



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 September 17, 2016

The meeting convened at approximately 9:09 a.m. in a conference room of the Marriott Springhill Suites in Pittsburgh, PA. The participants included members of the Executive Committee (Joan Marx, Virginia Shen, Mirna Trauger, and Frederik Green by Skype) along with the Administrative Director Roz Macken, the chairman of the Finance Committee Phillip Wolfe, and special guests Kristen Hetrick (Doane University), Heather Allen (U of Mississippi), and Fabian Balmori (Spring Hill College).

1. Approval of the Minutes:

Minutes of the April meeting were unanimously approved as written.

2. Administrative Director's Report:

Suggestions arising from the year's experience.

3. Finance Committee Chairman Report:

Banking, Investments, Budget Issues, maintain current level of funding for scholarships.

4. The Nomination of Officers:

*Secretary (Kristen Hetrick)

*Second Vice President (Virginia Shen)

*President Elect (Mirna Trauger)

*Nominating Committee (2 new members will need to be elected for 2 year terms)

5. Ownership Linkage:

*Discussion of granting a special funding request of \$300 to the ETA ALPHA chapter at San Francisco State to fund a special speaker.

*Discussion of the triannual Phi Sigma Iota member convention mandated in the bylaws. Discussion of having the convention attended remotely by members. The convention would potentially take place during the executive committee's annual meeting in Pittsburgh.

*2017 Scholarship deadline was established for March 31, 2017

6. Budget:

*R. Macken presented a tally of actual expenses for the 2015-2016 budget year and a comparison of expenses for the current year with amounts budgeted. The board discussed keeping the same allocation for the scholarship for 2017.

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*P. Wolfe reported that the 2015-2016 PSI budget is in good standing. Discussion of transferring funds from checking account to scholarship fund, equities fund and municipal bonds fund.

6. Meeting schedule for 2015-16 is set:

Nov. 16, 2015 4:00 PM conference call

Jan. 25, 2017 4:00 PM conference call - tentative

April 19, 2017 4:00 PM conference call to approve scholarship awards

Sept. 15-17, 2017 annual meeting, Pittsburgh PA

The meeting adjourned at 2:40pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Mirna Trauger". The signature is written in a cursive style with a large, sweeping initial "M".

Mirna Trauger
Executive Secretary