

Phi Theta Kappa-New England Regional Business Meeting Agenda

January 23, 2010 at 12noon at Manchester Community College, CT

1) Call to order

2) Roll Call

Those in attendance were: Barb Murray from Headquarters; Diane Hutchins, NERA Advisor; Michelle Nickerson Executive VP of NERA; Michelle Brinck, out-going Regional Coordinator; Regional Officers Jill Bouchard, Dan Meegan, Faith Raymond, Andy Clicquot, and John Pells; Manchester Community College advisor Patrick Sullivan; Chapter members Julie Larkin, Rachel Watson, Mikhail Markov, Dawn Hamelin and Wes Larkin. (Absent: Quang Nguyen-Northern VP)

3) Adoption of agenda

4) Adoption of meetings from previous meeting

5) Assign minutes-John Pells

6) Officer Reports

- a) John Pells, Regional Officer-at-Large, had nothing to report, but reported wanting to begin promotion of Honors Anthology for coming year.
- b) Dan Meegan, Central VP, no regional news, but shared some successful events that took place at his chapter at Cape Cod Community College (A Spectacle of Trees fundraiser, and a Bowling social night).
- c) Andy Clicquot, Regional Officer-at-Large, has been reaching out to schools to congratulate them on their Pinnacle success. Andy also reported on some upcoming events at his chapter (Talent Show, and Dating Game).
- d) Jill Bouchard, Regional President reported that there are some members of her chapter interested in regional positions and discussed the importance of promoting chapter officers to region.
- e) Faith Raymond, Southern VP, had no regional news, but shared her personal joy from participating in a Blue Angel Christmas event with other members from her chapter and their local police department.
- f) Julie Larkin, Chapter President of Manchester Community College, shared their chapter's upcoming activities. She also invited the Regional Officer Team members to their Spring Induction April 8 at 2PM.
- g) Barb Murray reported she will be visiting the chapters within the Region over the next few months. She would love it if any Regional Officer would be willing to join her. She

also stated that she will be sharing the information she gets from these chapter visit with the Regional Team.

7) Committee Updates

- a) Regional Officer Election committee: Michelle Nickerson reported that they have received some interest in Regional Officer Positions and have sent some packets to those students. She asked the Regional Officers to continue to prompt becoming a Regional Officers in their weekly e-mails and to have those interested either contact her or Caren Prey, Advisor of Cape Cod Community College.
- b) Administrator Award committee: There are two College Administrators that will be honored with the award at the Convention.
- c) Hallmark Award committee: Diane Hutchins report of upcoming deadlines. Diane also reported that she thought the dates that were posted on the website were from last year. Michelle and Diane will check on this and get back to the Regional Team.
- d) Honors Anthology: The Regional Advisory Board has thought to extend the deadline for entries until January 29, 2010 in hopes we will get more entries.

8) Newsletter

- a) Articles/Items to be added
 - i) Unassigned at this time-Quang
 - ii) Competitive Edge Program-John
 - iii) Goodwin College and/or CCRI Scrabble night-Faith
 - iv) Regional Officer Election-Andy
 - v) Hites Transfer Scholarship-Jill
 - vi) 5-Star goal completion -Dan
 - vii)NERA corner
- b) Deadline for next issue (Article in on 2/11/2010 ; Newsletter out to members 2/18/2010)

It was discussed that because the deadline for Regional Officer Candidate applications is 2/18, that Andy would write is article and it would be forwarded as "Special Edition" to chapters.

9) Website

- a) Update: Michelle Brink made updates to the website and transferred host for the domain of the site. Michelle posted some updates to the home page and states that is now functional for Quang to continue to update.

b) Convention information: Registration should be up this weekend. Ashley Odell is working on the Convention website.

10) Resource Manual

Discussion was made about the presentation and uniformity of digital formatting (i.e. layout; page options; links; PDF; font color etc...) It was hoped that we could offer it on the website as a "web book" or to attach links to each page so that if a member was wanting to go page 20, they would not have to scroll down to that page. Jill is currently working on getting the manual in the order the Regional Officers wanted. Once this is completed, further discussion of color or no color and such will take place.

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

a) Workshops

i) Rough Drafts: No had their drafts for the meeting. Jill reminded all Officers they needed to have their workshop complete by the *February meeting* as we will be going over each workshop. Workshop assignments are as follows:

(1) Jill: Interviewing and Resume techniques

(2) Dan: 5-Star Program (Jill suggested that we make sure that Dan is presenting the "new" version of the program. Check International website)

(3) John: Chapter Officer Transition

(4) Andy: Fundraising

(5) Faith: Motivating Members

(6) Quang: Effective Communication

b) Friday night (How to get people to attend Friday night) Friday night is to be fun and full of fellowship.

i) Chapter/school spirit night

ii) Regional Officer Introduction

iii) Team building exercises

(1) Circle of Friends (John)

(2) Human Knot (Faith)

(3) Phi Theta Kappa Bingo (Jill and Dan)

(4) Giants, Wizards and Elves (Andy and Quang)

(5) Candy game will be a filler run by Dan if we need something to fill in the time

We will ALL be participating in each activity, even if you are not running. It is expected that the Regional Officers will be demonstrate each activity. Also remember that if you selected an activity, you will need to get the materials ready and have a firm set of rules for the activity.

- c) Fundraising Opportunity for chapters: Jill will send out the flyer to the VPs so they can send it out in their e-mails.
- d) Raffle Items: Michelle stated that she thought there would be plenty of items for the raffle that happens on Sunday morning.
- e) Service Project
 - Raise money or collect items for Haiti: Andy expressed that he thought the Regional chapters could get together and raise money within their chapters to be included in a total donation for Haiti relief. It was decided to raise money instead of goods for the victims of the earthquake. Discussion was had as to where the money should be sent; which charity would we be giving the money to.
 - The idea was presented that we may want to work with Jim Luce, a previous Convention presenter that works with Orphans. Michelle said she would forward John his contact information. John volunteered to contact some charities to see about administrative costs and potential items to be donated, with a deadline of Feb 1st for reporting what information he received to the team.
- 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: Brain Tarbox from Southern Maine Community College
- h) Regional Program: Jill updated the team about the program. She has asked that each Regional Officer write a little "good-bye" message to the membership that maybe included in the program or the next newsletter following the convention. These are due by February 2/18/10.
 - She also stated that she found a printing company that is willing to print the program for \$.20/page (front and back with color) and \$.06/page for staple and folding. This is better than what the Region has previously paid.
 - She did also state that she thinks making the program smaller my make for extra pages. It will be looked as the program gets filled so see about the size of the program.
- i) Saturday Morning Announcements
 - i) Regional Coordinator Welcome
 - ii) Roll Call
 - iii) Chapter Resource Completion: Jill
 - iv) Website and Forum: Quang
 - v) Newsletter items: Dan

- vi) Regional Service Project: Andy
- vii) NERA update: Monique
- viii) Better World Books: Will be offered a table
- ix) Keep America Beautiful: Will be offered a table
- x) Headquarters Update: Barb Murray
- xi) Regional Candidate speeches: Michelle Nickerson

John had mention finding an area attraction where the members could go after Saturday is completed. John and Jill will look into what there is to do around the Portland area. Michelle suggested a bowling alley and reminder us that it is an alcohol free event!

12) Review schedule

- a) February Regional Business Meeting Saturday February 27, 2009 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.
- b) 2010 Regional Convention Friday March 12-14, 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****

13) Officer-to-do list

- a) Continue working on Convention Workshop
- b) Newsletter Article for February
- c) Weekly e-mails to chapter officers
- d) Regional Officer Good-bye message (due 2/18/10)
- e) Practice introduction for Friday night
- f) Recruiting Regional Officer Candidates

14) Adjournment