



The International Foreign Language Honor Society

# Phi Sigma Iota

Member of the Association of College Honor Societies

[www.phisigmaiota.org](http://www.phisigmaiota.org)

## Telephone Meeting of the Executive Committee November 25, 2013

The meeting convened at approximately 4:02 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, Leslie Sconduto, and Phillip Wolfe) along with the Administrative Director Roz Macken.

1. The minutes of the September 22, 2013 Business Meeting were approved.  
(Wolfe/Halperin, 5-0)
2. **Ownership Linkage:** The Board reviewed the latest revisions to the Phi Sigma Iota Initiation Ritual for New Members. R. Donaldson directed everyone to review the document and then to send R. Macken any changes by January 15<sup>th</sup>. R. Macken suggested sending a print copy to Chapter Advisors when the document is finalized.
3. **Budget:**
  - R. Macken presented a preliminary budget for 2014 -2015 and said that a formal budget would be submitted for consideration at the January 20<sup>th</sup> telephone meeting. P. Wolfe reported that the 2013-2014 PSI budget is in good standing.
  - P. Wolfe reported that the money market and checking accounts at Citizen's Bank and that \$30,000 from the funds from the money market and checking accounts at Citizen's Bank were transferred to the PSI checking account at First National Bank so that at least \$50,000 be maintained in that checking account as per the instructions of the Board at the September Annual Retreat. In addition, \$35,000 from the money market and checking accounts at Citizen's Bank were transferred to the Wells Fargo account for purposes of investment in universal municipal funds based on the recommendation of Wells Fargo. The Board accepted the report of P. Wolfe.
4. **Administrative Director's Report:**
  - **Elections:** R. Macken reported the recent election results for all committees. Newly elected members of the Executive Committee include Franz-Josef Wehage of Muskingum University for the Office of First Vice President and Mirna Trauger of Muhlenberg College for the Office of Secretary. New members of the Nominating Committee include Ann Baker of University of Evansville, Randy Donaldson from Loyola University, Scott Goins from McNeese State University,

Phi Sigma Iota

Allegheny College, 520 North Main St., Box 30, Meadville, PA 16335-3902

Phone: 814-332-4886

Fax: 814-337-4445

Email: [contact@phisigmaiota.org](mailto:contact@phisigmaiota.org)

and Anna Weaver from Mercer University. The Board accepted the election results.

5. **PSI Annual Survey:** R. Macken reported that ACHS requested that she send out a survey to Chapter Advisors regarding membership in PSI. R. Macken will report back to the Board at the January 20<sup>th</sup> Telephone Meeting with any results pertinent to PSI.
6. **Scholarship Committee:** The Board reaffirmed the date for submission of scholarship applications for March 28, 2014.
7. **Conferences:** Allegheny College will host an undergraduate conference on March 29, 2014 for PSI members. Deadline for abstracts is February 1, 2014. President R. Donaldson will give the keynote address. More than 40 chapters have been invited to attend.
8. **Administrative Director's Annual Review:** The Board discussed the Annual Evaluation of Roz Macken which President R. Donaldson will finalize in mid-December.
9. **January Telephone Meeting:** The Board reconfirmed the date of January Telephone Meeting planned for January 20, 2014 at 4:00 pm.

The meeting adjourned at 4:44 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joan F. Marx". The signature is fluid and cursive, with the first name "Joan" being the most prominent.

Joan F. Marx  
Executive Secretary