

**Phi Kappa Phi**  
**Augusta State University Chapter (#166)**  
**Minutes of the Business Meeting**  
**Friday, Nov. 30, 2001**

The following were in attendance at the meeting, which began at 1:00 p.m in Butler Hall 5: Bill Bompart, Jurgen Brauer, Nancy Childers, Linda Crawford, Jim Garvey, Richard Harrison, Donna Hobbs, Steve Hobbs, Miyoko Jackson, Pam Jackson, Jonathan Leightner, Wayne Mixon, Ed Pettit, Jana Sandarg, Kathy Schofe, Katherine Sweeney, Ray Whiting, Sabina Widner, Janice Williams.

**Bylaws**

Our chapter bylaws have disappeared and the national office has no record of them. However, when the national bylaws were revised this year, they came with a sample set of bylaws for chapters to adopt. Using the suggested bylaws as a model, Jurgen has proposed a new set of chapter bylaws (available via the chapter web site). He asked us to examine them and email him our comments before our next meeting at which time the proposed bylaws are to be discussed and voted on.

**Treasurer's report**

Pam Jackson distributed a summary of accounts for the past financial year (copies available via Pam). Our cash balance as of 6-30-01 was \$2,703.72. Pam also presented a budget for the current year.

**Finance Committee report**

Pam Jackson reported that the committee had discussed the establishment of an endowment to support chapter activities, but the notion was tabled for the time being. The committee will encourage inactive members to become active and remind all members to consider lifetime membership, which will increase from \$20 to \$30 a year as from 1/1/2002. Steve Hobbs suggested we ask national to allow chapter lifetime memberships, which would remain with our chapter. Pam noted that our student conference will not be self-supporting so we will need to look for campus support each year. The Finance Committee considered, but discarded, the idea of selling Phi Kappa Phi merchandise as a fund raiser. Anyone with suggestions for fund raisers should email Pam Jackson.

**Committees**

The Executive Committee has set up a list of committees and members which are posted on the web. Jurgen asked for co-chairs and members for committees, especially the Communications and Scholarship Committees. The calendar of activities and list of duties are posted on the web. We debated on how to compile a mailing list of current and past members, and agreed on sending one mailing to build a database of mailing and email addresses.

**Program Committee**

Jurgen presented the Program Committee report for Lee Ann Caldwell. The spring faculty forums – traditionally held on Tuesday or Thursday – will be scheduled for Wednesday and Thursday so that faculty who have classes on Tuesdays and Thursdays will be able to attend.

### **Student Research Conference**

Jurgen reported that it is proceeding as planned.

### **Nominating Committee I (Faculty)**

Jana Sandarg stated that the committee will meet Dec. 6<sup>th</sup> to prepare a slate of nominees for our next business meeting in January. Next year, the committee will begin earlier so that candidates may be approved during the Fall semester.

### **Nominating Committee II (Students)**

Katherine Sweeney is working on ways to simplify selection procedures for students. Donna Hobbs and Wayne Mixon asked her committee to look at the rules for selecting students. Currently, those who attend summer school are penalized because of the number of semesters they attend “full time.”

### **Initiation and Banquet Committee**

Katherine Sweeney, Miyoko Jackson, and Jim Garvey have been working on the preparations, such as reserving rooms and counting robes. Nancy Childers is checking on the menu.

### **Scholarships and Awards Committee**

We need to send out scholarship applications to current student members as soon as possible. The national office is offering more money for scholarships, so more will be funded. Jim Garvey will ask Peggy Yonce (last year’s chair) to suggest students.

### **Master Calendar and Checklist by Committee by Month**

Jurgen created a draft of this (available on the chapter web site) and asks committee chairs, in conjunction with their respective committees, to flesh out the draft version, so that the chapter will have workable master calendar available. This will help in planning, scheduling, and transition as people move in and out of committee positions and chapter offices.

The meeting adjourned at 2:10 p.m.

Jana Sandarg  
Secretary *pro tem*