



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 September 22, 2013 Comfort Suites, Amish Country, Lancaster, PA 17602

Present: Randall Donaldson, Cynthia Halpern, Joan Marx, Leslie Sconduto, Phillip Wolfe, and the Administrative Director Roz Macken.

The meeting was called to order by President Randall Donaldson.

The agenda for the morning's meeting was approved.
(Marx/Halpern 5-0)

The minutes of the Telephone Meeting of April 26, 2013 were approved.
(Wolfe/Sconduto, 5-0)

Administrative Director's Report: R. Macken reported on the ACHS Compliance Report that she recently submitted. The Board resolved that:

The ACHS Compliance Report submitted by Administrative Director Roz Macken be accepted.
(Donaldson/Wolfe, 5-0)

Officers and Elections: The Board reviewed the rotation of officers before confirming the following elections for the current year: First Vice President and Secretary. The Board nominated Franz-Josef Wehage of Muskingum University for the office of First Vice President and Mirna Trauger of Muhlenberg College for the office of Secretary. A call for additional nominations will be sent out by November 1. The Board Resolved that:

The election slate for 2014 be accepted.
(Marx/Halpern, 5-0)

Conventions: The Board discussed the feasibility of having a convention for its members on site versus on-line in a webinar format. The Board agreed that mounting a separate survey to poll both students and Chapter Advisors would provide valuable information such as student/Chapter Advisor interest, location, and content.

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Status of Chapters: After reviewing the application from Doane College, the Board resolved that:

The application for a new chapter from Doane College be approved.
(Donaldson/Sconduto, 5-0)

Finances and Budget: The Board's deliberations on the financial status of PSI included the following changes to improve its financial health and stability. Based on the recommendation of P. Wolfe, the Board resolved that:

The money market and checking accounts at Citizen's Bank be closed. (Donaldson/Marx, 5-0)
and that:

\$30,000 from the funds from the money market and checking accounts at Citizen's Bank be transferred to the PSI checking account at First National Bank so that at least \$50,000 be maintained in that checking account. (Sconduto/Halpern, 5-0)
and that:

Funds in excess of \$30,000 from the money market and checking accounts at Citizen's Bank be transferred to the Wells Fargo account for purposes of investment in non-equities funds.
(Donaldson/Sconduto, 5-0)
and that:

P. Wolfe be empowered and indemnified in order to carry out the three transactions listed Above. (Sconduto/Marx, 5-0)
and that:

The Board consider a full fiscal audit in 2014 with full fiscal audits to be done every three years thereafter. (Halpern/Donaldson, 5-0)

Communications with Members: The Board discussed ways to improve PSI outreach to prospective and current PSI members. For this purpose, on Saturday, September 21st the Board welcomed to the Annual Retreat two Chapter Advisors to participate in their discussions of outreach issues, Virginia Chen from Chicago State University and Mirna Trauger from Muhlenberg College. As a result of those deliberations, the Board agreed to help Chapter Advisors urge current students to apply for PSI scholarships by sending an e-mail message focusing only on scholarships in October and February. The Board also agreed to send a survey to Chapter Advisors to assess not only how many students actually accept their invitations to join PSI, but also what motivates them to do so in contrast to those students who decline their invitations.

In addition, the Board agreed that one of the ways to encourage outreach was to put a link from FaceBook to the PSI website and one to the *Forum*. R. Macken also suggested that PSI print more copies of the *Forum* given that the usual amount of 2,300 copies did not meet PSI's needs in the past year.

Lastly, the Board reviewed revisions to the PSI initiation ritual that were proposed by J. Marx, M. Trauger, and P. Wolfe in order to update the document. The Board suggested some additional changes which will be incorporated into the document and reviewed at the November Telephone Meeting.

The meeting adjourned at 9:05 a.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