



The International Foreign Language Honor Society

## Phi Sigma Iota

Member of the Association of College Honor Societies

[www.phisigmaiota.org](http://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 M. Trauger, seconded by V. Shen)  
\*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.  
\*J. Marx 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.  
\*R. Macken 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 R. Macken's salary at R. Macken's request unanimously approved. (moved by J. Marx, seconded by M. Trauger)  
\*2017-2018 budget approved unanimously (moved by J. Marx, seconded by M. Trauger)

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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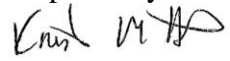
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Respectfully submitted,

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

Kristen M. Hetrick  
Executive Secretary