

PHI THETA KAPPA ~ REGIONAL MEETING
SATURDAY, SEPTEMBER 6, 2008
BRISTOL COMMUNITY COLLEGE
FALL RIVER, MA

In attendance:

Brooke Bohannon.....New England Region President
Jill Bouchard.....New England Region Officer-At-Large
Michelle Brinck.....Regional Co-ordinator
Joseph Frias.....New England Region Officer-At-Large
Don Kilguss.....Bristol Community College Advisor
Julie Larkin.....New England Region Southern Vice-President
Wes Larkin.....Honorary Member of Phi Theta Kappa
Kim Rodrigues.....New England Region Central Vice-President

Introductions were made to Bristol Community College's :

John Sbrega, Ph.D.BCC President
Sarah Garrett, J.D.Vice-President of Academic Affairs
Steve Ozug.....Vice-President of Students & Enrollment

1. Meeting called to order at 12:30 p.m.
2. Brooke and Michelle brought the new officers up to date on the previous meeting and goals set. Regional officer training manual was given to Jill Bouchard and Julie Larkin will obtain her manual from Ashley Odell.
3. Brooke and Michelle reported that one of the most important goals of the Regional officer committee was to reach out to other chapters that aren't reporting their Hallmark activities and not submitting their intent to work towards Hallmark goals. Michelle suggested that we all think of ways to contact the chapters under our leadership and create a rapport by calling the chapters and developing a personal rapport with each one.

Methods suggested to date:

- Personal email and phone contact – create a personal connection
 - Use both Phi Theta Kappa websites to raise the awareness of faculty, advisors and students with regard to the current and future programs available through Phi Theta Kappa.
 - Build on the foundation that was created by previous Regional officers by strengthening the rapport with all chapters.
 - All new 2008-2009 Regional officers will send a formal letter of introduction to each of the chapters that they represent and get the word out that we are there to support and guide them in reaching their Phi Theta Kappa goals.
4. Michelle reported that she is working on updating the Regional Constitution as it was last done in 1999. She is working on structure, implementation of programs and growth of all New England chapters. One of the items discussed with regard to the Constitution, was the fact that there appeared to be no set protocol for filling positions that become vacant mid-year. Michelle is working on procedures to be implemented for inducting these officers in order to have a consistent, official method to utilize going forward.
 5. Brooke Bohannon reported that there were two meetings that still needed hosts. The dates are: October 4, 2008 and November 8, 2008. Jill Bouchard, new Officer-At-Large, volunteered her campus in Maine for the meeting on October 4. So, the Region still needs a host for the November 8, 2008 meeting.

6. Michelle reported that there are specific forms that officers need to complete in order to be reimbursed for travel expenses. She passed around samples of these forms and went on to explain how they are used. She advised that Regional is paying .25 cents per mile (which is lower than the going rate) as that is the amount that is feasible at this time. In the past, no reimbursement was given for mileage to meetings. Due to a successful Transfer Fair, enough money was raised to fund this expense. Michelle reported that the Regional financial strength is becoming increasingly strong. The Region was able to send 5 people to the Honors Study Seminar in CA this year.
7. Brooke and Michelle requested that the officers copy both of them on all emails, (except personal) during the year so everyone is in the "loop".
8. Michelle reported that the introductory brochure for the 2008-2009 Regional Officers will be completed this coming week and that sample copies will be sent to each chapter to distribute. The brochure will be posted as a PDF file on the Regional website so that chapter advisors and officers can print them out as needed to distribute to new inductees.
9. Brooke brought the Regional Project for 2008-2009 up for discussion. The Project is working with the "Hites Foundation" to obtain scholarship funds for Community Colleges. Michelle said that the money is not typically given to organizations, but to individuals. She said that Rod Risley, Executive Director approached the "Hites Foundation" and asked if they would consider giving to Phi Theta Kappa. The Foundation agreed and challenged Phi Theta Kappa to raise \$350,000 in the next two years and if we were able to do so than they would more than match it and create a \$1 million fund for transfer student.
According to Michelle, almost half of this amount was raised in April at the 2008 Phi Theta Kappa International Convention Philadelphia, PA. Ford Motor Company pledged \$50,000 right on the spot. Donations were collected from several other companies and individuals during the convention also.

The International Headquarters has issued a challenge to all regions to raise \$1,918 and New England's Advisory Board has decided to participate. We will be issuing a challenge to all New England Chapters to come up with a fundraiser to help raise a total of \$1,918 collectively (this amount was chosen because Phi Theta Kappa was founded in 1918), by the deadline of our March 2009 Regional Convention. This convention will be held in Rocky Hill, CT. Both Brooke and Michelle offered positive reinforcement that we will be able to reach the \$350,000 goal set for Phi Theta Kappa and more!

Julie Larkin suggested that in order to raise awareness and motivate more chapters to participate in the project, we could have all the chapters challenge each other to see who can raise the most donations by the March 2009 Regional Convention deadline. Then an award would be given to the top fund raising chapter at Regional.

10. Brooke asked that all Regional Officers contact the individual chapters for announcements and articles for the Regional newsletter. This would enable all of us to keep up on progress and activities of each chapter throughout the 2008-2009 year.
11. Brooke reported that Yahoo Group will be moved to "blog" on the Regional Phi Theta website in order to centralize communication. Now we have to go to several different sites to get things done. Craig Champley is in charge of website management and has done several updates already.
12. Michelle handed out the agenda for the Regional Leadership Conference to be held on October 17 and 18, 2008. She received a recent response from Monica Byrd, Dean of Leadership Development agreeing to be the presenter on the Hallmark Awards and to Co-host with Craig, the workshop titled: Honors in Action. Jill Bouchard will do the workshop on Service programs, such as Keep America Beautiful. Michelle advised the group that workshop presentation guides can be downloaded from the International website. Kim and Jill asked about what technology was the preferred choice at the workshops for visual presentations and Michelle advised that a memory stick would be acceptable and compatible with the equipment used at the Conference. The fee for the conference in October is \$30. per person. Registration is available online.
13. Michelle reminded the officers that they are in charge of Friday night activities for

the conference. Some of the ideas and who suggested them were:

- Keynote speaker OR Hospitality Activities (Michelle)
 - Interactive activities for ice breakers and to get people working/playing together (Julie)
 - "Human" bingo (for an ice breaker) (Joe)
 - Have attendees share their Phi Theta Kappa experiences (Jill)
 - Skits (something to make the conference memorable) (Michelle)
 - Charades (Joe)
 - Jeopardy (use questions about Honors Study Topic 2008-2010) (Julie)
14. Brooke and Michelle discussed "dress code" for the Conference for Friday. The committee voted unanimously that we would wear our Regional Officer shirts and jeans. Saturday would be business attire, especially for those giving workshops.
15. Brooke asked the group if we wanted to do a collection of "pocket change" to put towards the "Hites Foundation" drive. She suggested that she would walk around the conference floor with her Phi Theta Kappa backpack for "pocket change" and/or donations.
16. Brooke reported that the Regional officers need to send in their announcements and Articles and she would create the newsletters.
- The newsletter will be issued on a monthly basis, even if it is only 1 or 2 pages
 - Announcements and articles need to be in to Brooke no later than the 2nd Thursday of each month in order to be included in that month's issue.
 - A calendar with upcoming events, meetings, conferences and conventions will be included in each issue.
 - There will be an archive of articles kept for fillers and in order to make a complete newsletter each month – if an article/announcement doesn't make it to Brooke by the set deadline, it will be archived for the next issue.
 - One copy of the newsletter will be mailed out to each chapter and will also be posted on the website.
17. New business:
- Michelle reported that the new Regional Officer polo shirts and pins will be distributed at the Regional Leadership Conference on October 17-18, 2008.
 - Business cards will be mailed as soon as they are received by Michelle
 - A brief discussion was held with regard to implementing an Administrator's Award – we currently have an award for Advisors
 - Michelle suggested that we create "puzzle pieces" with each chapter's name on them and have the chapters bring them to the Regional Convention. All pieces would be placed in the specific spot where the shape fit, then we would determine which chapters were the "missing pieces" and work with this information to motivate the chapters to guide and support them in their endeavors to increase their participation in the organization.
 - Jill Bouchard volunteered to host the Regional Meeting on October 4, 2008 on her campus at Central Maine Community College. She promised to email the officers the link to the campus for directions and other details.
 - Kim Rodrigues will be creating a letter to send out with the puzzle pieces to explain the process to the other chapters.
18. Old Business:

- Brooke reminded everyone to submit their ideas for fund raising for the Hites Foundation project.
- Officers are to finalize their information so Michelle can complete the Introductory brochure for the Regional Committee for 2008-2009.
- Brooke reminded the officers that they need to continue to encourage their chapters to report all activities, especially the ones done to achieve the Hallmarks.
- The March 2009 Regional Convention will be held in Rocky Hill, CT
More details to follow.
- Brooke reminded officers to be prepared to report on activities occurring in all the chapters that they represent at each future meeting.
- Michelle reminded the attendees that there will be a group photo taken to update the brochure at the meeting on October 4, 2008.
- A host for the November 8, 2008 meeting is needed. All other months are set as follows:

~ NO MEETING IN DECEMBER 2008

~ Meeting on January 24, 2009 will be hosted by Landmark College, VT

~ Meeting on February 21, 2009 will be hosted by Manchester Community College

19. Meeting adjourned at 2:55 p.m.