



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 26, 2014

The meeting convened at approximately 8:45 a.m. in a conference room of the Marriott Springhill Suites in Pittsburgh, PA. The participants included members of the Executive Committee (Franz Joseph Wehage, Phillip Wolfe, and Mirna Trauger) along with the Administrative Director Roz Macken. Also present were guests Virginia Shen and Lynn Walford.

1. **Administrative Director's Report:**
Suggestions arising from the year's experience
2. **Treasurer's Report:**
Banking, Investments, Budget Issues
3. **Report on Survey Sent to all Advisors:**
Results of survey
4. **The Election of Officers:**
 - *Second Vice-President (Virginia Shen)
 - *President Elect (Joan Marx)
 - *Scholarship Committee (Lynn Walford)
5. **Ownership Linkage:**
 - *Discussion of publishing the *Forum* electronically and sending physical copies to chapter advisors, active alumni and lifetime members
 - *Discussion of organizing the Phi Sigma Iota member convention required in the by-laws.
6. **Budget:**
 - *R. Macken presented a tally of actual expenses for the 2013-2014 budget year and a comparison of expenses for the current 2014-2015 year with amounts actually budgeted. The board approved the formal budget for 2014-2015 (Wehage/Wolfe 3-0).
 - *P. Wolfe reported that the 2013-2014 PSI budget is in good standing. Discussion of transferring funds from checking account to scholarship fund, equities fund and municipal bonds fund.
 - *Discussion of increasing scholarship funds from \$12,000 to \$20,000.

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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

The meeting adjourned at 6:00pm.

Business Meeting of the Executive Committee September 27, 2014

The meeting reconvened at approximately 9:15 a.m. in a conference room of the Marriott Springhill Suites. The meeting included members of the executive committee, previous executive committee president Randy Donaldson, and guests Virginia Shen and Lynn Walford.

1. **Scholarship Committee:**

*The Board reaffirmed the date for submission of scholarship applications for March 20, 2015. Board will meet by phone on April 13, 2014 to hear the Scholarship Committee's report.

*The board also discussed calling advisors to encourage them to advertise the scholarship to eligible students. Franz Joseph and Virginia Shen (North Central region), Lynn Walford (South Central and Southwest regions), Phillip Wolfe and Mirna Trauger (Northeast and Southeast regions), Joan Marx (Northwest region).

2. **Conferences:** Allegheny College will host a national member convention on October 24, 2015 which will also serve as an undergraduate conference for PSI members.

3. **Ownership Linkage:** Discussion to amend Board Policy Handbook to include wording in section 6.1.1 about GPA requirements and student rank.

The meeting adjourned at 3:30pm. After going into executive session, the executive committee reconvened to vote on motions generated during meetings.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,



Mirna Trauger
Executive Secretary