



Alpha Kappa Omicron chapter  
Meeting Minutes  
October 28, 2016

**Opening**

The regular meeting of the Phi Kappa Omicron chapter of the Phi Theta Kappa Honor Society was called to order at 12:00 on October 28, 2016, at Chemeketa Community College, by Devon Slavkovsky.

**Present**

Devon Slavkovsky, Lindsey Caudle, Donald Molleson, Katie Wickman, Jennifer Bowers, Erin Kelley, Melissa Navarro, Liliana Navarro, Martha Urbina, Chelsie Gray, Adam Holden, Kandice Violett, and Kay Bunnenberg-Boehmer.

**Chapter Business**

- Devon Slavkovsky – President.

He announced that Lindsey was observing a day of silent in support of the Native American protests. It was agreed, by all members, officers and staff, that in support of Lindsey's cause, any votes would be silent. When voting, instead of speaking, each person would raise their hand in support of their yay or nay vote. The other announcement was an urgent matter that needed to be resolved before moving on to chapter business.

- Kandice Violett – Treasurer

She moved to remove Shawn Rainey – Student Advisor, from his position immediately. Lindsey Caudle – Vice President of Community Services second it. The vote was unanimous in favor for removal of Shawn Rainey as the Student Advisor for Phi Theta Kappa Honor Society, Chapter: Alpha Kappa Omicron. Although he was not present at this meeting, he had been previously advised that this motion was going to be made and a vote taken. Devon will notify him, immediately following the close of the meeting. He will also remove him from the Google drive and Hangouts.



A discussion followed the motion, in regards to who would advise our chapter if Shawn was no longer in the position. Devon assured everyone that there were plenty of Staff and Officers that we would still be able to carry on our business as usual.

Further discussions regarding this specific member, and possibly future situations of this kind followed the voting.

➤ Donnie Molleson – Vice President

He suggested that Shawn still be allowed to come to the meetings as a member, as he has a lot of knowledge that would be helpful to the group. However, it was argued that he was removed due to his behavior towards other officers. If he isn't able to behave appropriately when in an officer position, then we couldn't expect it to be any different being a member. Adam declared that this is needed to maintain an environment where members and officers are comfortable being part of this group. We will amend the bylaws to include language stating that when an officer has been removed from their position they will no longer be welcome to attend chapter meetings. They will still have access to Phi Theta Kappa resources and scholarships as a member. However, they would not be able to obtain any benefit from attending chapter meetings, service projects or chapter activities.

Lindsey suggested that we make it a rule that removed officers that remained members be subject to a three strike rule. They would be given up to three warnings, from a staff advisor. After the third warning, they would be removed from their position. These discussions will continue at a future meeting. It was decided that the bylaws would need to be amended with the direction in which the group decides on.

**Chapter Business**

➤ Devon announced there would be two special events taking place at the next meeting, on Friday November 4 2016, at 12:00 pm.

★ Jennifer Bowers, VP of Electronic Communications, and Katie Wickman, Recording Secretary, will be presented with their officer medallions.

★ We will hold officer elections for the two positions that are currently open, VP of Membership (1<sup>st</sup>) and VP of Public Relations (2<sup>nd</sup>). Devon will send out a mass email informing to all members in our chapter, informing them of this opportunity. Anyone wishing



to apply for one of these positions should come prepared with their presentation. A brief description of the duties involved with these positions is as follows:

- ★ VP of Membership duties: Maintaining the membership email list, membership recruiting strategies/opportunities, and helping with the induction ceremonies.
- ★ VP of Public Relations duties: Promoting our chapter, Alpha Kappa Omicron, of Phi Theta Kappa Honor Society, by handling print media, posters for events/meetings, and working with the local newspaper regarding articles for events/meetings.

➤ Donnie Molleson – Vice President

### **College Project**

Each year our chapter participates in a College Project for which we have an opportunity to win a Hallmark award at the Spring Conference. Each year it can be different, depending on the project that Chemeketa Community College needs assistance with. This year they have asked us to help by being Student Ambassadors by leading tours of our campus to various groups.

Donnie distributed applications for anyone interested helping out with this project. If you choose to participate in this opportunity, please write “Phi Theta Kappa Honor Society” on the top of the application. We would like to have some way for them to know that we are the ones helping out with this. Completed applications can either be returned to Donnie, or directly taken to Marketing, which is located near the Tutoring Center, on the 2<sup>nd</sup> floor of building 2.

Marketing will hold applications in a file until an opportunity for a Campus Ambassadors is needed. They use two students for each tour, and will contact you once they get to your application. If the timing is off or you have changed your mind, you are not obligated to accept this opportunity. However, if you do assist Marketing with a campus tour, please inform Donnie in order for to include this information for his documentation.

### **Induction Ceremony**

Our fall induction ceremony will be held in just two weeks, on November 17, 2016. Donnie will post a checklist on the Google drive. Some of the items that need taken care of are:



- ★ Order food from Catering.

It was decided that we will submit the same order that we had for the Fall 2015 ceremony, approximately 1 week before the ceremony. Donnie made a motion to allocate \$500 for the cost of the food. Katie second it. It passed unanimously.

- ★ Pre-order flowers, and then pick them up on the day of the ceremony. This flowers are given to the inductees.

**Still need a volunteer for this.**

- ★ Obtain small gifts for the guest speakers.

Guest speakers may be Andrew and Jim, but we will confirm. Gifts will still need to be obtained.

- ★ Send our Formal invitations.

Adam Holden usually sends these out.

- ★ Send out a reminder letter

Katie will develop a reminder letter to send out a day or two before the ceremony. Liliana has offered to assist in this project also.

- ★ Track RSVP's

We will change the contact information on the invitations. In the past, they went to Kim and Adam. Then they would forward the information to an officer. This time we intend to use our new email address, [PTK@chemeketa.edu](mailto:PTK@chemeketa.edu). Once officers get access to this email, they can assist in tracking these. Liliana has offered to assist in this project also.

- ★ Activities for the inductees before the ceremony.

Erin Kelley will work on preparing some ice breaker games to keep the inductees busy before the ceremony. It was also suggested that the inductees be given the opportunity to preview the script for their inductions, while they are waiting for it to start.

- ★ Lindsey reminded us all that we need to hold an orientation for the new members after the ceremony.



### **Fliers & Posters**

We have a need to get information out to students what Phi Theta Kappa Honor Society is about. Many students think that this is just another recognition. They are unaware of the benefits and opportunities that are available for members. There are several different formats that have been used in the past, and we believe there may be another design in the works. Donnie will post copies of the ones that we have on hand, or can easily obtain. He requested that all members view them on the Google drive during this next week. We will discuss these again at the next meeting. Katie will send invitations, to the members who do not already have access, to the Google drive. If they the members/officers have had FERPA training, they will be given access to both the PTK and the PTK FERPA drives. If members/officers haven't had the FERPA training they will receive an invitation to access just the PTK drive. Katie will notify Adam of any member/officer that is interested in taking the FERPA training.

### **Other Business**

- Kim Bunnenberg-Boehmer – Advisor

She brought it to our attention that there is a problem with the Chemeketa email system putting emails from Phi Theta Kappa in a spam file. This is a problem because some potential members are not getting notified that they qualify to become a member. This issue will be looked into further.

If anyone needs to get ahold of Kim, please send her an email and indicate that its important. If you haven't received a response within 12 hours, please send another and indicate that it is the second notice.

- If any member or officer has an item that they would like included on the agenda, please submit them to Devon.
- Donnie requests that all members and officers review the amended bylaws before the next meeting. If you have any suggestions, please notify him ASAP.



### **Items to be carried over to the next agenda**

- ✓ Officer medallions
- ✓ Officer elections
- ✓ Amendments to the bylaws regarding officers that have been removed from service.
- ✓ Induction Ceremony progress
- ✓ Fliers & Posters
- ✓ Katie has an issue on the meeting minutes from October 14, 2014.

Meeting was adjourned at 1:05 pm, by Devon Slavkovsky.. The next general meeting will be at 12:00 pm on Friday November 4, 2016, at Chemeketa Community College, located in Building 2, Rm 232.

Minutes submitted by: Katie Wickman