

Phi Theta Kappa New England Region Officer Meeting Minutes @ Bristol Community College

Saturday January 24, 2009 @ 12noon

I. Call to order

Brooke called the meeting to order at 12:10pm

II. Roll call

Brooke Brohannon, Regional President; Kim Rodrigues, Central VP; Julie Larkin, Southern VP; Joseph Frias, Officer-at-Large; Jill Bouchard, Officer-at-Large and Michelle Brink, Regional Coordinator. Member present for the meeting was Gerard Gervais. Absent: Craig Champley, Northern VP.

III. Adoption of Agenda

IV. Assignment of Meeting Minutes (Jill accepted duty of minutes through e-mail)

V. Review of Minutes from October 4, 2008 and November 8, 2008 (approval was done through previous e-mails)

VI. Officer Reports

A.) Julie reported:

- 1.) Contact with Helen Lazar(?) about their officers. She will get them when they are elected. Julie said that she volunteered to speak at their Induction and to help them out with learning about 5 Star Program.
- 2.) Julie said she just learned who had made the All-State team from MCC.
- 3.) Julie looked at 5 Star Level and she going to contact the chapters that have achieved the goal they set.
- 4.) She also announced that she is trying to get Kimmie Week to speak at their Induction Ceremony next year.

B.) Kim reported:

- 1.) She has been still e-mailing her chapters each week. She has also been trying to update the officer list with Joe. She has been getting responses from chapters. The response has been that the members don't have much time because they are non-traditional students. She has been responding that she is one of those students and that Phi Theta Kappa is a way for non-traditional students to stay connected the college
- 2.) She mentioned that she has noticed that not many members or advisors understand the 5-Star Program and how it works. She has been doing some research for them on the International website and found a power point presentation from an International Convention that explains how to roll out their own 5-Star program. She e-mailed the presentation to the advisors. Kim was asked to send out the presentation to the other Regional Officers and Coordinator. She said that she would do that.
- 3.) Michelle asked Kim if she had heard from Fisher College and Kim couldn't think a time that she had heard from them. Michelle was curious because her boss has a friend, whose daughter attends Fisher College. Michelle's boss was curious about it because she hears how wonderful Phi Theta Kappa is, but there doesn't seem to be as much enthusiasm within Fisher College. The daughter is the President of the chapter there but the administration doesn't do anything with Phi Theta Kappa. The daughter is frustrated because she learned what a great thing Phi Theta Kappa is, and exciting it can be but nothing is happening on that campus. Michelle asked Kim if she could give a little more attention to Fisher College to see what is going on. Michelle will get name of Chapter President and e-mail it to Kim.

C.) Joe reported:

- 1.) He has been diligently working on an updated Contact List for the region and has finally finished the list. He has sent it out to all Regional Officers. Several chapters still have not responded with officer information. Some advisors asked what PAM was. Joe explained and sent them the link where they can update their officers and such.
- 2.) Joe e-mailed David about the Teddy Bear Project. He has raised \$375. He is still going to continue because he still has a stack of bears on campus.

3.) He is also working on the Better World Books drive at his chapter. The money raised from this project will also go the Hites Foundation. Joe received an e-mail from Better World Books that congratulated him on his successful book drive. He sent 20 boxes but is still receiving books. Check for the winter book drive will be sent in March.

4.) Joe asked Michelle if she has e-mailed Steve Ozure about Project Projection and Michelle that she had and she had copied Joe on the e-mail. She was able to answer Steve's questions about how Project Graduation worked. Michelle told him that the packet from Headquarters has all the planning material in for the project.

D.) Jill reported:

1.) Jill received an e-mail from Southern Maine Community College, as well as Brooke, to come and speak at their Induction Ceremony on Sunday March 1st.

2.) Jill talked about whether her chapter was going to be able to send someone to International Convention this year. Money is tight so she is not sure what will happen. If the money doesn't appear for International than her chapter is planning on sending several people to the Regional Convention.

VII. Officer Responsibilities

A.) Contacting chapters each week is important to keep the chapter updated. It also gives them a resource in case they have questions or concerns. Brooke will be resending the flyers and has asked that we e-mail them out to the chapters as soon as possible.

B.) Reminder to copy Michelle and Brooke on all correspondence through e-mails.

C.) Michelle and Brooke asked Jill if she wouldn't mind e-mailing the Northern chapters. Jill said she wouldn't mind but asked if Craig was aware. Michelle said yes he is aware.

Please keep thinking about ways to contact chapter and to motivate them.

VIII. Collecting photos of friends and family that are in the military service

A.) Another flyer has been created that is not asking for rank. Kim is asking that people e-mail the photos to her along with the branch of service that person is in.

B.) Kim also mentioned that chapter members could bring the photo to the Convention and we could add the photo to the tribute wall.

C.) There was discussion about whether it should be a video or to do just a board that would be a tribute to the troops. It was suggested that each VP decorate their own tribute wall with the photos and/or stories from their members. **Michelle** will purchase the form board standard size (30x40) for each representative to decorate. The board will be white unless there is a blue to represent Phi Theta Kappa.

D.) Kim read her poetry piece at the end of the meeting. It will be discussed at the next meeting where the piece will fit into the meeting.

E.) Brooke will change the flyer to say that we will be having a visual display of the photos. No more video.

IX. Joe-Teddy Bear Project

A.) Joe has raised \$375 with the sale of the Teddy Bears.

B.) Michelle asked if we wanted to sell these at the Convention and/or just have the representative at the Convention to explain the Project more in-depth. Michelle said she would e-mail David to see what he wanted to do. It was thought this project could be passed on the next year's officers.

X. Chico Bags

A.) Discussion to change the flyer so that it says 100% of proceeds are going to the Hites Foundation and that it is focusing on Operation Green.

B.) It was discussed to see if using the Chico Bag website order form. But Jill's was finished and things needed to be added and removed from order form. Jill to also to add the colors of the bag. Jill to redo order form to let chapters know that they will come in variety color packs and color cannot be guaranteed. A chapter can order a pack of any amount. Form needs to be posted to website as soon as possible because it was mentioned in the newsletter. The order form is a pre-order form!

C.) Chico Bags will be delivered at the Regional Convention unless otherwise specified. Shipping will be charged if they chapter wants it delivered their chapter.

D.) Price of the bags was discussed. It was said in order to make a profit for the Hites, we should sell each bag at \$5/bag. The region has to order at least 250 bags @ \$2.50/bag. The total amount paid for 250 bags is \$625. Michelle will order the bags.

E.) Chapters will not be able to order specific colors; they will get what is pulled out!!

F.) It is time to push this before Convention. E-mail chapters to let them know these bags will be for sale at the Convention.

XI. Newsletter

A.) DEADLINE for February newsletter is **Thursday February 19, 2009**. The newsletter will be ready to distribute on Thursday February 26, 2009. Make sure to e-mail your newsletter to the other Regional Officers for editing.

B.) Brooke has asked that the Officer submitting the story, to write the article. This will lighten the load for Brooke.

C.) Make sure that you e-mail a copy of the newsletter to your chapters once it is completed. Also e-mail your chapters for their stories to be published in the newsletter.

D.) DEADLINE for March newsletter will be Thursday March 19, 2009.

E.) Current officers will be asked to help next year's officers with their first newsletter as an introduction.

XII. Website

A.) Joe brought up that they have been having trouble accessing the Forum on the website. The password he has is not working. Kim is also having trouble with password. There was discussion that the long password given at first maybe what is preventing members from using the Forum. There is a place where you are able to change your password. Michelle will e-mail gentleman that created the forum to see what the problem is.

B.) Michelle said that Ashley is caring for the Convention part of the website. She has sent all the items to Ashley and the website will soon be updated.

C.) Michelle also said that she was going to log on and see what she was able to do for updates with Regional and Convention websites to help out. She asked that if anyone knew anything about websites, she would enjoy the help. She will try to figure it out!!

D.) Talked about adding an article from the website front page.

XIII. Goals

A.) Officers should be e-mailing their chapters at least once a week remembering to copy Brooke and Michelle on those e-mails. Officers-at-Large can freely send out e-mails to chapters if they would like. E-mails should include the updated flyers for Military Photos, fundraising opportunity at Regional Convention and Chico Bag.

B.) There were 7 Administrator Award nominees. There were some colleges that we always hear from submitted some names along with some chapters that we never hear from. This award was successful!!! Michelle mailed a letter to the Administrators that had won. She has not heard from any of the nominees if they are attending but it would be great.

XIV. Regional Project

A.) Brooke will copy and paste the flyer from the newsletter so that the Officers can send out the flyer to chapters.

XV. Regional Convention

A.) **Schedule:** Copy was e-mailed out to officers.

B.) **Keynote Speakers:** Three people were asked to be keynote speakers. Lucy Hurston from Habitat for Humanity is not available to be a speaker but she would like to be on the list for future events. Dr. Evan Lyon from Project in Haiti has yet to respond from the mail that was sent. Jim Luce, Founder and President of Orphans International Worldwide, has responded that he is available to make the Convention. He is waiving his speaker fee. Michelle to work out train schedule from New York. Region will pay for his registration, hotel, transportation and food. He was the first to reply so Michelle gave him his choice of times to speak. He will be speaking on Saturday night. This also works best for his schedule.

While waiting for Dr. Lyon to respond we need to think of other speakers, in case he is unavailable. We are looking for someone that is not "boring" but will be interesting and educational. Joe to speak to someone on campus about a speaker that works with an organization in Cambodia for clean water.

Michelle also has alumni from her college, Rudolpho Rodriguez, who is the Founder and President of Open Hearts, Open Doors. He is a local person but we are looking for someone to motivational.

Jim Luce is excited to speak on the International Honors Topic. He will be taking a vow of poverty after the Convention while in New York.

C.) **Transfer Fair:** 8 schools confirmed with either yes or no. There are no ads yet for the program where most of the money comes from. Michelle sent out another mailing to colleges. Most are responding that they cannot come. Ashley has been sending out e-mails also. Key schools are the ones that are not responding.

D.) **Workshops:** All workshops are full. Michelle asked what was going on with Overview of Programs with Jill and Julie. Julie, Michelle and Jill will be doing the workshops. Michelle wants Julie to be a part of the presentation. The three ladies will chat to see what is going on. Michelle placed this workshop at this time so that if it did go over, there was time to go over the time limit. It should just cover a piece of each for the members to get a "flavor" of each program. Service, Honors, 5 Star, Pinnacle and Civic Engagement are what she was hoping the group would cover. Doing 20 minutes blocks for each program. Michelle, Julie and Jill will be meeting online.

Joe needs to be added to the program under the Servant Leadership workshop.

E.) **Fundraisers:**

1.) Give a Dollar Make Brooke Holler: This will happen at Convention. Discussion about different words or ways to say SYNERGY.

2.) Teddy Bears: See above updates

3.) Chico Bags: See above updates

4.) T-shirts: Norwalk will have a table again selling t-shirts.

5.) Candy: Manchester Community College will be selling their candy bars

F.) **Amount of members registered at this point:** No members have been able to register yet because website is not completed.

G.) **Salute to the troops:** No video. Each VP is being asked to create a piece of the board that represents the troops for that area. Michelle will be bringing the foam board to next meeting and will be bringing the easels for holding the boards. Please see above for more information.

H.) **International Representative:** Michelle has not heard from International at this time.

I.) **Alumni:** They will be in charge of registration and election. Michelle Nickerson to work on program again this year. There are several alumni that will be doing workshops along with advisors.

J.) **Food:** Normally Michelle would have gone over menu at Advisory Board meeting. But because meeting was cancelled, she will e-mail the menu out.

K.) **Puzzle Piece Sign:** Brooke had asked if there was a way that we could place the workshop titles on puzzle pieces and then have pieces taped to where the workshop will happen. Michelle will check with hotel.

L.) **Theme:**

XVI. Review Schedule

Saturday February 21, 2009 12pm-2pm

Regional Officer Meeting

Manchester Community College, Connecticut

Friday March 20-22, 2009

Regional Convention

Rocky Hill Marriot, Connecticut

XVII. Review Of Officers To-do lists

All Officers:

1. Newsletter articles to Brooke by February 19, 2009.
2. Check and/or post on the forum at least once a week.
3. VPs should be sending out weekly e-mails to their chapters. Really push the Chico Bags and the Military Service photos.
4. Begin working on Convention workshops.
5. Brainstorm ideas for getting administrators more involved.

Jill:

1. Minutes from meeting to officers and Michelle as soon as possible.
2. Re-do order form for bag fundraiser.

Kim:

1. Create a paragraph for program that explains Adopt-a-Solider and Cell phones 4 Soldiers.

Brooke:

1. Newsletter
2. Flyer for the bag fundraiser

Michelle:

1. Purchase and bring standard size foam poster board to next meeting.

XVIII. Items for next meeting agenda

1. Workshops for Convention
2. Friday night activities

XIX. Items discussed that were not on the agenda

- 1.) Southern Maine Community College had offered to sponsor the Regional Convention for spring 2010. This is great because, according to schedule that Advisory Board came up with years ago, Regional Convention in 2010 is suppose to be in Maine. This is also a perfect time because more Maine chapters are becoming active within the region.
- 2.) Member in attendance mentioned several issues that he had with BCC. He was instructed to discuss these with that chapter and that the Regional Officers do not focus on single chapters but a region as a whole.
- 3.) Julie asked about the Regional Officer Manual that was created. She did not receive one and has not been able to get it from Ashley. Michelle stated that she has printed the majority of the information from International website. Kim gave Julie her manual to copy.
- 4.) Regional Officers should think of something for Friday night at the Convention that could used to "advertise" that night. Most people do not attend that evening. Give them something that they will want to participate in.
- 5.) Remind chapters of the Regional goal for the Hites Foundation. This was set at \$1918.
- 6.) Regional Officers do not need to register for Regional Convention but should have chapter register them for International Convention. The chapter will be reimbursed from region for this fee.
- 7.) "Cell phones for troops" is a group that collects old cell phones and sells them to a company that recycles them for industrial usage. Kids get the money and use it to purchase calling cards for troops overseas. It was decided that we could inform our chapters of this Service Project but that is was too late for it be a regional project.
- 8.) Adopt-a-Solider is something that was sent from Ashley. It was decided that the officers can again let their chapters know of project but many chapters currently are doing this project.
- 9.) Michelle asked if we would like to have a page in the program that advertised the Cell phones and Adopt-a-Solider. Kim will write paragraph to be placed in the program.
- 10.) For the Convention, Michelle has asked that we arrive at the hotel on Friday at 2pm for an "orientation."
- 11.) Bags for Convention are being filled by Massasoit Community College but other chapters may add to the bags if they wish. Michelle has received some more bags and will give these to the chapter upon arrival on Friday night.

XX. Adjournment

Brooke Brohannon adjourned the meeting at 2:30pm.