



The International Foreign Language Honor Society

Phi Sigma Iota

Member of the Association of College Honor Societies

www.phisigmaiota.org

Meeting of the Executive Committee October 4, 2009 Comfort Suites Amish Country, Lancaster, PA 17602

Present: Randall Donaldson; Cynthia Halpern; Susan Rosenstreich; Philip Wolfe

Meeting called to order at 8:45 a.m. by President Susan Rosenstreich.

The agenda for the morning's meeting was approved.
Donaldson/Wolfe, 4-0

The approval of the minutes of the face-to-face meeting at the Ambassador/Courtyard by Marriott, Erie, PA: January 23, 2009, was postponed pending review of a full revised text.

The minutes of the conference call, April 28, 2009, were approved.
Rosenstreich/Wolfe, 4-0

Officers and Elections: The Board officially welcomed Cynthia Halpern as Second Vice-President. Discussion ensued as to filling the vacancy in the office of President-Elect created when Susan Rosenstreich assumed the Presidency. The Board exercised its prerogative to fill vacancies in its ranks and appointed Randall Donaldson to serve as President-Elect until a new President-Elect is selected on the normal election cycle in fall 2010.

The Board reviewed the policy for the rotation of officers. The First Vice-President and the Executive Secretary take office in January of an even-number year. In the absence of an elected Nominating Committee the Board continues to act in the role of a nominating committee. A call for nominations for the two positions will go out with the Newsletter. Ballots will be mailed November 1 and must be returned by December 1.

Publications: The latest Newsletter will be available to chapter advisors by mid-October. The Newsletter will carry a call for submissions for the inaugural reappearance of the *Forum* in early spring 2010.

Convention: As national conventions are costly and difficult to arrange, the Board continued its discussion of regional meetings as a pathway to an eventual national meeting. As a result, the Board resolved that:

The Society establish relationships with relevant regional organizations (NEMLA, SAMLA, The Northeast) for the purpose of offering roundtables and establishing a base from which planning for future conventions or regional meetings of the Society might proceed.
Rosenstreich/Donaldson, 4-0

Status of Chapters: The Administrative Director reported on successful efforts to reestablish healthy regular communication with dormant chapters, to reactivate chapters which demonstrate an interest in doing so, and to encourage new applications for chapter charters. The Board approved the chartering of new chapters at Piedmont College and Salem State College. Based on its experience in reviewing applications for new charters, the Board revised the criteria for consideration to bring them more clearly

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in line with the mission and ends of the Society and directed the Administrative Director to make the necessary changes to the application form. The Board resolved that:

The application file for those applying for a chapter charter include:

1. A cover letter which indicates the manner in which the petitioning institution believes that the prospective chapter can put the mission of Phi Sigma Iota into practice at its institution.
2. A completed application form to which the following question has been added: For each language for which your institution offers a major or a minor or both, please indicate what percentage of courses at the third-year (fifth semester) or higher is taught in the target language (lectures, assignments, discussion).
3. A sample syllabus from one course at the third-year level or above in each language area in which the institution offers a major or a minor.

Rosenstreich/Wolfe, 4-0

Committees: The Board directed the Administrative Director to activate the Awards Committee. Cynthia Halpern agreed to serve as chair of the Awards Committee. The committee will consist of: Cynthia Halpern (Cabrini College), Joan Marx (Muhlenberg College) and Raquel Green (Cabrini College).

Finances and Budget: Given the overall financial health and the improving financial position of the Society the Board discussed ways of assuring financial stability and improving member services. To put the resources of the Society to work for its members the Board expanded the existing awards program by resolving that:

1. The number and size of awards made under the Society's scholarship program be as follows:
 1. Three awards at \$2000 apiece and;
 2. Three awards at \$1000 apiece.
 3. The application be redone to make a picture of the applicant optional.
 4. Successful applicants be asked whether or not they:
 - a. Will supply a picture to display on the Society's website.
 - b. Give permission to the Society to advertise the details of their project on line.
 - c. Give permission to the Society to make their application available to future applicants seeking a model.
 5. Successful applicants be required to file a report indicating how the money was spent.

Rosenstreich/Donaldson, 4-0

and

2. The Society establish a pilot program for the distribution of ten small grants annually not to exceed \$150 each and that the guidelines for obtaining such a grant be:
 1. Applicants must submit at least one month in advance of the event or project.
 2. Applicants must file a short report no more than one month after the event or project describing how the grant money was used to further the ends of the Society.

Wolfe/Donaldson, 4-0

To assure long-term financial growth and stability the Board approved several resolutions as follows:

1. Resolved that:

The tax year and the budget year (April to March) of the Society be parallel:

Rosenstreich/Wolfe, 4-0

2. Resolved that:

Thirty thousand dollars from operating funds be invested in treasury instruments so as to maximize yield.

Donaldson/Halpern, 4-0

3. Resolved that:

Any proceeds realized from lawsuits or other legal actions in which the Society is involved be invested in long-term instruments with a high level of security (e.g., AAA Bonds or better).

Rosenstreich/Donaldson, 4-0

4. Resolved that:

All proceeds from investments in Certificate of Deposit (both principal and interest) be reinvested in instruments of similar term and liquidity at the highest possible rate of return.

Donaldson/Rosenstreich, 4-0

5. Resolved that:

Philip Wolfe be empowered and delegated to execute the financial transactions indicated in the three resolutions above without reservation or restriction.

Rosenstreich/Donaldson, 4-0

The remainder of the meeting was spent creating the schedule of meetings and action plans for the next twelve months.

Meeting adjourned at noon exactly.

Respectfully submitted,

Randall Donaldson
Executive Secretary.

N.B. Changes to Board Policy (noted in the October 2009 revision of the *Board Handbook*) as a result of motions passed by Board:

2.13.2 ~~calendar~~ year becomes fiscal year

3.4.4. b. original text: The oral annual performance appraisal will be conducted in the month of January, evaluating the prior year, to coincide with the annual face-to-face meeting of the Board.

revised text: The oral annual performance appraisal evaluating the prior twelve months will be scheduled to coincide with the annual face-to-face meeting of the Board.