

Pennsylvania State Chapter
Phi Beta Lambda



Meeting Minutes

DATE: July 9, 2006

TYPE: State Executive Council Meeting

LOCATION: Elizabethtown College

Kimberly Ciotti called the meeting to order at 9:02 a.m.

Attendance:

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

Secretary's Report:

Minutes were reviewed from the SEC meeting in Nashville. Changes were made and the minutes were approved.

Treasurer's Report:

Josh presented the current treasurer's report, which showed a current balance of \$36,731.09. Gary motioned to approve; Lori seconded. Motion passed. Also, the ending budget from both the 2006 SLC and the 2005-2006 year were presented. Josh also presented the proposed budget for the 2006-2007 school year. The \$100 domain name cost was removed as Phil noted it was included in the Website Hosting price. Gary motioned to transfer \$1500 from the foundation fund to Prudential Investments; Kimberly seconded. Motion passed. Kimberly motioned to approve the 2006-2007 budget; Tristan seconded. Motion passed. All officers with outstanding reimbursements from the NLC were reminded to turn them in to Josh.

Goals:

Each officer presented his or her goals. An action plan was also given as to describe different activities that will help to achieve each goal. Each officer will email their goal action plan out so to be uniformly formatted and posted on the website.

Calendar:

A tentative calendar for the year was reviewed. Few changes were made and Kimberly will email out an updated calendar.

Welcome Packet:

A rough copy of the Welcome Packet was reviewed. Changes were made throughout the packet and are to be emailed to Kimberly by July 31st. It was decided that Josh would print the packets and spiral bind them for us by the August 19th meeting. Kimberly will finalize the packet and send it out prior to the printing for any final changes.

Start-Up Packet:

Copies of the Start-Up packet were distributed. Everyone was to proofread the packet and let Lori know of any changes via email.

Gold Seal:

The rough copy of Gold Seal Chapter Criteria was reviewed. Changes were made. Josh will email out a finalized copy of this to everyone.

Who's Who:

The rough copy of the Who's Who Criteria was reviewed. Changes were made. Kimberly will email out a finalized copy of this to everyone.

State Leadership Conference:

The status of the search for a location for the 2007 SLC was discussed. It was stressed that there will need to be at least four weeks between the registration deadline and the conference. The registration deadline is tentatively scheduled for March 15, 2007. This topic was put on hold until Alissa and Barbbra attend a meeting.

State Fall Officers Orientation

The locations for the 2006 SFOOs will be Duquesne (Oct. 14th) and Drexel (Oct. 28th). The brochure for the SFOO was reviewed and changes were made. A finalized copy will be sent out via email by Kimberly.

Officer Reports:

It was reminded that officers need to send out their monthly officer reports by the 5th of each month. A template was reviewed.

State Project:

Lori is working on setting up a State Help-out day for Habitat possibly in February at a Centralized location.

NFLC:

It was reminded that the NFLC is November 10-12 in East Brunswick, NJ. Registration starts in September. Encourage your PCIs to register!

Membership Benefits:

Kimberly will put together a brochure of membership benefits to be included with the Welcome Packet.

Website:

The redesign of the state website was discussed with Phil. Each officer pointed out things they would like to see implemented on the new site.

State Chapter Annual Business Report:

A copy of the 2006 State Chapter Business Report was distributed. Kimberly encouraged officers to be thinking about this as the year progresses as our goal is to take 1st place in Chicago!

Sponsorship:

The current brochure was reviewed about corporate partnership. The levels were increased and changes were made to the brochure. A finalized copy will be sent out via email.

Enews:

The current issue of the Enews was reviewed and changes were made. A finalized copy of the Enews will be distributed by July 14th.

Open Discussion:

Tristan brought up the topic of possibly utilizing a program known as Qtask to manage some projects online for the state. More information would be gathered from California's chapter, and it will be put to use as soon as available.

*Lori motioned to adjourn the meeting; Josh seconded.
Meeting adjourned at 5:42 p.m.*

*Respectfully Submitted:
Tristan Myers
Secretary*