

Sigma Zeta Meeting Agenda



Phi Theta Kappa
General Chapter Meeting
Monday, March 11, 2013
Building 19, Room 248



Schedule	Topic	Lead	Outcomes	Length
	Call to Order Roll Call		Begin meeting, pass around sign up sheet, and scan agenda for gaps	
4:00 PM	Agenda Review & Adoption	Tracy		0:05
4:05 PM	Minutes Review & Adoption	Tracy	Feb. 11 and March 4 notes to discuss	0:05
4:10 PM	Old Business	Tracy		
4:10 PM	Clubs Fair/Scavenger Hunt		Brainstorm some items for the booklet	0:10
4:20 PM	Preview Reception Table		Sign-up sheet for volunteers, fb event	0:05
4:25 PM	SOAR Analysis & Report		Sign-up sheet for committee members	0:10
4:35 PM	Intl. Meals Budget		Discussion of likely per diem needs	0:05
4:40 PM	New Business	Tracy		
4:40 PM	Orientation 5/6		Who is doing what (whiteboard)	0:05
4:45 PM	Graduation Elements			0:05
4:50 PM	Grad Fair 5/15		Sign up to table, discuss raffle prize \$	0:05
4:55 PM	Photo Shoot?		Shall we invite Sean Tolan to take pics?	0:05
5:00 PM	Ceremony Ushers 6/15		Very Important Volunteer opportunity	0:05
5:05 PM	Regional Convention		Who's coming?	0:05
5:10 PM	Transition 5/13 Committee		Election rules discussion & Application	0:05
5:15 PM	Advising & Administration		Update if Available	0:05
5:20 PM	Adjourn meeting		Time & Place 19/248 on March 18th	