

PHI THETA KAPPA HONOR SOCIETY
Alpha Nu Omega Chapter
HACC, Central Pennsylvania's Community College
One HACC Drive, Harrisburg, PA 17110

Leadership Workshop
Arts 103
Sunday, May 23, 2010

Attending: **Susan Lyddy**, Chapter President; **Michelle Gandy**, Executive Vice President; **Michael Shoemaker**, Vice President of Programs; **Christine Barnes**, Interim Vice President of Operations; **Tracy Nagy**, Recording Secretary; **Chenoa McMillan**, Public Relations Secretary; **Benjamin Baughman**, Gettysburg co-liaison; **Sarah Daniels**, Gettysburg co-liaison; **Zinkle Bhutwala**, Harrisburg liaison; **Carrie Davis**, York co-liaison; **James Shearer**, York co-liaison; **Kimberly Grundon**, Chapter Assistant; **Dean Thaddeus Sampson**, Founding Chapter Advisor; **Patricia Collamer**, York Advisor; **Jennifer St. Pierre**, Lancaster Advisor; **Gary Aller**, ex-officio; **DiAnna Bryant**, ex-officio; **Shawna Ford**, ex-officio; **Melanie Kramer**, ex-officio; **Erin Tieman**, ex-officio; **Mary Nickle**, member.

11:30 – 12:00: Fellowship and Refreshments and Introductions of all attending. Installment of Christine Barnes as the Interim Vice President of Operations.

12:00 – 1:00: Meeting Agendas

1. Executive
2. General
3. Liaison
4. Parliamentary Procedures: Dean Sampson
Use the handout for meeting procedures. Learn to use it for future meetings and teach others how to use it. Used in meetings for the meeting to progress effectively and when all else fails – common sense prevails. Executive Board knows agenda – to keep meeting moving. Make sure you know when you can and cannot interrupt the speaker.
5. Qualities of Leaders – Dean Sampson
Some highlights: Do not let something fester, talk to the person you're having problems with. Do not talk about other officers, their personal life is their own – not your business. If it's affecting their performance as an officer, speak to President Lyddy or Dean Sampson. If you're able to talk to the person, ask them how we can help them with getting things done.

Remember: Small people talk about people, average people talk about things, and truly great people talk about ideas.

All agenda templates were given out on CD to all Executive Board members by President Lyddy.

Before moving on – the Phi Theta Kappa jar was presented and explained that if you say “PTK” or interrupt, you have to give \$1.00 for each offense.

1:00 – 1:15: Chapter Calendar

- A. Changes to calendar:
 1. June 27, 2010 – no meeting will be taking place.
 2. June 30, 2010 – Meeting Gettysburg 4:30 pm – SGA
 3. July 15, 2010 – Gettysburg 12:00 Noon – SGA

4. August 15, 2010 – Summer Planning moved to August 8th, same time.
5. September through December – no changes
6. January 9, 2011 – Instead of Optional, it's Tentative
7. February 25 & 26th – Regional Convention, Long Branch, NJ
8. March 13 – Nominations start for Executive Board
9. March 20 – Spring Induction is in Cooper Hall
10. April 17 – Vote for Executive Board members
11. May 5 – Scholarships handed out at Honors Convocation

B. Calendar was approved.

1:15 - 2:00: Functional Duties and Expectation of Officers
 President Lyddy reviewed the functional duties and expectations for each officer from our Bylaws:

1. President – Susan Lyddy
2. Executive Vice President – Michelle Gandy
3. Vice President of Programs – Michael Shoemaker
4. Vice President of Operations – Christine Barnes
5. Recording Secretary – Tracy Nagy
6. Public Relations Secretary – Chenoa McMillan
7. Treasurer – Hannah Frisbie

2:00 – 2:30: Functional Duties and Expectations of Campus Liaisons were presented and read by President Lyddy. This information can also be found on our website.

2:45 – 3:15: Chapter Management

1. Setting Goals & Objectives: Five-Star Program
 - a. Goals are set by the Chapter.
 - b. Our Chapter has been Five-Star since 2001. Due to our participation with the regional programs, our Chapter achieved a sixth star for 2009.
2. Fiscal Matters
 - a. Fund Balance – currently not available yet.
 - b. Funds for the Membership Assistance fund.
 - c. Harrisburg's Budget was approved for fiscal year 2011 in the amount of \$20,000.
3. Chapter Awards
 - a. Five-Star Program (comes from International).
 - b. Regional Awards are changing.
 - c. International Awards – now allow electronic submissions. They are also changing from an essay for service, leadership, and scholarship hallmarks to an honors in action project and a college project.
 - d. Time Line
 - e. Membership Involvement – team, officer, liaisons, and members.
 - f. College Project Award – support of administration and Chapter.
 - g. Advisor Awards – Paragon Advisor (can only receive once in first 4 years of being an Advisor) and Distinguished Advisor (can receive one for 4 years or more.)
 - h. Continuing Advisors Award: Every Other Year

3:15 – 3:45: Major Chapter Functions

1. Orientation Program: Volunteers and Officers meet at Dean Sampson's office by 8:30 a.m. for donuts/coffee or 9:00 a.m. at latest but no donuts/coffee.
2. Induction Program: Speech from each officer – scripted speeches on the CD given out.
3. Banquet: Yearly at the Wildwood Conference Center (Semi-formal)

3:45 – 4:30: The Structure of Phi Theta Kappa Honor Society

1. International Level
 - a. Wearing Society Emblems: The stole is worn at every Chapter event and dress should be in keeping with the respect for the Society and Chapter. No holes are to be put in the stole, ever. Medallion same as stole. Pin is less formal but worn on the left lapel, nothing above it. Name tags worn on right label at meetings, under robe at induction.
 - b. Honors Institute: May 31, 2010, in Orange, CA cost is \$875.00, includes everything but transportation. The Chapter may send up to three people, but not sure yet. Dean Sampson and President Lyddy will meet to decide.
 - c. Convention: Seattle, Washington, April 7-9, 2011
 - d. Programs:
 - i. Honors Study Topic
 - ii. Competitive Edge
 - iii. No operation green, not a service project anymore.
2. Regional Level
 - a. Officers Academy & Honors Institute: June 10-11 & 11-13, registration due by May 31, 2010.
 - b. The regional program will be reviewed at OA/HI.
 - c. Hershey Park picnic is the first Friday in August. All you can eat picnic lunch, fellowship with other Phi Theta Kappans.
 - d. President's Luncheon will be held at the Community College of Philadelphia in July.
 - e. Convention will be held at the same place as the 2010 Regional Convention. It will take place February 24-27, 2011.
3. Local Level
 - a. Ceremonies: fall/spring inductions, awards banquets, commencement activities.
 - b. WTF: assist with pledges.
 - c. Arts Center: help by selling items, ticket taking (also get to see program for free by helping out). They in return give money towards scholarships.
 - d. Ways & Means: fundraising. Per SGA guidelines, each student club must fundraise half the amount they receive each year.
 - e. Service projects, scholarship projects, fellowship projects, leadership projects: bring to next meeting!!

4:30: Meeting Adjourned.

Respectfully submitted,
Tracy Nagy, Recording Secretary