

Sigma Zeta Meeting Agenda



Phi Theta Kappa
General Chapter Meeting
Monday, January 14, 2013
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
4:00 PM	Call to Order Roll Call Agenda Review	Tracy	Begin meeting, pass around sign up sheet, and scan agenda for gaps	0:05
4:05 PM	Ice Breaker	Tracy	Professional Development Goals (2)	0:05
4:10 PM	Valentines Day Fundraiser	Athena M.	Proposal for raising money for Intl. trip	0:10
4:20 PM	Fishpond Signup	Juan	Volunteer Recruiting Posters & Signup	0:10
4:30 PM	Lane Preview (outreach)	Committee	Tracy, Alex, Caleb & Athena C	0:10
4:40 PM	Council of Clubs Report	Tracy	Direction of the "clubs festival" project	0:15
4:55 PM	HiA Publication on the server	Tracy	Review/feedback on what is posted	0:05
5:00 PM	Member Acceptance process	Team	Review what we said in Nov, followup	0:05
5:05 PM	Operations Manual	Athena M.	Procedures and Best Practices	0:05
5:10 PM	30th Avenue Cleanup		Who knows coach Sheely?	0:05
5:15 PM	Regional Awards	Kaitlyn	Review and Discuss	0:05
5:20 PM	Advisor Update	Tulsi	Applications received today will be	0:05
5:25 PM	Coordinator update	Velda	Follow-through and buy-in from team	0:05
5:30 PM	Adjourn meeting	Tracy	List items for next meeting on the board	
5:30 PM	Executive Meeting (addendum to last week's discussion)	Tracy	Please be prepared to stay until 6:00pm	0:30
6:00 PM	Adjourn Executive Meeting	Tracy	College Project and Nominations	