

# Sigma Zeta Chapter

## Phi Theta Kappa

### Chapter Meeting

November 13<sup>th</sup>, 3:30 p.m.



**Attendees:** Tracy, Velda, Athena M., Alex, Raquel, Mark, Athena C., Caleb, and Kaitlyn  
(Attendance Sheet was misplaced)

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

Topic	Outcome
<b>Agenda Review</b>	Approved by consensus. Meeting will end earlier than usual. Mark and Tracy have a meeting at the CML regarding College Nights.
<b>General Meeting Minutes from Nov. 6<sup>th</sup></b>	Minutes were reviewed by the executive team and uploaded on Facebook by Raquel. An error (ATL nomination was not executed properly) was discovered by Velda, so the document was immediately removed from Facebook. This item is tabled for now.
<b>Changing of the Guard</b>	Mark announced that Tracy and he agreed to switch positions. We agreed that a formal installation will not be necessary. They are responsible for learning their new roles and responsibilities. We had consensus agreement.
<b>Next Term Meeting Time &amp; Dates</b>	Prior to our meeting Tracy sent a doodle link to executive members for them to indicate their available time for next term's chapter meeting time and date. Caleb arranges his work schedule around our meeting times. Athena will make up her meeting times with office hours if she is not able to attend chapter meetings regularly. Monday at 5:00 seems to work for everyone. We would prefer an earlier time. Wednesday between 2:00-4:00 may work. We will continue to work on this via the internet.
<b>Hallmark Award Nominees</b>	<p>Velda informed us of the award rubrics. They can be found on the ptk.org website.</p> <p><b>Officer nomination:</b></p> <ul style="list-style-type: none"> <li>◆ Mark nominated Kaitlyn, seconded by Alex</li> </ul> <p>Tracy will take the lead for Kaitlyn's nomination entry. Velda will assist. Mark will also help.</p> <p><b>Officer Nomination:</b></p> <ul style="list-style-type: none"> <li>◆ Raquel nominated Caleb, seconded by Kaitlyn</li> </ul> <p>Kaitlyn and Caleb were advised to start seeking their faculty letters now. Raquel will take the lead for Caleb's nomination entry. Kaitlyn &amp; Athena will assist.</p> <p><b>Member Nomination:</b></p> <ul style="list-style-type: none"> <li>◆ Kaitlyn nominated Athena Chandler, seconded by Mark.</li> </ul> <p>Mark will take the lead for Athena's nomination entry.</p>

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	<p><b>Paragon Advisor Nomination:</b></p> <ul style="list-style-type: none"> <li>◆ We will not be able to meet the requirements for this award</li> </ul> <p><b>Distinguished Advisor Award Nomination:</b></p> <ul style="list-style-type: none"> <li>◆ Kaitlyn nominated Velda, seconded by Raquel</li> </ul> <p>Tracy, Kaitlyn, Raquel, and Athena will all participate in the writing of Velda's letter.</p> <p>Tracy will be eligible for the Heart &amp; Soul Award since she is not eligible for the Distinguished Officer Award.</p>
<b>Adjournment</b>	4:11 p.m.
<b>Other</b>	<p><b>Informal Induction:</b> Thank you cards for the flowers we received for induction were passed around for members to sign.</p> <p><b>Founder's Day:</b> Athena is still working on the cakes for Founder's Day. She reported the following:</p> <p>She purchased a \$10 gift card from Fred Meyer that is on its way</p> <p>She has a \$20 gift card from Safeway. She sent Voodoo Donuts an e-mail. She sent a letter to W. 11<sup>th</sup> Walmart and is trying to get a hold of them. Mark took letters to other stores in Springfield. Velda suggested that she try Springfield Walmart.</p> <p>Justin Roth will be attending the event. Our guest speaker has not confirmed a specific time.</p> <p><b>Next week's meeting:</b> The meeting with Council of Clubs is at the same time as our general chapter meeting. Anyone may attend. It will be held in Building 1, Room 206. If time allows it we will debrief after the meeting.</p>