

Sigma Zeta Chapter

Phi Theta Kappa

Chapter Meeting October 30th, 2012, 3:30 p.m.



Attendees: Tracy, Athena M., Caleb, Juan, Connor, Alex, Tulsi, Raquel, Genevieve Golden, Athena Chandler, and Mark.

Meeting was called to order by Mark at 3:40 p.m.

Topic	Outcome
Agenda Review	Amended and approved – Tracy asked that we discuss a collaboration project invitation that was received from the Black Student Union. It was added to the end of the agenda.
October 23rd, 2012 General Meeting Minutes	Written and provided by Velda. Approved by everyone in attendance. Raquel needs to upload them to the Facebook page. They were uploaded by the end of the meeting.
Advisors & Regional Addendum	Tulsi didn't have anything specific. She said she would look into a "letter". Notified us that our chapter membership is up 99% from last year. Tulsi will be gone week 8 thru 9. She is available via facetime/iphone.
Contact List for Officers	Passed around a sheet for everyone to provide their preferred method of contact. Raquel will forward to other officers.
Facebook Contest – "Best Reason to Join"	We have until Nov 4 th to enter the Facebook Contest. We decided on the picture to enter, the SOLVe Fall Creek activity picture. Raquel & Caleb will work on the written part of the contest requirements and follow up with other officers.
Groupwise, Drupal	Caleb's meeting/training was re-scheduled. Item is on hold for now.
Induction Planning	<p>We decided on the following:</p> <ul style="list-style-type: none"> • Refreshments will be provided – not sure by whom • Raquel will be at the entrance to greet members • Members will receive a rose and sign a guestbook • Responsibility video will be played, 9-11 minutes long • There will be a Q/A session at the end • Caleb will be taking photos • An officer needs to be present for the entire event <p>We will decide on the scripts and who will be presenting at Thursday's rehearsal. Tracy will discuss with Velda before the rehearsal.</p> <p>The idea to provide cookies was brought up again. Not sure what was decided. Previous minutes state we are holding the informal induction as in prior years.</p> <p>We may have background music.</p>

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C4 Signing Day/Founders Day	<p>We will not be able to do a Signing Day at the Achieving the Dream conference (not sure if this is new news). This will be the only Signing Day this academic year. Until we hear further from administration this will be our College Project.</p> <p>Tracy passed around a sign-up sheet for members to volunteer. Athena C. has been provided with a scripted letter to use when contacting vendors. She is to call vendors within a clustered area. Athena M. will assist with the picking up of cakes. The setup/table presentation needs to be discussed further at Thursday's rehearsal.</p>
Outreach Coordinator	<p>Athena C. is to continue working on ____ (?)cards.</p> <p>Tracy nominated Athena C. for outreach coordinator. Mark seconded. Everyone in attendance was in favor.</p>
SOLVe Reimbursement	<p>The supplies purchased by Tracy for the 30th Ave clean-up completed on October 20th, needs to be reimbursed to her. Everyone was in favor of the reimbursement. Athena M. and Tracy will work that out.</p>
Black Student Union	<p>At the end of November the club is doing some kind of event (?) and would like our help (?). We agreed that it will help us complete a 5-star chapter goal and are looking forward to working with them.</p>