

# **Sigma Zeta Chapter Phi Theta Kappa Chapter Meeting October 23, 2012, 3:30 p.m.**

**Attending:** Tracy, Athena M., Caleb, Juan, Connor, Kaitlyn, Alex, Tulsi, & Velda

Meeting was called to order by Tracy at 3:31-ish p.m.

**Advisors:** Asked what was scheduled or planned for the DQP conference this week. Nothing came together, so the College Project will need to be changed. Velda asked about the Achieving the Dream conference next week, but the college is also unclear what's going on and how we could help. The chapter will not be able to have a C4 signing at the Dream conference.

**30th Avenue Cleanup:** Had a very successful cleanup. There were 9 people who picked up 34 bags of trash in 3 hours. Some things to remember for next time are:

- The terrain is difficult on the south side of the highway coming down from Spring Blvd.
- Everyone should wear boots.
- People should bring backpacks so they can carry extra bags.
- Leaders should provide a brief tutorial in the parking lot on how to carry and tie off bags, how to use the grabbers, and other such details.
- The person in the car should have everyone's email and vice versa.

Tulsi suggested planning ahead and getting coffee, water, and snacks donated. Velda suggested a potluck afterwards.

**GroupWise Email:** Velda explained that the communications officers should get the password reconfigured by calling the Help Desk (extension 4444) soon. Caleb agreed to get the password and deal with the old (over 2 months) messages.

Tulsi has a form response letter that they may want to use, and she will send it to the team to review.

Velda stated that invitation letters are going out this week, and the chapter's email will be included for those with questions. She also suggested that once emails have been answered they be moved to an answered folder rather than remain in the inbox.

It was also mentioned that we need a list of active members' contact info. Velda and Tracy have a shared Google doc already. Since Raquel is the logical one to maintain this, we will see what she wants to do.

**Induction Planning:** There is no need for cake or roses at this induction. We have not provided them in the past. The spring, formal induction has these. The other inductions are much more casual.

Velda will email the induction script to the executive team. Everyone has a part. It is best if people prepare and not read the entire script.

If we get roses, Tulsi can pick them up.

**Founder's Day/C4 Signing Days:** Founder's Day is Monday, November 19. The chapter has space in the cafeteria reserved from 10-3 to distribute cake and ask students to sign the Commit to Complete banner. We will need to have lots of cake donated, and Mark is working on that.

Velda suggested that Caleb write an email to President Spilde (and copy Donna Zmolek, Mary's administrative coordinator) to see if Mary could speak at some point during that time.

There was discussion about what other colleges, such as Mt. Hood CC, have done. There was an idea of having the preschoolers in Lane's day care sign a completion poster by using their handprints.

There was also some discussion about Financial Literacy, but it appears that Lane's administration is not sure what they want.

**College Project:** The purpose of the College Project is to build connections with the campus administration. Since Helen is in a new role and Kate Barry (former executive dean) is back, the college administration will probably want us to focus on Completion.

**Honors in Action:** Velda reviewed the requirements for the HiA project and told the group that they did not need a service project in order to complete the HiA project. What is required is presentation of the research. She suggested focusing on compiling their results, determining leadership roles, figuring out leadership development needs, and disseminating information.

Meeting Adjourned at 4:11

## Work Session

### Honors in Action

***The research question is Theme 10, #9: How has the notion of coopetition developed? To what extent and how is coopetition likely to evolve in the future?***

It was suggested that after the chapter summarize their research, they present to the Council of Clubs about developing a Coalition or Alliance of Clubs. The presentation would include:

- A handout with definition of the terms and relevance
- Oral presentation
- Purpose is not political
- Chapter is seeking to popularize the concept on campus with the suggestion of this new Coalition/Alliance taking over Lanestock and making it the end of the year celebration it should be.
- Will invite the Council of Clubs to the chapter's week 10 (November 27) panel presentation at 4 p.m.

We will change the 11/1 workshop about Everything Lane to Know Your Audience so that Tulsi can present how to connect with the audience for better presentations.

Mark will take the lead with the Council of Clubs presentation; Tracy will end with the Lanestock and Coalition concept to build the bridge.

Tulsi wants the presenters to practice their presentation to the chapter on the two weeks before the Council presentation. Each person should also practice 5-8 times aloud.

NOTE: On week 11 (December 4), the chapter has its annual holiday white elephant gift exchange and potluck.

Leadership workshops thus far to develop skills:

- Research
- Communications on Google
- Reflection-useful
- Speaking/presenting
- Writing
- Project planning

For Next Year:

- Work with the Librarians
- Ninkasi
- Panel Meeting
- NEDCO, Springfield Farmer's Market

The outline is below:

Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Leadership workshop: Reflection (Tracy)	Leadership Workshop: Know Your Audience (What should they care about)  Outline of research  Compile data (all)	Induction  Present outline  Draft of handout for presentation  Rehearse presentation	Finalize handout  Final rehearsal	Council of Clubs presentation	Panel presentation

### Hallmark Awards Writing

Need to post notice that nominations for individual awards will be no later than week 8. (Tracy is not eligible for either award as she has already won the officer award, and she is an officer not a member.) Possible awards are:

- Chapter officer (2 nominees)
- Chapter member (not be an officer from January 1 – December 31, 2012)

There is also a team award, and the chapter advisor writes that one.

It was suggested that Kaitlyn be nominated from last year's team.

Each nominee will need to have a letter from the advisor, from an instructor, and from the chapter members. It is best to approach the instructor before the term ends. All awards are submitted online through my.ptk.org.

The chapter advisor will set up the nomination teams for each award. Only after the teams are configured by the advisor can students see anything in the my.ptk.org site. The chapter president will need to set up the team for any advisor awards.

Teams will also need to be configured for the HiA and Chapter Project nominations, and Velda suggested that the nomination be written outside the online system and circulated before being uploaded into the system.