive Meeting Minutes  
Sunday, September 13, 2009

Attendees: **Susan Lyddy**, President; **Jennifer Knee**, Vice President; **Shawna Ford**, Recording Secretary; **DiAnna Bryant**, PR Secretary; **Christopher Smith**, Treasurer; **Dean Thaddeus Sampson**, Founding Chapter Advisor; **David Bailey**, Gettysburg co-Advisor; **Jennifer St. Pierre**, Lancaster Advisor; **Mary Nickle**, Lancaster co-Liaison; **Patricia Collamer**, York co-Advisor; **Jennifer Van Ormer**, York co-Liaison; **Pamela Glindeman**, Lebanon co-Advisor; **Bradley Roller**, Member, ceremony Chair, **Gary Aller**, Alumni ex officio.

Absentees: **Wendy Brubaker**, Gettysburg co-Advisor; **Dr. Brett Stumphy**, Lebanon co-Advisor; **Dr. Peter Oscsodal**, 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; **Melanie Kramer**, Lebanon co-Liaison; **Vania Hardy**, Lebanon co-Liaison; **Carrie Davis**, York co-Liaison.

- I. Opening Activities
  - A. Fellowship amongst attendees began at 11:00 a.m.
  - B. President Lyddy called the executive Planning meeting to order at 11:49 a.m.
  - C. Interim recording Secretary commended for her assistance
  
- II. Action Items
  - A. Motion made, seconded and carried to approve August 30, 2009 Executive Planning meeting minutes
  - B. Motion made, seconded and carried to discuss Chair Committee descriptions
    1. Wording and grammatical changes suggested by the attendees
  - C. Motion made, seconded and carried to approve final draft of Committee Chair descriptions.
  - D. Motion made, seconded and carried to approve final draft of the service point form, pending changes
    1. Arts 121F to be used as the address instead of the home address of the recording secretary

2. Advisors encouraged to continue to remind members that it is their responsibility, not that of the Advisor, to turn in service point forms for recording
3. In the future, service point forms will be able to be emailed but not currently. To date, emailed service point forms will not be accepted until further notice

### III. Information Items

- A. No reports given from Officers/Chapter Assistant and Alumni/Advisors
- B. New member Orientation preparation
  1. Officers to arrive by 9 a.m. dressed to set up. Sunday best attire, medallion and nametag to be changed into immediately following setup
  2. Dean explains his role at Orientation
  3. Each officer encouraged to stand when introduced
- C. Each officer delivers a practice run of his/her speech
  1. Input given from the attendees
  2. Dean suggests using finger along copy of speech in order to avoid losing one's place along with other helpful pointers
- D. James Hamilton, PhD is announced as 2009 Orientation guest speaker
- E. Jennifer St. Pierre acknowledged for a great job with the Wall E project

### IV. New Business

- A. Suggestions or concerns
  1. Non-Executive members asked to leave the room
  2. Service Point Form issue presented
    - a. 15% of the requested service points will be added. All others to be archived

### V. Important Dates and Reminders

- A. Orientation – Sunday, September 20, 2009
- B. Next Executive meeting – Sunday, October 11, 2009 at 11:30 a.m.

### VI. Adjournment

- A. Motion made, seconded and carried to adjourn
- B. President Lyddy adjourned the meeting at 1:48 p.m.