**Attendees**: Tracy, Tulsi, Juan, Connor, Velda, Athena, Alex, Raquel, Athena C., Caleb, and Kaitlyn

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

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| **Topic** | **Outcome** |
| **Ice Breaker:**  **Fantasy Holiday Name** | Raquel – story Juan – Genu-juan Tracy – Cedar Bells  Velda – Frosty Flake Athena C. – Grinch  Athena – Wassail Connor – Rudolph  Caleb – Juan Tulsi – Tinsel |
| **Agenda Review**  **Previous Minutes \*Corrections** | 11-13-12 Minutes – File name was incorrect, there is a duplicate sentence, “Tracy will take the lead…….” – needs to be corrected.  Approved with corrections by consensus.  Minutes are to be uploaded to our Sigma Zeta Lane website after they are approved. |
| **Appointment Process** | Elections and Appointments were reviewed by Velda.  **Executive Team** is elected. For this process candidates are to campaign – submit an application, deliver a speech/s, essay, advertising, posters, etc. This process models the regional and international processes.  **Active Team Leads or Committee Leads** nominations are a simple appointment. Individual is nominated and approved during a general meeting.  We will start advertising next term for next year’s executive team elections held in May. |
| **Food, Fellowship, & Fun**  **(outreach committee creation)** | Athena Chandler was nominated and approved by consensus to lead the Outreach Committee/3 F’s. |
| **New Member Acceptance Process** | We have received complaints from chapter members about this. Tracy reviewed/discussed the existing process with Tulsi and Velda. Tracy is going to upload a form letter to our Sigma Zeta/Lane web page. Velda wants this letter to also be posted at the breezeway in building 19. Tulsi is to forward this same letter to the students who she receives e-mails from regarding this process. |
| **Next Term: Meeting Time, Event Dates (pond, preview night, SOLV, 30th Ave, fundraisers, etc.)** | **Council of Clubs** – They would like a team member to attend their weekly meetings. Their meetings are at the same time as our meetings. It would best if we send the same person every week. This item is tabled until we determine a time for our meetings.  **Chapter General Meetings** – Wednesday at 2:00 does not work for either Athena. Monday at 4:00 may work for everyone.  **Lane Preview Night** – Introduce high school students to Sigma Zeta, lay out brochures, give out candy, and visit with students and their families. Mostly likely it will be around February 20th but the date has not been determined. The chapter is going to have a table display at this event. The comms team needs to have the display ready by that date. A sign-up sheet for chapter service will be passed around at a closer date.  **Boat Fish/Fish Pond** – Tracy was able to secure this arrangement (cause she’s awesome!). Juan will run the volunteer aspect of this event, with support from Tracy & alumni. We will be selling flashlights.  **SOLVe** – Set for March 30th. The date will most likely be changed since it’s a week before our regional conference in San Jose.  **30th Ave Cleanup** – discussed but tabled until a later date  **Fundraising** – Valentine’s Day – possibly something with flowers and gift bags, cards, candy. Tulsi suggested handmade Oregon gifts. Athena mentioned contacting the new chocolate store at Valley River for donations. Our goal is to put the product together well in advance to get pre-orders. |
| **Distinguished Hallmark Award Writing Teams** | The teams will want to get together two times for work sessions or meetings during the winter break. Athena C. had signed up for Caleb’s team but will not be able to participate for personal reasons. |
| **HiA: Publication**  **[Article Outline]** | Time did not allow for this item to be discussed.  This item is tabled for now, will pick up over winter break.  \*Tracy published research sources and project data on our webpage on Dec. 31 links from Hallmarks page (at the bottom, says honors in action) |
| **Regional Award(s)** | Velda provided us with a list and a description of each award – handout. Application is encouraged. Entries are due by March 1st. |
| **Fish Pond Committee Appointment** | Juan Parra was nominated and approved by consensus to lead the Fish Pond Committee. Juan will be responsible for scheduling 3 days of volunteers. Tulsi will forward the info she has for this event from Ce to Tracy. Caleb will direct volunteers to Juan. Juan will be putting together flyers. The Lane logo is not to be used. |
| **Solicit Fundraising Ideas & Cash Handling Procedures** | See prior notes on fundraising. Cash handling procedures will be discussed further at a later time. That portion is tabled for now. |
| **White Elephant Potluck Signup** | We will be using Volunteer Spot for this event. The link will be posted on Facebook and maybe on Lane/Sigma Zeta’s web page. |
| **Chapter Advisor Report** | Tulsi shared and reviewed her opinion and views on the following:  Judgment vs. Discernment & Criticism vs. Complaint  Conflict resolution and negative fellowship were discussed. Founder’s Day cakes were also discussed. She also announced that Mark has chosen to leave Sigma Zeta. She will be sending Mark “the content” of an exit interview but in the form of a letter. Tulsi was asked that in the future she give proper notification of ‘new business’ items she will be discussing at our meetings. She declined. |
| **Adjournment** | 5:30 p.m. |
| **Field Trip to BSU Meeting** | Tracy met with BSU(Maddy) and will debrief the chapter next week.  \*we sent several volunteers to the BSU AIDS Awareness events |
| **Other** | We will not be meeting next week for a General Meeting.  We will be holding an Executive Meeting next Tuesday, 12-04-12 at our chapter office at 3:30 p.m. |
| **Items for Next Meeting January 7, 2013:** | **Infrastructure:**   * Semi-Annual Planning / Goal Progress Analysis * SWOT results (first Workshop topic of series 2 this year) * Operations Manual (Fundraising and Cash Handling parts)   **Scholarship: (General Meeting)**   * Hallmark Writers Guild Progress & Completion Timeline * Fall Common Application Follow-up * Plan to put on a Workshop for Spring Common App!   **Leadership: (Executive Meeting Portion on Jan 7)**   * Board of Education Jan 9 – Business appropriate, wear Red & Black. We will bring our banner - smile/wave. * Coopetition Games HiA leadership positions with Council of Clubs (who’s in? CoC meetings are Tuesdays at 3-5pm) * Workshop Series 2 Topic Schedule and Co-presenters?   **Service: (General Meeting)**   * Fishpond Recruiting (start the clipboard sign-up) * Lane Preview Night (gather names, interest level & choose a lead) Table Display, Flyers, SWAG, recruiting opportunity   **Fellowship:**   * Office Staffing Schedule – post online, in office, on bulletins |