



The International Foreign Language Honor Society

Phi Sigma Iota

Member of the Association of College Honor Societies

www.phisigmaiota.org

Business Meeting of the Executive Committee November 16, 2016

The meeting convened by phone at approximately 4:15 p.m. The participants included members of the Executive Committee (Joan Marx, Virginia Shen, Frederik Green, Phillip Wolfe, and Mirna Trauger) along with the Administrative Director Roz Macken.

1. Votes on the minutes:

Discussion about amending minutes from September meeting. Minutes were approved by all members (4-0)

2. Administrative Director's Report:

*Reported on the proposed budget. Explained that the accountant made adjustments to our profit and loss statements. Informed that ACHS dues have increased drastically.

*Reported that she updated PhiSigmaIota's website server to a Pro Plan because messages generated by the website were being marked as spam.

*Reported that 17 ballots to approve the chapter at BYU have been sent in from different chapters. 15 ballots were received for officer elections. Mirna Trauger was voted in as President Elect and Virginia Shen was voted in as Second Vice President.

*Motion to appoint Kristen Hetrick as Secretary. Motion passed (3-0) with one abstention

*Reported that a new chapter application was received from SUNY at Brockport. Asked that board members read application and vote on it by email by December 2nd.

*Informed the committee that she will continue to be administrative director through June of 2017. With everyone's approval she will also attend the September meeting to provide a smooth transition.

3. Chapter Application Discussion:

*Motion to approve BYU application was unanimously approved by email (4-0)

4. President's Report:

*Reported on suggested wording change on the Collegiate Member Scholarship Application Form. New wording requires students to provide an itemized budget detailing how funds will be spent. Frederick suggested adding wording that specifies range of monies awarded in the recent past so that applicants have a general idea of what they could receive.

*Will write an administrative Director's Report for December

5. Budget:

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Allegheny College, 520 North Main St., Box 30, Meadville, PA 16335-3902

Phone: 814-332-4886

Fax: 814-337-4445

Email: contact@phisigmaiota.org


*A preliminary budget for 2017-2018 was discussed

*Discussion about setting aside a specific yearly amount in the Chapter Grant line of funding listed in the general budget. Joan suggested that if there is interest among board members that everyone decide on the parameters for this line. Solidify what we want to have in the line and what a chapter grant can be used for. Joan and Mirna will come up with wording for discussion at the next meeting.

Next meeting was set for January 25, 2016 at 4:00pm

The meeting adjourned at 5:13 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Mirna Trauger". The signature is written in a cursive style with a large initial "M" and a long horizontal stroke extending from the end of the name.

Mirna Trauger
Executive Secretary