



The International Foreign Language Honor Society

Phi Sigma Iota

Member of the Association of College Honor Societies

www.phisigmaiota.org

Minutes for the Business Meeting of the Executive Committee October 24, 2020

1. Balmori convened meeting at 8:13 CST
2. Motion to approve May 7 minutes: H. Allen moved, K. Hetrick seconded, passed unanimously
3. Administrative Director's Report (Macken) (8:17)
 - ACHS society meeting summary
 - malfeasance insurance
 - an organization is targeting honors societies by criticizing official societies for being predatory
 - other societies struggling with move to online
 - Ins and Outs of Virtual Event Planning
 - based on this workshop, Macken recommends hiring a company to manage the meeting if we choose to hold one
 - other key points from the workshop:
 - things to think about before having the Zoom meeting
 - test everything
 - have a "green room" where upcoming presenters wait, which will make transition time faster and smoother
 - other societies have done this and could share their results with us if we choose to have a meeting
 - survey monkey style apps can be used for voting
 - Zoom has lots of help videos and how-tos
 - we now have branded masks in our store
 - white with PSI logo
 - \$19.95 with \$3 profit margin to be split with chapters who order
 - Allegheny intends to order some
 - Macken has not pursued replacement for Whitney or herself since last meeting
 - Balmori re-introduced topic of transitioning to Macken's retirement
 - Luther College has been notified that their chapter has been approved
 - Macken has fielded and/or completed orders for spring, summer virtual initiation
 - induction numbers are down, chapters are not very active during pandemic
 - hopeful that numbers will rise in March, April 2021
 - the checking account has a cushion for decrease in member activity
 - Wolfe asked how much is in the investment account
 - August 31: value of investments has increased some after the market recovery

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- Balmori asked if we can fund scholarships this year as usual
 - Macken confirmed yes
 - a few scholarships were not collected because the programs the students had enrolled in were cancelled due to the pandemic, so some money not awarded from this year may be carried over to next year
 - Mei Mei Kelly submitted a revised proposal to apply the scholarship to local language class tuition, which was approved but the student needed less money than had been approved
 - the last of the scholarship checks from the last round of awards may be sent in January 2021, depending on if a program is operating or not
 - the accounting firm submitted our report to the IRS
- 4. Extending membership to “Studies” minors (8:51)
 - Balmori finds it difficult to reconcile including studies minors based on our current mission statement because they are not required to take as many, or any, upper-level language courses
 - Hetrick suggests having an exception clause, since many majors are being cut, stating that 300-level culture courses taught in English will be accepted if there are not 300-level courses available in the target language
 - Macken clarified that to change the bylaws it must be put to a chapter vote
 - Balmori and Hetrick will compose an exception clause and send to the committee for revising and approval, to be completed by semester break
 - Macken suggested having language ready to send to chapters at same time we send Exec Cmte election ballots
 - Wolfe suggested limiting to less commonly taught languages
- 5. Universal Lifetime Membership (9:30)
 - Balmori explained changes to bylaws regarding lifetime membership, in document he had sent out before meeting
 - Macken confirmed that this will be retroactive, so if you are a member now, you are a lifetime member
 - Motion to approve ULM. Moved by Allen, seconded by Hetrick, passed unanimously
 - next step is to send to chapters for a vote
- 6. 100th Anniversary Celebration
 - 2022 was proposed for celebration date
 - do something special for the new members and have a gift like a pin that celebrates our accomplishments
 - Award Concepts, who advertises at the ACHS conference offer to design a pin or medallion or something similar that we might use to celebrate
 - they could sell it through our website or theirs
 - Balmori suggested that he and Macken design the item and have the committee approve it
 - Larson suggested stickers to put on water bottles or laptops
 - Hetrick suggested gifting stickers to each chapter
 - Balmori will contact Award Concepts and design a sticker
- 7. Scholarship (9:47)

- Balmori asked committee for feedback on the process via a questionnaire
 - committee's suggestions:
 - most funded projects are related to language and culture research, including study abroad, community service, research, professional advancement, conference attendance
 - we need to develop standard criteria for the application
 - do we give money for tuition? the committee prefers not to
 - do applicants need to itemize their budget?
 - do applicants need to itemize the things they are requesting money for (ie they can't just say, I need this for grad school)
 - what is the maximum amount that will be rewarded?
 - can chapters apply for a scholarship for on-campus projects? it would be a way to encourage participation
 - could be awarded based on their report, for chapter recognition
 - put 2 application samples for each application type online as models for applicants
 - Balmori's suggestions:
 - format of forms should be consistent
 - itemized list that students must complete, with clear instructions
 - Balmori and Macken will revise forms and send them to the Executive Cmte for approval
 - possibility of chapter as part of scholarships: Balmori suggested an award as a way to encourage chapters to fill out annual reports, beyond a letter of recognition like a plaque or money
 - Hetrick asked if this is a one-time distinction or could be earned every year
 - Balmori suggested a cap of 5 times, or cannot be earned two years in a row
 - Wolfe suggested being selective since chapters should not be rewarded for doing something they should be doing in the first place
 - Hetrick suggested making it not be annual, but rather only to outstanding chapters or advisers
 - Macken reminded us that we currently have chapter scholarships for \$150, but she can remind in her email updates that chapter awards are available
 - Balmori suggested increasing it to \$200 to make it more attractive, suggestion was approved
8. Executive Committee Ballot for next year
- Hetrick is happy to continue on even with change of job
9. Business Meeting (10:39)
- Macken will prepare a budget after speaking with the accountant
 - estimating prospective income is difficult due to the pandemic
 - Wolfe asked if lower enrollment will affect whether we can award scholarships

- Macken suggested we wait and see how enrollment goes in April and the board can make adjustments if necessary

10. Scheduling Next Meeting (11:00)

- Thurs Jan 28, 4:30 pm EST