



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 February 1, 2017

The meeting convened at approximately 3:10 pm by conference call. The participants included members of the Executive Committee (Joan Marx, Virginia Shen, Mirna Trauger, Frederik Green, and Kristen Hetrick), along with the Administrative Director Roz Macken, and the chairman of the Finance Committee Phillip Wolfe).

- 1. Approval of the Minutes:** (moved by Mirna, seconded by Virginia)
*Revised minutes from September and minutes of the November meeting were unanimously approved as written.
- 2. Administrative Director's Report:**
*Discussion of the University of Richmond chapter advisor Julie Baker's question about whether a student who was unable to complete a minor in Spanish should be allowed to remain a member. It was agreed by all that the student should be allowed to remain a member.
*Joan proposed adding a component to the application stipulating that the student must be an active major or a minor at the time of application. Adding wording to that affect for the 2017 scholarship round was approved by consensus.
*Roz explained that she and incoming Administrative Director Reese Campbell will commence his training for this position in May 2017 after classes are out.
- 3. Finance Committee Chairman Report:**
*Wells Fargo account is increasing, and the scholarship committee will be in good standing to award as much money as needed.
*Discussion of the deficit and explanation that the organization is now entering the season where money comes in due to membership fees.
*Vote to add \$1,000 to the scholarship fund rather than add it to Roz's salary unanimously approved. (moved by Joan, seconded by Mirna)
*2017-2018 budget approved unanimously (moved by Joan, seconded by Mirna)

The next meeting was set for April 19, 2017 at 4:00 PM by conference call.

The meeting adjourned at 4:37 pm.

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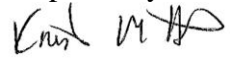
Allegheny College, 520 North Main St., Box 30, Meadville, PA 16335-3902

Phone: 814-332-4886

Fax: 814-337-4445

Email: contact@phisigmaiota.org

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kristen M. Hetrick". The signature is written in a cursive style with a large initial "K" and a distinct "H".

Kristen M. Hetrick
Executive Secretary