



The International Foreign Language Honor Society

Phi Sigma Iota

Member of the Association of College Honor Societies

Minutes of the Annual Executive Committee Meeting (Long Meeting) on September 14, 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).

Mirna Trauger (scholarship committee) and Daniel Raso-Llarás were also in attendance.

Call to Order

The meeting was held over Zoom. President Cody Hanson called it to order at 10:06AM EST.

Approval of Minutes

A motion (Rossoll/Klima) to approve the minutes of the February 13, 2024 meeting passed unanimously.

Administrative Director's Report

Review and approve tax filing

A motion (Rossoll/Hanson) to approve the Report of Organization Exempt From Income Tax (Form 990) for 2023 passed unanimously.

Profit and Loss Report, 2023; Budget Report

Profit and Loss (P&L) Report shows a net loss for 2023. Membership dues went up slightly from 2022 to 2023; P&L was negative due to salaries being paid to two staffers during the transition period from Roz Macken to Pauline Lanzine as administrative director. Higher costs of insurance, dishonesty bond, and tax filing services also accounted in part for loss.

Lanzine is looking into contracting with a payroll tax firm for assistance. Also reports lots of time and effort to look into inactive chapters for tax purposes.

Proposed 2024–2025 Budget is based on the actual 2023–2024 budget. For 2023–2024, expenses turned out to be lower than budgeted.

Lanzine reports that her workload exceeds the estimated five hours per week, especially in the period March–April, when it approaches forty or more hours. Reports that ten hours per week is a more suitable number to account for her workload.

A motion (de Oliveira/Rossoll) to approve the Profit & Loss Detail, April 2023–March 2024 passed unanimously.

A motion (Hanson/Klima) to approve the Proposed 2024–2025 Budget passed unanimously.

Budget Items

Chapter Grants

Chapters can apply for \$100 grants for honoraria, guest speakers, and help initiating programs. Committee members raised questions concerning who would approve any requests, the financial sustainability of the program, and the availability of information. Lanzine will search for answers to these questions.

Administrative Director Compensation

The executive committee discussed the compensation for the administrative director. The budgeted compensation has been approved as part of the Proposed 2024–2025 Budget.

Scholarship Application Discussion

Trauger reports that the scholarship committee meets late March–early April to select candidates, discuss scholarship amounts, etc. Reports concerns about usage of Artificial Intelligence (AI) tools when students write essays as part of the application process. Recommends, on behalf of the committee, that applicants should record a video speaking naturally about themselves and their proposed project in the target language in order to demonstrate fluency. Encourages the scholarship committee to draw clear and strict guidelines for the video recording. Reports that, at the moment, the scholarship committee does not use a rubric to rate applicants, but this is something that should be used were students to submit video recordings.

Hanson asked whether applicants should record a video after participation in the study abroad programs as well; Trauger thinks this is a good idea, but believes the emphasis at this point is on the application process.

Klima agrees that, given scholarship amounts, it is sensible to require applicant videos in order to assuage concerns about AI usage.

Trauger believes that advisors should be briefed on any new application submission processes, and that they should be encouraged to mentor applicants, especially regarding technology.

De Oliveira pointed out that the requirement of the two essays (in source and target languages) may be counterproductive to the goals of increasing number of applicants. Raised the issue that the video requirement may also pose a barrier to applicants.

Trauger reiterated that the scholarship committee encourages the executive committee to draw up guidelines to combat AI usage in scholarship applications.

Trauger reports a low number of applicants; Klima suggests running interviews with applicants. Trauger speculates that the drop in applications may be due to the demographic cliff and to declining enrollments in humanities and foreign languages.

Klima and Trauger discussed the potential of social media for advertising the scholarship and its deadlines.

De Oliveira suggested considering a later application deadline to allow students more time to prepare applications based on responses from study abroad programs.

Klima noted that the scholarship is available not only to study abroad, but also to research and community service projects.

Hanson proposed the formation of an ad hoc committee to review the scholarship application and reduce application barriers. The motion (Hanson/de Oliveira) to form the committee was approved unanimously. Committee members: Hanson, Klima, de Oliveira.

Reviewing Scholarship Awardees

The following awards were disbursed following the scholarship committee's recommendation and subsequent approval by the executive committee (via email in April):

- Dr. Cleon Capsus Award – Ava Oberlin/Caldwell University
- Dr. Santiago Vilas – Tristian Silberman/Northern Kentucky
- Dr. Anthony S. Corbiere – Jennifer Garner/Ohio Wesleyan
- Dr. Henry Ward Church – Jacquelyn Grinnell/Muskigum
- Dorothy I. Mitstifer – Gaetan Jean/SUNY Geneseo
- Dr. Marie-France Hilgar – Emily Gallagher/Carnegie Mellon

ACHS

The next annual conference will be in Kansas City, Missouri, January 30–February 1, 2025.

Hanson wishes to attend himself and encourages another committee member to attend if possible.

Lanzine submitted the required annual report to ACHS earlier during the year.

Hanson reports that ACHS has invited applications to serve on its committees.

Donation request: ACHS has requested donations to support its defense against legal challenges. De Oliveira has questions about whether PSI can make donations to another nonprofit. Lanzine will consult with the tax advisor to check whether this is possible.

A motion (Hanson/Klima) to donate \$200 to ACHS passed unanimously, subject to verification that such a donation is allowed by tax law.

Results from the “Call to Action”

Rossoll reports not enough responses to the online survey distributed at the Virtual Conference.

PSI Virtual Conference and 2026 Convention

Hanson was happy with the speakers at the Virtual Conference; it was a nice event, although attendance around 30 was somewhat low. Klima agrees that the conference was fulfilling and the talks were informative.

Hanson suggests awarding a higher honorarium to guest speakers next time around.

Lanzine and Hanson remind the committee that, per By-Laws, conventions “shall be held at least on a triennial basis” (Art. VI). Next convention would need to be held in 2027.

Rossoll believes the virtual format worked well and should be used again next time to garner a larger audience. Klima agrees. Hanson recommends planning a virtual conference to be held in February 2027.

The Forum

Lanzine says there are currently three items for the publication. Asks for input from students, faculty, advisors. Suggests moving it to an online format.

Rossoll suggests converting it to an annual online newsletter that would also include announcements, deadline reminders.

De Oliveira suggests using the Emma newsletter platform for circulating the newsletter to members and advisors.

Rossoll and Hanson suggest embedding the student videos submitted as part of the Virtual Conference in February 2024 in the newsletter.

Lanzine will look into converting *The Forum* into an online newsletter.

Organizational Needs

Website Update

Lanzine spoke with staff from the website hosting platform. Wants to update the website design and make it more dynamic. Lists a few different options:

1. \$2,000 for the first year and subsequent maintenance for \$760/year: to have a dedicated web designer who would update the website on a regular basis;
2. \$800 for six months: web hosts would guide Lanzine through the process of making changes. Lanzine would be in charge of all maintenance and regular updates.
3. Alternatively, an Allegheny College student worker could be hired to help with the website.

Lanzine also reports substandard experiences with the current hosting service.

Lanzine suggests waiting to make a decision until she clears up the question on website hosting. Will report back at the next meeting.

Scholarship Committee and Other Committee Members

Lanzine is looking for members for the scholarship committee (1) and nominating committee. The executive committee also needs to fill the positions of president-elect and second vice-president. Lanzine will reach out to potential candidates and will send out a call for nominations.

Other Business

The next meeting of the Executive Committee has been provisionally scheduled for Friday, November 22, 4:00–5:00PM ET.

Adjournment

The meeting adjourned at 12:53PM.

Respectfully submitted,

Cassio de Oliveira