

Phi Theta Kappa New England Region Officer Online Meeting Minutes

Thursday December 18, 2008 @ 7:30pm

I. Call to order

Brooke called the meeting to order at 7:49pm

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. Absent: Craig Champley, Northern VP.

III. Adoption of Agenda

IV. Assignment of Meeting Minutes (Jill accepted duty of minutes through private 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.) She has been in touch with all her southern chapters and requesting updates of what they are doing in their chapters.
- 2.) She stated that she is going to contact the chapters in her region that reached Pinnacle Award.
- 3.) She is trying to help Joe collect and update the Regional Contact list
- 4.) Julie also informed of what it happening at Manchester Community College. The chapter participated in a party for underprivileged children and had over 600 people in attendance. The chapter provided crafts, face painting and cookie decorating. It was an all day affair. Julie will provide some pictures and a right up for the newsletter in January.

B.) Kim reported:

- 1.) She has been sending weekly e-mails to her chapter and updated her contact list from was posted on International website.
- 2.) She says that she has gotten some responses about the Administrator Award. Most are just questions about the award and one possible nomination. Said chapters seem to be excited.
- 3.) Kim stated that she feels kind of like a pain when contact the chapters each week.

It was discussed that it is a part of the Regional goals to reach out to the chapters. It is not nonsense to contact chapters each week. The chapter does not have to respond to every e-mail. Contacting them each week keeps the name of their regional contact person in front of them in case of questions or concerns.

C.) Joe reported:

- 1.) He has been diligently working on an updated Contact List for the region. He reported that some of the advisor e-mails were getting sent back. He stated that the e-mails that were sent back, he is planning on calling those advisors.
- 2.) Joe gave an update on the Teddy Bear Project. He reported that he is waiting to hear from David Mulholland, the contact person for the Teddy Bear Project. Once he gets the information is waiting on, he will forward the information to the chapters. He has made \$375. Half of the money is going to a Neuro rehab center and the other half to the regional project, Hites Foundation.

Brooke asked if Joe was planning on doing the Teddy Bears at the Regional Convention. Joe reported that David would be at the convention for the Teddy Bear Project.

- 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.
- 4.) Both of these projects are being done as a regional officer.

Kim asked if there were any flyers that could be sent out to the chapters letting them know of Joe's fundraising projects. He does not have any flyers to send to the chapters.

5.) He would also like to get Project Graduation going at his chapter. Michelle is assisting him with this in contacting Steve Ozug after the holidays.

6.) He also participated in along with the Rotoract Club in the OxFam Hunger Banquet on his campus.

It was also mentioned that Joe did an awesome job at CCRI's Induction ceremony with his speech.

D.) Jill reported:

1.) She reported that she and another Phi Theta Kappan from CMCC were awarded College for ME Androscoggin awards on December 5, 2008. The award goes to students pursuing higher education even though they have faced many obstacles.

2.) Her local chapter participating in collecting gifts for a family through the local Abused Woman Advocacy Project. The gifts went to a mother and her two children. The chapter members came through so that each child would have 10 gifts to open on Christmas Day. The chapter also joined with another campus group to offer some items to the families living in the local AWAP shelter for Christmas.

3.) She also announced that Alpha Phi Xi went 28 new members over their Pinnacle Award number. The chapter is looking for this recruiting stage!!

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.

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

C.) Kim asked if Officers-at-Large should be communicating with chapters as well. Brooke said that it is not necessary for the Officers-at-Large to communicate with the chapters, but they are more than welcomed to send out e-mails on their own to touch base.

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

A.) Brooke said that she had some photos for Kim but was waiting to send them until she got the rank of her cousin. Kim mentioned that maybe we can exclude rank and just have people send in their photos.

B.) Kim is reporting that she has not received any photos as of yet. She asked if it appeared in the newsletter. And it did appear in the October Newsletter. Kim also asked if there was anything else that would make it easier to get the photos.

C.) Brooke asked if Kim would like a flyer made up and sent out to the chapters. Kim said yes. Brooke said that she would work on it after the holidays. Kim said she would give it a bigger push after the winter break.

D.) Julie reports that she has contacted her chapters to let them know but has not gotten any response.

E.) Kim suggested a small write or poem instead of a photo. She wants to make easier for members to honor their military. Maybe do a poster presentation that can be displayed throughout the Regional Convention. People can add to it at the Convention, if they would like. (Like a memorial/honor wall) We will figure out a way to make it work at convention. Julie mentioned having seen a 911 memorial tri-fold while in NYC. This is similar to what Kim was thinking except the military on the board would still be living.

F.) Brooke asked Kim about a poem that she already had prepared. The poetry reading is about 10 minutes long. It is somewhat theatrical. She asked if there was some way to add it the program at Convention. Kim will bring the piece to the next meeting to share with the regional officers.

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

IX. Newsletter

A.) DEADLINE for January newsletter is **Thursday JANUARY 8, 2008**. It will be a sort of "welcome back" issue and will be longer than average. Brooke would like us to come up with something creative and catching. She wants to work it on it the second week of January, so the deadline set forth is firm.

B.) Julie stated that she will send pictures and a write-up about the Underprivileged party (Blue Angels Christmas Party) at MCC.

C.) Michelle thought the newsletter would be a good spot to mention the Hites fundraiser, Teddy Bear Project, Military photos, website forum and the convention. She also that we maybe should make the newsletter from 11*17 paper and hold it in half. This would give us 4 pages to place all the exciting news that we have.

D.) It was discussed that all articles should be sent out to all regional officers for review. Once the officer has reviewed the article, they should reply all (like normal) their suggestions/corrections for the article. Doing this will allow all officers to have input and see the types of suggestions/corrections others are making.

X. Website

A.) Updates have been done on the website along with some new postings. Michelle asked if everyone has been visiting the forum. We want to be responding to the forum. This will be the only way to help the forum grow. Kim suggested that as a regional officer we should post something to let others know that we have been there.

B.) Michelle stated that Ashley has been working on the website for this year's Regional Convention. Ashley has taken it upon herself to promote the Regional Convention. Jill stated that she received something from Ashley on Facebook about the Convention.

XI. 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.

B.) We will discuss how to reach administrators at the next meeting. Please brainstorm some ideas and come with them to the next meeting.

XII. Regional Project

XIII. Present New Fundraiser

A.) Brooke spoke about a fundraiser she saw when attending a Phi Theta Kappa function in the New York Region. They were selling reusable bags. The NY region purchases them in bulk for \$2.50each and then sells them for \$5.00each. The NY Regional President said that they well sell-out quickly. Brooke was presenting this as a possible fundraiser for the New England Region. You can view the bags at www.chicobag.com.

We should get the word out about these bags as soon as possible, like the January newsletter, the convention website and the regional website, if we are choosing this as a possible fundraiser. Our goal is to raise money before Regional Convention, so the sooner the word goes out the better!!

B.) The direct website should not be given to the chapters. The region should come up with its own flyer and order form. Jill volunteered to create the order form. It needs to be writable PDF, but Michelle that it could be done in word and she has friend that can make it a writable PDF. (see Administrator award form on website)

C.) Brooke will create a flyer about the bags. This will be e-mailed to chapters and places in the newsletter as a sort of advertisement.

D.) Kim will write up a little thing about the bags.

XIV. Review Schedule

A schedule was sent through e-mail from Brooke.

- Saturday January 10, 2009 11am-2pm
Regional Advisory Board Meeting
Community College of Rhode Island
- Saturday January 24, 2009 12pm-2pm
Regional Officer Meeting
Landmark College Putney, Vermont
- Saturday February 21, 2009 12pm-2pm
Regional Officer Meeting
Manchester Community College, Connecticut
- Friday March 20-22, 2009
Regional Convention
Rocky Hill Marriot, Connecticut

XV. Review Of Officers To-do lists

All Officers:

1. Newsletter articles to Brooke by January 8, 2008.
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.
4. Begin working on Convention workshops.
5. Brainstorm ideas for getting administrators more involved.
6. Send list of activities you have participated in to Michelle by the 1st week of January

Jill:

1. Minutes from meeting to officers and Michelle as soon as possible.
2. Order form for bag fundraiser.

Kim:

1. Prepare poetry piece for next meeting.
2. Write up about bag fundraiser.
3. Living in America Project.

Brooke:

1. Newsletter
2. Flyer for the bag fundraiser

XVI. Items for next meeting agenda

1. Workshops for Convention
2. Kim to present her poetry piece
3. Getting Administrators involved brainstorming lists
4. Puzzle Pieces

XVII. Items discussed that were not on the agenda

- 1.) Keynote speakers for Regional Convention
 - Board has been discussing having only 2 Keynote speakers instead of 3 at the Convention. A choice needs to be made as to what session a keynote speaker will be removed from. Michelle was saying that dropping the speaker on Saturday morning so that announcements and such do not need to be rushed through at that time. Keeping the one on Saturday is very important however on Sunday morning many people leave and having an interesting speaker at that time would and will keep more attendees on Sunday morning.
2. Ashley is helping Michelle with the transfer fair for the Regional Convention. Ashley is helping with e-mails to Colleges. There have already been 7 responses to earlier e-mails. This response is great for this time of year. Michelle is looking for 35-40 colleges.
3. Michelle also discussed workshop assignments for the Regional Convention.
 - Brooke-Civic Engagement
 - Craig-Officer Transition
 - Charlie-Planning an Effective meeting
 - Elaine & Laurie-Professional Etiquette
 - Marie Cifelli-Effective Communications
 - Kim & Joe-Servant Leadership
 - Ashley-Balancing School, Life & You: Being a stress-free scholar
 - Jill &? (Julie & Michelle Nickerson)-Overview of Phi Theta Kappa Programs
(Jill volunteered to do this but would be willing to except anyone's help)
4. Julie mentioned that Wes would be willing to help in any way at the Convention. She stated that he would not mind sitting at the table with the bags.
5. Kim also announced that she is planning on running for International Vice President of Division I. She has asked for our help and support. Everyone announced their Congrats and support for Kim. We will help her in any way that we can.

XVIII. Adjournment

Brooke Brohannon adjourned the meeting at 10:11pm.