



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 November 21, 2011

The meeting convened at approximately 5:30 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, Susan Rosenstreich, and Phillip Wolfe) along with the Administrative Director Roz Macken.

1. The minutes of the conference call on April 28, 2011 were approved as amended.
2. The minutes of the Annual Board Meeting on September 25, 2011 were approved.
3. **Budget:** P. Wolfe presented a preliminary budget for 2012-2013 and said that a formal budget would be submitted for consideration at the January 19th telephone meeting. R. Macken reported that the 2011-2012 PSI budget is in good standing.
4. **Administrative Director's report:**
 - **Elections:** R. Macken reported the recent election results for all committees and on the specific procedures regarding the determination of the Chair of the Nominations Committee. Newly elected members of the Executive Committee include Phillip Wolfe as First Vice President and Joan Marx as Secretary. In regard to the Nominations Committee, Sister Mary Helen Kashuba of Chestnut Hill College and María-Isabel Mira-Martínez of the University of Mary Washington, and P. Wolfe are members. As per the PSI Bylaws, the Board appointed Susan Rosenstreich as Chair of the Nominations Committee. The terms of service for all committees officially commence on January 1, 2012. The Publications Committee includes R. Macken, Michael Pasquale, and Richard Howett. The *Forum* still lacks an Editor at this time.
 - **North Central College Chapter:** R. Macken also reported the recent correspondence with Chapter Advisor of North Central College in Illinois concerning the suggested change to the PSI chapter bylaws to include students of all languages according to the bylaws of the national organization. Due to the subsequent modification to the Chapter bylaws by North Central College in order to include this change, the Board concurred that the PSI Chapter at that institution is now in good standing.
5. **Recruitment:** J. Marx presented a form letter that she developed to be used by PSI for purposes of recruitment for new chapters. The Board unanimously approved the letter (5-

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- 0). The Board also decided that R. Macken will be the signee of the letter and that PSI Board members would provide her with the names of potential institutions.
6. **PSI Annual Survey:** R. Donaldson reported that a draft of the survey results will be presented to the Board at the January 19th Telephone Meeting in order to be ready for publication in the *Forum*.
7. **Scholarship Committee:**
- **Application Forms:** C. Halpern presented minor changes on the forms of the PSI Collegiate Scholarship Application and new Professional Member Scholarship Application, which were accepted by the Board. In terms of the Collegiate Scholarships Application, there were various minor wording changes to clarify eligibility. As for the Professional Member Scholarship Application, the proposed changes included the insertion of the word “Professional” to include not only Professional Members, but also Professional Projects, and Professional References. S. Rosenstreich also suggested changing the title to “Professional Member Scholarships and/or Grants Application” in order to increase the scope of the PSI awards. After a review of PSI Bylaws and a clarification that Professional Members are undergraduates or graduates who are active members of PSI. The Board unanimously agreed (5-0) to all changes.
 - **Expansion of Awards:** As per the plan for the expansion of scholarships discussed at the September 2011 Annual PSI Board Retreat, C. Halperin and J. Marx proposed that an additional sum of \$2,000 be added to the current total of \$10,000 to be awarded for the 2012 year. The Board voted unanimously (5-0) in favor of the proposal and granted the Scholarship Committee the flexibility to determine the exact amount of the \$12,000 to be awarded to each of the students based on the merits of their proposals.
8. **Conventions:** C. Halpern reported that proposed joint venture with SEPCHE will not be possible for spring 2012. S. Rosenstreich will approach the PSI representatives from Rutgers University to inquire about the possibility of including PSI’s participation in their annual student conference.
9. **Administrative Director’s Annual Review:** The Board went into Executive Session in order to discuss the Annual Evaluation of Roz Macken presented by President Susan Rosenstreich. The Board unanimously approved the evaluation and expressed both their appreciation and admiration for the excellent work done by the PSI Administrative Director.
10. **Presidency of PSI:** At the conclusion of the telephone meeting, Susan Rosenstreich passed the President’s mantle to new president Randy Donaldson.
11. **April Telephone Meeting:** The Board agreed to schedule the April Telephone Meeting for April 26, 2012.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joan F. Marx". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joan F. Marx
Executive Secretary