

PHI THETA KAPPA | SIGMA ZETA CHAPTER



MINUTES/NOTES FROM AUGUST 20TH, 2012 GENERAL MEETING

1. Call to Order at 6:08 PM
2. Roll Call: Sign-in sheet on file- Mark, Tracy, Raquel, Kaitlyn, Caleb, Alex, and Tulsi, Velda, Athena, Cheyne
3. Agenda: Bylaws changes & Chapter Officer Elections
4. Minutes: Minutes from August 13, 2012 were adopted into record with corrections on 8-20-2012
5. Reports: Will begin on August 27th after the officer Election – this is a placeholder for the template
6. Old Business
 - “Bylaws Revisions” (Handout 2). They were reviewed by everyone in attendance. Voted Unanimously to approve and adopted on 8-20-2012
Tracy will see that they are forwarded to Helen Garrett in Administration
 - Officer Elections for the 2012-2013 Academic Year
The following executive team was elected unanimously as a slate on 8-20-2012:
President – Mark Bradley
Vice President – Tracy Weimer
Treasurer – Athena Miller
External Communications Officer – Caleb Miller
Internal Communications Officer – Raquel Chávez
 - Honors Study Topic Research
Member volunteer Alex Way was confirmed as the Honors Research Project Manager (Current Active Team Lead member positions are not elected officer positions) Alex was recommended by Tracy and confirmed by consensus on 8-20-2012
“The Process” – 8/20/12 Roles, Note Taking, Sources, Expectations, etc *Handout3*-
Tulsi advised that the team take the next week to first gather sources before the actual research begins. This will be discussed further in the next meeting, section co-led by Alex.
7. New Business
 - College Project – this item is tabled until Tulsi meets with administration.
 - Scheduling Meetings for Fall term – this item is tabled until the next meeting
 - Membership Drive – this item is tabled
 - Fundraising Efforts – Tulsi would like us to first meet with Administration and review the college process that will be used. Texas Hold'em Note: Contacts are either Hot, Warm, or Cold
 - Workshops to build skills in the chapter – Velda is looking into reinstate bi-weekly (?) workshops in the business department. Chapter officers will be training/preparing to deliver workshops at some time in the year as a part of their development. Tulsi will also be involved in this, as well as regional leaders and (maybe) guest presenters.
8. Upcoming Events:
 - SOAR – Tabling opportunity September 4 & 5 (Check on OCCSA/Barb = Possible trip on 9/4-6)
 - Honor In Action Planning Seminar – Next week before the meeting, at 5pm in BRC
 - SOLVe – Fall Creek Park Cleanup and Membership Potluck – September 23, 2012
 - New Member Orientation - set date
 - Fall Informal Induction – set date

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- Signing Day / Founders Day – November 19, 2012 (may split if College Project dictates)
9. Items/Requests for Next Meeting – next meeting will be on August 27th, at 5:00 p.m.
- Tabled items from 8/20/12 meeting
 - Honors Research Team (Session will begin at 5PM next week, Alex will co-present and we will hopefully be able to plan our research phase)
 - College Project ('Parking Lot' until the meeting is scheduled with Administration)
 - Scheduling Meetings for 12/13 Academic Year
 - ☐ Discuss Tuesday 330-5 for General weekly and 6-7 for Executive bi-weekly
 - ☐ Use the Thursday 330-7 block in the same classroom for Leadership Workshops
 - Leadership Workshops – Who, what, when, where, why, how, ... etc.
 - Fundraiser Guidelines
 - Membership Drive (posters and flyers for now, also Eugene Weekly ad)
 - Office Training and Procedure (admin privileges person needs to remove Steam from 'big desk' computer and install the program from Tulsi)
 - Upcoming Events Calendar – we need to get it posted on our webpage for members
 - ☐ Solidify dates!
10. Adjournment Time 7:23 PM