

Pennsylvania State Chapter
PHI BETA LAMBDA



MEETING MINUTES

DATE: June 2, 2006

TYPE: SEC Weekend Retreat

LOCATION: Codorus State Park, Hanover, PA

Kimberly Ciotti called the meeting to order at 5:20 p.m..

Attendance:

'06-'07 SEC: *Marty Wise, Kimberly Ciotti, Lori Korchok, Tristan Myers, Josh Wolfe*

Secretary's Report:

Minutes were reviewed from both the 2006 State Leadership Conference and the SEC Transitional Meeting. Lori motioned to approve the minutes; Tristan seconded. Motion passed.

Treasurer's Report:

Kimberly presented the budget from both the 2005-2006 year and the 2006 State Leadership Conference.

Unfinished Business:

❖ **First Place Winners**

- Tristan motioned to award each 1st place winner the same amount of money; Lori 2nd the motion. Motion passed.
- Lori motioned to transfer \$120 from the IFL Reimbursement account and \$225 from the NLC Reimbursement account to the 1st place winners' account. Kimberly seconded and the motion was approved.

❖ **Who's Who**

- A \$50 bond has been awarded to Kimberly, the Who's Who winner.

❖ **Officer Information**

- Empty Positions:
 - Currently there are no empty positions as Josh Wolfe had been appointed to the position of State Treasurer
- NLC & IFL Reimbursement:
 - Marty motioned and Tristan seconded that there be \$200 reimbursed to the officers attending the IFL in order to cover both the IFL registration and a portion of the cost to stay an extra night. Motion passed.
 - Marty motioned that the \$1125 budgeted for officers' NLC reimbursement be split evenly among the four officers totaling about \$281 each. Lori seconded and the motion passed.
- Other Officer Expenses:

- Officers were reminded that the state does reimburse for gas and tolls.
- Officer Reports:
 - Kimberly explained how to complete an officer report. These are to be completed on a monthly basis and sent out to the Google Group for everyone's viewing. These are to be completed and submitted by the 5th of every month

❖ **PCI Regions**

- Officers divided up the schools in PA:
 - Kimberly:
 - Alvernia
 - Harrisburg Area Community College
 - Lansdale School of Business
 - Mansfield University
 - Montgomery County Community College
 - Temple University
 - Lori:
 - Chestnut Hill College
 - Elizabethtown College
 - Laurel Business Institute
 - Shippensburg University
 - Villanova University
 - Duquesne University
 - Tristan:
 - Bloomsburg University
 - Drexel University
 - Harrisburg Area Community College—Gettysburg
 - Indiana University of Pennsylvania
 - South Hills Altoona
 - West Virginia Career Institute
 - Josh:
 - Central Penn College
 - Lackawanna Junior College
 - Lebanon Valley College
 - Pennsylvania College of Technology
 - South Hills Phillipsburg
 - South Hills State College

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 7:15 p.m.

Kimberly called the meeting to order at 9:30 a.m. on June 3, 2006.

❖ **Start-Up Packet:**

- Kimberly presented a packet put together by a previous officer team and it was decided to post this on the website

for interested chapters to use under the title "Start a Chapter or Reactivate a Chapter!"

New Business:

❖ **State Goals:**

- Goals were reviewed and changes were made.
- Marty motioned to approve the goals. Kimberly seconded and the motion passed.
- Lori recorded the goals and will forward the revised copy to the SEC by June 19th.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 11:13 a.m.

Kimberly called the meeting to order at 11:26 a.m.

❖ **State Project:**

- It was decided that Habitat for Humanity would remain our state project. Lori would work to set up several state help-out dates across the state.

❖ **State Fundraiser:**

- Marty suggested that we look into taking part in the Google Ad program which would operate off our state website. We will talk to Phil and research this opportunity further to be discussed at a later time.
- It also was decided to consider holding a silent auction at the SLC with the money benefiting the second place winners. This could also be included for an opportunity for chapters to earn points in the Outstanding Chapter Challenge.

❖ **State Leadership Conference 2007:**

- It was decided that the location of the SLC would be a centralized area such as Harrisburg, Hershey, or Gettysburg.
- The possible dates for the conference are:
 - April 13-15, 2007
 - April 20-22, 2007
 - March 30-April 1, 2007

❖ **State Fall Officer Orientation 2006:**

- The tentative dates for the SFOO are October 14 (West) and October 28 (East), 2006.
- Officers were told to research the fall break dates (if any) of their PCI schools and email them to everyone.
- An announcement will be made at the NLC and in the E~News regarding the host chapters.
- It was also discussed involvement of our Corporate Sponsors and our Professional Members.
- Further discussion will reconvene at the July SEC meeting.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 1:05 p.m.

Kimberly called the meeting to order at 2:00 p.m.

❖ **Welcome Packet:**

- The Welcome Packet was reviewed and changes were made.
- Officers were to submit their portions by June 30th (2 weeks prior to July Meeting)
- Officer Assignments:
 - Kimberly:
 - SEC Letter
 - Promotional Materials
 - Table of Contents
 - Officer Letter
 - Officer Contact & PCI Listing
 - Adviser Contact Info
 - Calendar
 - Chapter Contact Info
 - Lori:
 - Goals
 - Officer Letter
 - Tristan
 - Officer Letter
 - Josh
 - Cover Page
 - Officer Letter
 - State Directory Map
 - Treasurer's Page

❖ **Website:**

- Items discussed to be included on the website included:
 - Polls
 - Surveys (SLC input)
 - Adcents
- It was also discussed that due to our slow email system, we switch our web site hosting company. This item would be discussed with Phil further at a later time.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 3:45 p.m.

Kimberly called the meeting to order at 4:23 p.m.

❖ **Officer Absence:**

- Marty motioned that based on failure to fulfill duties evidenced by lack of phone and email contacts and attendance at three meetings that we consider removing Matt Neuringer

from office at the next SEC meeting. This motion was seconded by Lori and passed.

- Kimberly would contact Matt through a letter which would give him notice and an opportunity to present his views prior to a vote, which will be taken at the NLC. A lack of response will be assumed as a resignation from office.

❖ **State Budget:**

- There was a request from Megan Beatty, our former State President, to donate a sum of \$500 towards her campaign for National Eastern Region Vice President.
- Marty made a motion that rather than donate \$500, we donate \$150 towards her campaign. Josh seconded and the motion passed 4-1.
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Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 6:45 p.m.

Kimberly called the meeting to order at 8:15 p.m.

❖ **Newsletter:**

- It decided that there would be an issue of the E~News published to go out prior to the NLC including:
 - State meeting time & location
 - Campaign support for Megan
 - SEC meeting dates & host info
 - SFOO dates and host info
 - Congrats to SLC winners and NLC competitors
 - Josh appointed to treasurer
- This issue will be compiled and sent out by Monday, June 12, 2006.

❖ **Stationary & Business Cards:**

- Stationary is available on the website for use by officers.
- Business cards are available through VistaPrint.com. It was suggested to order them for receipt prior to the NLC.

❖ **Meeting Date Calendar:**

- A tentative meeting date calendar was put together for SEC meetings:
 - June 23, 2006 @ 5:30 p.m.—NLC
 - July 9, 2006 @ 9 a.m.
 - August 19, 2006 @ 9 a.m.—Welcome Packets
 - September 17, 2006 @ 9 a.m.
 - October 14, 2006—SFOO
 - October 28, 2006—SFOO
 - November 12, 2006—NFLC (Marty to get room)
 - December 3, 2006 @ 9 a.m.
 - January 6, 2007 @ 9 a.m.
 - February 10, 2007 @ 9 a.m.
 - March 4, 2007 @ 9 a.m.

- March 31, 2007 @ 9 a.m.
- April 7, 2007 @ 9 a.m.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 9:15 p.m.

Kimberly called the meeting to order at 10:08 p.m.

❖ **Who's Who & Gold Seal Criteria:**

- Who's Who Criteria:
 - Changes were made regarding formatting and point value to this criterion.
 - Josh will type up a finalized copy of this.
- Gold Seal Criteria:
 - Changes were made regarding formatting, point value, and categories were made to this criterion.
 - Tristan will make forms by June 19th for numbers 6 & 10.
 - Kimberly will type up a finalized copy of this.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 2:45 a.m.

Kimberly called the meeting to order at 8:30 p.m.

❖ **Who's Who & Gold Seal Criteria:**

- Kimberly motioned to approve all changes made to both criteria. Josh seconded and the motion carried.

❖ **NLC Agenda:**

- Kimberly will prepare an agenda for the state meeting at the NLC and send it out prior to the NLC.

Kimberly motioned to adjourn the meeting. Motion passed and the meeting was adjourned at 12:58 p.m.

Respectfully Submitted:

Tristan Myers
Secretary