

Pennsylvania State Chapter
Phi Beta Lambda



Meeting Minutes

DATE: June 1 - 3, 2007

TYPE: SEC Retreat

LOCATION: KOA Campground, Jonestown, PA

Josh called the meeting to order at 3:55 p.m.

Attendance:

2007 – 2008 SEC: Marty Wise, Barbara Gehan, Alissa Soto, Bob Kollar, Josh Wolfe, Tristan Myers, Lori Korchok, Howard Marzolf, Jen Peebles

Secretary's Report:

- Minutes were reviewed and corrected from the March 31st SEC Meeting. Tristan moved to approve the minutes. Lori seconded and the motion was carried and the minutes were approved.
- Minutes were reviewed and corrected from the April 15th SEC Transitional Meeting. Jen moved to approve the corrected minutes and Howard seconded. The motion was carried and the minutes were approved.

Treasurer's Report:

Josh handed out the April 14 – June 1 Treasurer's report, the 2006 – 2007 budget, and the 2006 – 2007 budget.

First Place Winners:

- Tristan moved to approve \$814.50 be given to the first place winners and Lori seconded. The motion was carried and the money will be divided among the first place winners.
- Sean McCoy was the Who's Who winner. Marty moved that Sean will be awarded a \$50 savings bond. Tristan seconded. The motion was carried.
- Marty motioned to release a check to Central Pennsylvania College for winning the Outstanding Chapter Challenge. Howard seconded. The motion was carried and the check was presented to Tristan for Central Penn's PBL chapter.

Empty Position:

The parliamentary position is empty. Marty moved that the parliamentary procedures be overseen by Tristan, the Vice President or the attending advisor. Lori seconded and the motion was carried.

IFL and NLC Reimbursement:

Approximately \$300 - \$450 will be for the IFL and NLC reimbursement.

Officer Expenses:

- Officers are reimbursed for travel expenses such as tolls and currently \$0.20 per mile. Tristan moved to increase mileage expense reimbursement to \$0.22 per mile. Howard seconded and the motion was carried.
- Other expenses that may be reimbursed are conferences and hotel costs.
- Expenses must be submitted on a form and copies of receipts and reports should be included. Howard will create a new form for recording expenses for reimbursement.

Officer Duties:

Officers will have the general duties of their office. Officers will also help put together the welcome packet. Other duties will be divided among the officers.

Officer Reports:

- Marty moved that by the first of every month the officers will provide a report of what they've done to the Google Group. Tristan seconded and the motion was carried.
- Officer reports should include what officers have been working on such as progress on goals, ideas of what they would like to see happening, PCI involvement, if help is needed on any projects, etc. The first officer reports will be due August 1st.
- Tristan moved to have the advisors complete monthly reports. Lori seconded the motion. Marty spoke against mandatory advisor reports, but wants to encourage having advisors send updates on important information. Marty moved that the topic be brought up Saturday when all the advisors are present. Lori seconded the motion. The motion was tabled.

Business Cards:

There was discussion about the design of the business cards and printing them. Officers could use the PBL template for the business cards. Josh can have his mom print the business cards for about \$12 for 200 cards. Lori moved that we all use the same template, same information, and Josh will have the business cards printed. Howard seconded the motion. Tristan spoke against using the same design. Lori called for the question. Jen seconded. There was a vote and the motion was carried.

PCI Assignments:

Chapters were assigned to each officer.

Josh:

- Drexel University
- Duquesne University
- Indiana University of Pennsylvania
- Pennsylvania State University – University Park Campus
- University of Pittsburgh

Lori:

- Alvernia College
- Harrisburg Area Community College
- Harrisburg Area Community College – Gettysburg
- Pennsylvania College of Technology
- South Hills School of Business and Technology – Altoona

Tristan:

- Chestnut Hill College
- Mansfield University
- Montgomery County Community College
- South Hills School of Business – Phillipsburg
- South Hills School of Business – State College

Howard:

- Central Pennsylvania College
- Lackawanna Junior College
- Lansdale School of Business
- Lebanon Valley College
- Temple University
- Villanova University

Jen:

- Bloomsburg University
- Elizabethtown College
- IADT
- Laurel Business Institute
- Shippensburg University
- West Virginia Career Institute

The meeting was adjourned for a break at 6:34 p.m.

The meeting was called back to order at 7:57 p.m.

State Goals:

The goals were discussed and revised. Each goal was assigned to an officer.

1. Increase membership – Tristan
2. SEC awareness – Josh
3. Increase communication – Jen
4. FBLA – Josh
5. Professional members – Tristan
6. Corporate Partners – Howard
7. Virtual Chapter – Lori
8. Habitat for Humanity – Jen
9. March of Dimes – Howard
10. Competitiveness – Tristan
11. Improve attendance – Josh
12. Awareness of PBL – Lori

The officers discussed ideas and suggestions for accomplishing each goal.

1. Increase membership
 - Contact friends at other schools
 - Facebook
 - Use FBLA database and give a list of incoming FBLA students to each school
 - Send letter to head of business department and student activities director - Tristan will type a letter for approval
 - Recognition at SLC for new chapters and chapters who helped them to form the chapter
2. SEC awareness
 - Josh can send out letters/invitations to monthly SEC meetings
 - Officers follow up with PCIs to invite them to meetings also
 - SFOO- explain officer goals and the SEC to PBL members
3. Communication
 - Find out what chapters are doing well and share ideas with others
 - Find out about sharing officer's contact information with officers from other schools
 - Make a note on the website that if a PBL member needs help, they can contact a State Officer for information
4. FBLA
 - Database of graduated seniors
 - Send list to schools
 - Attend FBLA events
 - Tell them about PBL
5. Professional members

- Create a database of contact information
 - Get in touch with them more often
 - Invite them to events
6. Corporate partners
 - Use personal networking opportunities
 - Create a form letter
 - Give out brochures
 7. Virtual Chapter
 - Focus on online students
 - Possible continuing education students
 8. Habitat and local community service projects
 - 4 regional Habitat help out days
 - Have officer representation at each help out day
 9. March of Dimes
 - Set a dollar amount for a goal and give updates on the website
 - Determine the procedure for chapters to submit March of Dimes donations and get a copy of those papers to SEC
 - Confirm with Nationals that they are receiving the paperwork and get a list of who submitted donations
 - Mini Walk-A-Thon at SFOO to raise money
 10. Competitiveness
 - Work with Alissa to get the guidelines out
 - Presentation at SFOO about competitive events
 - CMAP and membership achievement awards to be focused on also
 11. Attendance
 - SFOO- market to all members rather than only officers
 - Contact chapters directly who were not represented at SFOO and the conferences and solve any problems
 12. Awareness
 - Contact online schools
 - Get a list of schools in PA that are active and inactive
 - PBEA- establish contacts
 - Every article will have SEC info at the bottom
 - Encourage chapters to send articles and send Lori copies
 - House of Representatives possibly recognize PA PBL

ERVP Announcement:

Lori announced that she will be running for ERVP

Lori moved to adjourn the meeting and Tristan seconded. The motion was carried and the meeting was adjourned at 10:47 p.m.

Josh called the meeting to order on June 2 at 9:35 a.m.

Welcome Packet:

The welcome packet was discussed and officers were assigned pages in the packet.

Letter to members – Josh
Table of contents – Josh
Marty’s letter – Marty
President letter – Josh
Vice President letter – Tristan
Secretary letter – Jen
Treasurer letter – Howard
Reporter letter – Lori
State Goals – Lori
SEC officers’ contact information – Tristan
SEC advisors’ contact information – Tristan
PCI page – Josh
Calendar – Jen
Treasurer report – Howard

Basic changes to the welcome packet should be done by June 19th.

Sponsorships:

By Nationals each officer should come up with 1 company that we could get as a corporate partner. Each officer can contact the company and an advisor will be assigned to help.

SEC Meeting Dates:

- NLC: SEC meeting Saturday around 1, PA State meeting Saturday around 10
- July 21
- August 18
- September 22
- October 13 SFOO West
- October 27 SFOO East
- November 16 and 17 Meeting at NFLC
- December 2
- January 19
- February 23
- March 29

Budget:

- Barb moved to share the extra money for officer reimbursement among the officers. Bob seconded the motion. There was discussion. Tristan called for the question. The motion was carried.
- It was discussed that the extra money could be used toward giveaways for the members such as pad-folios at the SLC.
- Money from the investments was also discussed. Bob and Marty will work with Howard to get ideas to implement next year. They will look into grants or scholarships. Bob will work to get PA PBL established as a business entity.
- Bob will review a copy of the current insurance policy to determine if more coverage is needed.
- Tristan moved to approve the treasurer reports as corrected and Howard seconded.
- Signatures on checks were discussed. The signatures that can appear on the checks are Howard, Josh, Bob, and Barb.
- All the accounts will be transferred to Bob's address.
- Tristan called for the question to approve the treasurer's report. The motion was carried.
- Howard will work on the budget for this year for approval at the NLC.

ERVP:

Lori announced to the advisors that she is running for ERVP. She raised all the money for her campaign by herself.

State Goals:

The state goals were revised and corrected. Lori will type the corrected goals.

Lori moved to break for lunch and Tristan seconded. The motion was carried and the meeting was adjourned at 12:11 p.m.

Josh called the meeting to order at 1:29 p.m.

Advisor Reports:

Advisor reports were discussed. Bob amended the motion and moved that advisors will report initiatives to the SEC. Lori seconded the motion. Tristan called for the question and the motion was carried.

Goals:

- Reports of action plans were given.
- Tristan will send a template of the goals for revision.

- Tristan moved to approve the State Goals as were discussed. Barb seconded and Howard called for the question. The motion to approve the State Goals was carried.

SLC 2007 Feedback:

- There were 27 responses from the feedback forms.
- Overall, the feedback was positive.
- Testing- The majority of the feedback was positive. Problems were caused mostly by individuals not reading and following instructions.
- Speakers- Feedback was fair.
- Positive comments: good networking opportunities; online testing customer service was excellent; enjoyed having the test before the conference
- Common complaints: wanted more selection of workshops; not allowed to be in the audience for competitive events; online testing was sometimes hard to deal with, but the customer service was excellent; didn't like the Christian prayer; professionalism was lacking at times
- Things to do to improve next year's conference:
- Better speakers:
 - Marty will email advisors about speaker suggestions. Tristan will look into getting a March of Dimes speaker.
 - Workshops: possible networking skills workshop

Outstanding Chapter Challenge/Who's Who:

Alissa would like to have a list of treasurer reports that are sent in for the Outstanding Chapter Challenge.

Alissa's email should be included on the Outstanding Chapter Challenge and Who's Who forms.

Officer's will work on the Outstanding Chapter Challenge and Who's Who and send out for approval.

Lori moved that the SEC take a break. Howard seconded. The motion was carried and a break was taken at 3:27 p.m.

Josh called the meeting to order at 3:46 p.m.

Fundraising:

Possible PSECU New Account Fundraiser to benefit membership.

Virtual Chapter:

- SEC will try to get virtual chapter members involved in more activities and establish email communication. A Blackboard program will be looked into to help the members communicate with one another more effectively.

- Marty moved to establish follow up procedures for inquiries and create an email group for chapter members with Juan Soto as the advisor and Lori Korchok as a PCI to jointly develop the virtual chapter. Jen seconded. There was discussion about contacting other state virtual chapters to find out what they are doing. Tristan called for the question. The motion was carried.

Competitive Events:

Alissa is making changes to the competitive events and she will keep us informed as changes are made.

PA PBL Website:

- Marty moved that we include the State Annual Business Report on the website, excluding the treasurer's report. Lori seconded and called for the question. The motion was carried.
- Pictures from the SLC will be sent to Lori. She will work with Phil to get the pictures up on the website.
- Officer bios will be sent to Phil to be put onto the website.
- Lori will look at the website and suggest changes at the next SEC meeting.
- Dated information will be removed from the website. A calendar for next year will be started also.

SFOO:

- Lori moved to change State Fall Officer Orientation to State Fall Organization Orientation. Howard seconded the motion and Tristan called for the question. The motion was carried.
- Tentative dates for the SFOO were set: October 13-West SFOO and October 27-East SFOO
- An announcement will be made at the NLC that any school interested can host the SFOO.
- PNC bank will be able to sponsor the SFOO if they can give a 1 hour presentation. They may be able to sponsor both SFOOs.
- A March of Dimes walk could be planned for the SFOO during lunch. Members would bring a roll of dimes and then could participate in a short walk. The March of Dimes could possibly donate shirts.

State Project – Habitat for Humanity:

Jen will look into 4 region help out days. Two in the fall and two in the spring.

Start up Packet:

There are no major changes that need to be made. Lori will check the dates and make those changes.

Enews:

- The Enews will be done before the conference. Lori will need the information by June 9th. She will send the rough copy June 10th. If any corrections need to be made, Lori should know by June 12th. The Enews will be sent out by June 15th. Lori will email the Enews to Tristan and he will print out copies for the state meeting.
- Things to be included in the Enews:
 - Congratulations to first place winners
 - Announce time and location of state meeting
 - Announce Jen was appointed State Secretary
 - Officer contact information
 - List of state goals
 - SEC meeting dates

Tristan moved to take a break. Lori seconded and the motion carried. A break was taken at 5:01 p.m.

Josh called the meeting to order at 7:46 p.m.

Officer Apparel:

- There is \$26 per officer for apparel.
- Tristan moved to purchase a tie for Howard and a scarf for Jen from the Marketplace. Lori seconded. Tristan called for the question. The motion was carried.
- Officers will also look into PBL polo shirts.

State Meeting:

Officers were assigned duties for the State Meeting at the NLC

- Attendance – Jen
- Officer Reports – Jen/Howard
- PCI assignments – Jen
- Goals – Tristan will print goals SEC dates included
- ERVP – Lori
- State Outing – Howard
- Rules – Barb
- Introductions – Josh
- SFOO – Josh
- Picture – Josh

- Officer contacts – Tristan

Sign:

Officers discussed making a sign for PA PBL at the NLC. The sign could include Steelers logo, a horse and buggy, the Liberty Bell, and Hershey's logo. Officers will look into the sign.

Tristan moved that the meeting adjourn for the evening. Lori seconded. The motion was carried and the meeting was adjourned at 8:48 p.m.

Josh called the meeting to order June 3 at 9:45 p.m.

Items from the Weekend:

- Officer's reviewed and made changes to the Outstanding Chapter Challenge and Who's Who criteria. Tristan will correct the Outstanding Chapter Challenge and Jen will correct the Who's Who criteria. Changes will be approved at the July meeting.
- The budget will be done by the NLC.

Open Discussion Items:

- Keep on top of emails.
- Bylaws – basic grammar changes, include virtual chapter
 - Amendments must be submitted 3 months prior to the SEC.
 - Amendments must be approved to the membership 30 days prior to the SLC.
- Nametags will be printed.
- Marty will talk to Barb about putting advisors on the board onto the webpage.

Tristan moved to adjourn the SEC Retreat. Howard seconded. The motion was carried and the meeting was adjourned at 10:10 a.m.

Respectfully submitted:

Jen Peebles

Secretary

