



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 April 25, 2012

The meeting convened at approximately 1:05 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. **Minutes of the Telephone Meeting of January 19, 2012:** The minutes were approved unanimously (4-0).
2. **Administrative Director's Report:**
 - **Status of Chapters:** R. Macken reported that there was an additional request from Ursinus College to reinstate the dormant chapter. The Board decided that the applications from the University of South Alabama and the University of Vermont will be reviewed at the Annual Board Retreat in September 2012.
 - **Chapter Advisors:** R. Macken reported on the need for Chapter Advisors to submit their financial reports to PSI for purposes of financial reporting to the IRS. It was reported that most Chapters are compliant, and, therefore, the issue is not widespread. The Board agreed that PSI needs the financial report of all Chapter Advisors.
3. **Budget:** P. Wolfe reported that there were no pending issues for deliberation. He informed the Board that PSI opened a new account at Citizens Bank in order to receive a higher interest rate for PSI funds.
4. **Scholarship report:** C. Halpern reported on the scholarship awards, providing details of the applicants and their projects and the exact distribution of the \$12,000 in scholarship money earmarked for this purpose. The awards included one for \$4,000, three for \$2000, one for \$1,500, three for \$1,300 and one for \$600. Six of these awards were designated for undergraduate students from the following institutions: Binghamton University, California State University, University of Huntsville, Muskingum University, Northern Kentucky University, and the U.S. Naval Academy. One recipient received a Professional Award designated for her Seattle-based organization in order to create language instruction kits for toddlers to elementary-school-aged children in Spanish, French, Japanese, Mandarin, and Hindi. R. Donaldson requested that the PSI letter to recipients include a deadline of October 15, 2012 for completion of their reports so that the information regarding their projects could be included in the Forum. P. Wolfe moved

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to accept the report of the Scholarship Committee, and J. Marx seconded the motion. The report was then unanimously accepted by the Board (4-0).

5. **President's Report:** R. Donaldson discussed ways to increase PSI's effectiveness in communicating with chapters. He suggested that the organization rely more on electronic communication such as e-mail rather than on form mail. This strategy should also include publishing the *Forum* electronically as well as on paper and sending out the results of the yearly survey automatically to Chapter Advisors. Board members agreed with his suggestions.
6. **Annual Fall PSI Board Retreat (September 27-30, 2012):** The Board discussed several agenda items for the September meeting in Lancaster, which included the annual survey and the *Forum*. The Board also discussed inviting one or two PSI members to attend selected meetings of the Retreat in September.
7. **Adjournment of the April Telephone Meeting:** P. Wolfe moved to adjourn. C. Halpern seconded the motion. The resolution passed unanimously (4-0).

The meeting adjourned at 1:52.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joan F. Marx". The signature is written in a cursive style with a large initial "J" and "M".

Joan F. Marx
Executive Secretary