

## Sigma Zeta Meeting Agenda



**Phi Theta Kappa**  
General Chapter Meeting  
Monday, January 07, 2013  
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
	Call to Order Roll Call			
4:00 PM	Agenda Review	Tracy	Begin meeting, pass around sign up sheet, and scan agenda for gaps	0:05
4:05 PM	Ice Breaker	Tracy	New Year's Resolution or '13 Goal	0:05
4:10 PM	Fishpond Recruiting	Tracy	Clipboard Sign-up Sheet (matrix)	0:10
4:20 PM	Lane Preview Night	Tracy	Volunteer Coordinator needed	0:05
4:25 PM	Office Staffing Schedule	Raquel	Inform Chapter and fill gaps	0:05
4:30 PM	Announcements/Calendars	Velda	Provide Schedule to Caleb for our Blog	0:10
4:40 PM	Hallmark Writers Guild	Tracy	Update Chapter on Progress in Essays	0:05
4:45 PM	Semi Annual Planning Mtg	Raquel	Schedule a progress meeting [mlk?]	0:05
4:50 PM	SWOT Analysis Workshop	Velda	Review results of preceding training	0:05
4:55 PM	Fundraising & Cash Process	Athena M	Develop HiA Coopetition fundraising model as part of 2013 Honors in Action.	0:10
5:05 PM	Advisors update	Tulsi	Scholarship [Fall Followup & Spring]	0:10
5:15 PM	Coordinator update	Velda	5-star and pinnacle stats in rmcr, etc.	0:10
5:25 PM	Items for Next General Mtg	Team	Suggested and necessary Items	0:05
5:30 PM	Adjourn General meeting	Tracy	Move to Executive Meeting Agenda	0:00
5:30 PM	Convene Executive Meeting	Tracy	Review Agenda & Begin new audio rec.	0:05
5:35 PM	Board of Education Meeting	Velda	Push to Feb, week before Valentines	0:05
5:40 PM	Coopetition Games Leaders	Tracy	Gauge interest in taking positions HIA	0:05
5:45 PM	Workshop Series 2 Itinerary	Tracy	Solidify the schedule and make posters	0:10
5:55 PM	San Jose Trip Applicants	Athena M	How many can we afford to send?	0:05
6:00 PM	Adjourn Executive Meeting	Tracy	Close meeting and carry on	0:00