



The International Foreign Language Honor Society

# Phi Sigma Iota

Member of the Association of College Honor Societies

## Minutes of the Executive Committee Meeting on November 22, 2024

### Attendance

**Present:** Cody Hanson (president), Cynthia Klima (first vice president), Hildegard Rossoll (second vice president), Cassio de Oliveira (secretary), and Pauline Lanzine (administrative director).

### Call to Order

The meeting was held over Zoom. President Cody Hanson called it to order at 4:02PM EDT.

### Administrative Director's Report

#### PSI Small Grants

A program was run for a couple of years whereby chapters could apply for \$150 one-time grants for chapter events or activities. Six hundred dollars were budgeted yearly from Society funds. The administrative director approved requests.

Rossoll moved that Lanzine should draft an application form for review by the Committee before restarting the program and announcing it to chapters. Motion seconded by Hanson, approved unanimously.

#### PSI Newsletter

Lanzine reviewed earlier Society newsletters and compiled regular items to be included in future issues, but called for creative input into additional newsletter items. De Oliveira suggested emailing chapter presidents and advisors to solicit submissions. Hanson suggested issuing a call for submissions and poetry similar to the print version of *The Forum*. The print version will be discontinued and will be replaced by the newsletter, also to be called *The Forum*. It is expected that the newsletter will initially be published once per year, in online format.

#### PSI Payroll & 990s/Perfett Tax Service

Lanzine contacted Perfett Tax Service for estimates of tax filing services. She recommends using Perfett instead of Baker Tilly for tax and payroll services going forward.

Hanson moved to switch to Perfett Tax Service. Motion seconded by Rossoll, approved unanimously.

#### Bluehost and New Website

Lanzine reported that she has been working well with one of the developers at Bluehost regarding the website redesign. She expects to have the redesign ready for review by the Committee in December.

## Nominated Board Members

Kristi Bond has agreed to run for Society president; Junko Agnew has agreed to run for second vice-president. Lanzine will circulate the ballot in the near future.

## President's Report

Hanson has a list of possible changes to the scholarship process based on feedback from the ad-hoc scholarship committee. Will compile them and present them to the Committee at the next meeting in winter 2025.

## Adjournment

The meeting adjourned at 4:46PM.

Respectfully submitted,

Cassio de Oliveira