

## Sigma Zeta Meeting Agenda



**Phi Theta Kappa**  
General Chapter Meeting  
Monday, May 20, 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	Adoption of Minutes	Athena	Review tabled minutes and adopt	0:05
4:10 PM	Honors Institute	Tracy	Vote on funding \$1,812.60 for trip	0:05
4:15 PM	Induction Ceremony & Invites	Caleb	Purchase\$, Messaging and Printables	0:05
4:20 PM	Graduate Photo shoot	Athena	Chart & Call through the raffle tickets	0:05
4:25 PM	College Project Planning	handout	May 31 and June 17-19 overview	0:05
4:30 PM	Honors in Action Research	handout	Everyone re-read & choose theme soon	0:05
4:35 PM	Calendar Planning	Athena	SOLV, Adopt-a-Road, summit/bylaws	0:05
4:40 PM	Advisor Update	Lida	Number of inductees for this year	0:05
4:45 PM	Adjourn meeting	Tracy	Next meeting June 10, 2013 19/248	

### Honors Institute trip funding detail:

**\$1,812.60**

**Sponsored by Sigma Zeta (\$1,812.60)** - detailed breakdown follows:

Airfare - 877.60 Round trip departure from and return to Portland

Shuttle - 40 (20 each way, follow link for information)

Institute - 895 (includes accommodations in university dorm at Villanova)

**Provided by traveler (all additional expenses):**

"free-day" (Thursday) self-provided expenses including entertainment, food and transportation on the recreational day.

### Induction:

### Budget

#### **Reception**

Food (seek quote for a 'reception' from culinary)

Cake and alternate Dessert items

Punch/Tea/Coffee/beverages

Party Supplies (Decorations and Gift Bags)

#### **Ceremony**

White Rosebuds 2 dozen minimum

Programs (printed, high-gloss) Can we publish a list of all inductees? (FERPA?)

Budget Estimate for Induction Event

### Calendar of Events

### Date

College Project Phase 1 31-May

Induction 3-Jun

Council of Clubs Recognitions 5-Jun

Schedule Fellowship/Scholarship: Grad Photo-shoot

Graduation Ceremony Ushers! 15-Jun

College Project Phase 2 start 17-Jun

College Project Phase 2 end 19-Jun

Semi Annual Planning/Goals 29-Jun Set Budget Parameters & Fundraising Goals for 2014

Fiscal Year Ends 30-Jun

Schedule Service: Adopt-A-Road 30th Avenue

Schedule Service: Fall Creek Park Adoption

**College Project Notes:**

**Honors In Action Research Assignment Preliminaries:**