



The International Foreign Language Honor Society

Phi Sigma Iota

Member of the Association of College Honor Societies

www.phisigmaiota.org

Telephone Meeting of the Executive Committee January 19, 2012

The meeting convened at approximately 5:00 p.m. after all participants were connected for the conference call. The participants included members of the Executive Committee (Randall Donaldson, Cynthia Halpern, Joan Marx, and Phillip Wolfe) along with the Administrative Director Roz Macken.

1. The minutes of the conference call on November 21, 2011 were unanimously approved (4-0).
2. **Budget:** P. Wolfe presented a formal budget for 2012-13 for consideration, which was approved by a vote of 4-0. Items for consideration included the following:
 - **PSI Credit Card:** P. Wolfe reported that the application for a PSI credit card for the purpose of the organization's financial transactions was in process as per the resolution of the Board at the Annual Board Retreat in September 2011.
 - **Status of Funds:** P. Wolfe reported on the funds deposited at Citizens Bank. The Board also discussed the transfer of funds for scholarship awards.
3. **Administrative Director's report:**
 - **University of Vermont PSI Chapter:** R. Macken distributed the recent application from the University of Vermont to form a PSI Chapter. The Board agreed to discuss the application at the April Telephone Meeting.
 - **Nominating Committee:** R. Macken informed the Board that Char Prieto, Advisor of the Chapter at California University at Chico, accepted the Board's invitation to fill an open position on the Nominating Committee.
 - **Forum:** R. Macken reported that the members of the Publications Committee completed the work on the Forum in a timely manner and that she believes this issue will be an excellent one.
4. **PSI Annual Survey:** R. Donaldson reported that the results did not vary from last year's survey, but he requested a better timeline for the survey so that more votes may be cast. The Board agreed that mid-February might be a better time for Chapter Advisors to address the survey. In addition, the Board reaffirmed that the phrase "by mail" as listed in the PSI Bylaws could be construed as "by e-mail." Therefore, the Board concluded that elections do not need to be done by a paper ballot.

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5. **Conflict of Interest Disclosure:** The Board confirmed the procedure for the disclosure of conflicts of interests. There was a motion by P. Wolfe to have such disclosures done on an as needed basis in accordance with the PSI Bylaws which state that a member must abstain from both the discussion and the vote on an issue if there is a conflict. The motion passed 4-0.
6. **Scholarship Applications:** The Board set a deadline of April 6, 2012 for the submission of applications for the Scholarship Awards and asked that the Scholarship Committee then present to the Board a review the awards during the April Telephone Meeting.
7. **April Telephone Meeting:** The Board agreed to reschedule the April Telephone Meeting at 1 p.m. on Wednesday, April 25 2012.

The meeting adjourned at 5:24 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joan F. Marx". The signature is fluid and cursive, with the first name "Joan" being the most prominent.

Joan F. Marx
Executive Secretary