

Phi Theta Kappa-New England Regional Business Meeting Agenda

December 5, 2009 Conference Call meeting

1) **Call to order**

Jill called the meeting order at 10:15am.

2) **Roll Call**

Jill Bouchard-Regional President, Quang Nguyen-Northern VP, Andy Clicquot-Officer-at-Large, Dan Meegan-Central VP, Faith Raymond-Southern VP and Michelle Brinck-Regional Coordinator.

3) **Adoption of agenda**

4) **Adoption of meetings from previous meeting**

5) **Assign minutes**

Jill accepted the duties of taking the minutes

6) **Regional Officer Etiquette when using social networking sites**

Jill explained the policy of using social networking sites such as Facebook and MySpace. She reminded everyone as Regional Officers we are always being watched. So please be careful what you post and the manner in how you post it. Also be aware of the language you are using when posting.

7) **Deadlines**-please remember that we set deadlines for project and other things and these are made to be followed. If you are having a hard time with making a deadline, please let me know. If you fall through on the deadline, this means that someone else needs to pick it up and get it done in a shorter amount of time. This affects the entire team and region.

Please remember you all took an oath and I am hoping you will uphold that oath for the region.

8) **Officer Reports**

a) Updated contact list out to other Regional Officers

- i) **Quang** reported that Shane Long, SMCC advisor, had found a hotel for \$55/night for the Regional Convention. They are just waiting for the contract from the hotel to send the information to Michelle. He also invited the other chapters in the region to join SMCC as they present the Honors Seminar and for a service project after on Saturday 12-12-09 at SMCC. He also announced that his chapter is working on getting together a scholarship for the homeless people that cannot afford it to attend a community college.
- ii) **Andy** reported that in his chapter they are trying to keep membership numbers up and to keep a running and consistent officer team. He also reported that he is having difficulty in getting his newsletter article corrected due to the lack of a computer at home.
- iii) **Faith** reported that she has started to contact her chapters weekly. She is continuing to work in contacting Goodwin College but they have yet to respond to her outreach. She states that her chapter would like to become sister chapters with Goodwin. Her chapter had their annual book sale and raised \$300. The rest of the books that are not sold will be donated to BWB. The chapter will be participating in the Blues Angels Christmas Party hosted by the local police department. Faith also stated that Ashley O'Dell has the scholarship coordinator for their chapter.
- iv) **Dan** reported that MassBay has new officers and he will send an email with the contact information. This chapter will be hosting a bowling night on 12-11-09 to raise money for scholarships. They had

a back sale that raised \$450 for the chapter. Dan also stated the “Spectacle of Trees” was happening at that time and that is something original to Cape Cod.

9) Newsletter

- a) Articles/Items to be added
 - i) Convention Update (Guest Speaker Bio?)-Quang agreed to get the bio and a picture of Brian for the newsletter.
 - ii) Gateway Shred-it project-John
 - iii) Goodwin College announcement of new chapter (possibly) and/or Blues Angels Christmas Party with pictures of the event.-Faith
 - iv) Pinnacle Award -Andy
 - v) Deadlines for Hallmarks (Regional and International)
 - vi) NERA corner
 - vii) Fundraising opportunity for chapters at Regional Convention-Jill
 - viii) Spectacle of Trees Event-Dan
 - ix) Regional Committees-Michelle
- b) First issue of semester
- c) Deadline for next issue (Article in on 1/7/2010 ; Newsletter out to members 1/14/2010)

10) Website

- a) Update-Michelle will let us know when we can start uploading minutes and such to the website. She was able to post the Regional Awards and we have posted successfully on the forum.

11) Resource Manual

Jill has sent out the “table of contents” that lists items that we have and those that still need to be filled. Please take a moment and review the lists. Please give your recommendations on how the manual should be organized, but placing a number (in order) of which you think they should go.

- a) **Set-up**-Table of contents needs to be to Jill by **Monday January 4, 2010**.
- b) **Items that are missing**-These items need to be finished by **Tuesday January 12, 2010**.
- c) **Items to be added**-If you can think of anything that we have missed, please do not hesitate to add them to the manual.

Remember that we need to get this finished before Regional Convention. Our goal should be to have this completed by the February meeting.

12) Regional Convention Southern Maine Community College March 12-14, 2010

a) **Workshops**

- i) Have rough draft/ideas for workshop ready to be presented at January meeting. Jill reminded everyone that these workshops will be 45 minutes long. You may need to put more material in your workshop or create an activity to take the extra time.

b) **Friday night(How to get people to attend Friday night)**

- i) Chapter/school spirit night-Jill had suggested advertising that Friday night chapters should where items from their chapter or college (if their chapter does not have shirts). The team thought this was a great idea.
- ii) Regional Officer Introduction-Jill sent two videos of Michael Jackson’s “Thriller.” One has of the original video and then of a group of college girls “teaching” you how to do the dance. It is very simple. Please review the videos.

Jill was thinking that we could have some music playing in the background, while we are mingling with the members, and then have Thriller come up. We would act surprised and gather into a group, then start the dance. We would run through it a couple of times, and then have the member join in. Then it was thought we would use the music that Andy suggested from the Celtics to be introduced to.

- c) **Fundraising Opportunity for chapters**-Jill created flyer to be emailed out to chapters and this will be advertised in the newsletter.
- d) **Raffle Items**-Jill to send out email that Michelle sent out for Leadership with possible items for raffle. Maybe think of having chapters bring something from their campus to be a raffle item?
- e) **Honor in Action Project?;** clothing drive-Quang
 - i) Has some research been done on this?
Quang was not involved in this part of the discussion. He left the call early.
- f) **Regional Elections**(How to get interested candidates)
 - i) Election Committee has asked that the Regional Officers distribute the Election packets to the chapter officers.
- g) **Keynote speaker**
 - i) Has his bio gotten to Michelle yet? Michelle has received Brian's bio and picture but would like a different picture. Something more of a headshot.

13) Review schedule

- a) January Regional Business Meeting Saturday January 23, 2010 at 12noon at Manchester Community College Manchester, CT. Dress code is business attire. This does not mean a suit but dress pants and shirt are required.
- b) February Regional Business Meeting Saturday February 27, 2010 at 12noon at Southern Maine Community College in South Portland, Maine. Dress code is business attire. This does not mean a suit but dress pants and shirts are required. Please be advised that this meeting may run longer than two hours as we will be making final preparations for the Convention and getting a tour of the campus.
- c) 2010 Regional Convention Friday March 12-13, 2010 at Southern Maine Community College in South Portland, Maine. You will be asked to arrive at 2pm.

****IF FOR ANY REASON A MEETING IS CANCELLED DUE TO THE WEATHER, WE WILL HAVE A CONFERENCE CALL AT THE SCHEDULED TIME****

14) Officer-to-do list

15) Adjournment