



Alpha Kappa Omicron chapter  
Meeting Minutes  
July 27, 2016

**Opening**

The regular meeting of the Phi Kappa Omicron chapter of the Phi Theta Kappa Honor Society was called to order at 11:40 on July 27, 2016, at Chemeketa Community College by Devon Slavkovsky.

**Present**

Devon Slavkovsky, Lindsey Caudle, Donald Molleson, Katie Wickman, Jennifer Bowers, and Shawn Rainey.

**Previous Meeting Minutes**

The meeting minutes for July 6, 2016 and July 13, 2016 were approved with Katie's proposed amendments by five officers; Crystal and Kandice abstained.

**New Business**

- Donnie proposed a motion to amend Alpha Kappa Omicron's Constitution and Bylaws. Lindsey made a motion to 2<sup>nd</sup> this. It was passed with a 2/3 majority vote. Purposed amendments are as follows (see attached motion following these minutes):
  - A new officer position – Vice President of Electronic Communications, under Chapter 6, Section 2.
  - Remove paragraph c. under Chapter 1, Section 5.
  - Renumber Section 8, under Chapter 1, to be Section 9.
  - Insert the duties of the new officer position of the Vice President of Electronic Communications into Chapter 1, Section 8.
- Donnie made a motion that we have an end of term outing at Bullwinkles, in Wilsonville on September 14, 2016, sponsored by Phi Theta Kappa. Lindsey motioned to 2<sup>nd</sup> it. Five officers voted for it, Kandice and Crystal abstained. Lindsey will check on group pricing and get back to the group with what she finds.



- Shawn made a motion to elect Jennifer Bowers as the new VP of Electronic Communications officer. Lindsey made a motion to second it. Five officers voted in favor of the motion; Crystal and Kandice abstained. Donnie will add Jennifer to the PTK google hangouts.
- FERPA training – Devon will set up a restricted folder, on the Google Drive, that will include confidential information that only those that have completed FERPA training can access.
- Kim Bain, who is an advisor, will be attending the retreat on Saturday August 27<sup>th</sup>.
- All officers in attendance voted to have a BBQ at the retreat on Saturday August 27<sup>th</sup>.

### **Officer Reports**

- Shawn Rainey – Student Advisor
  - ✓ The hotel rooms for the Fall conference have been confirmed; Building 8 at Chemeketa Community College has also been reserved. Catering will be taken care of by Region, through Chemeketa’s Catering program.
  - ✓ Shawn made a motion to put on a “Quiz Bowl” for the Friday night activity for the Fall Conference. Donnie made a motion to second it. Five officers voted in favor; Kandice and Crystal abstained.
  - ✓ We need to decide if we would like to provide a gift bag similar to what we received at Spring Conference, for the attendees of the Fall Conference. We will discuss this further at the next meeting.
- Lindsey Caudle – Vice President of Community Service.
  - ✓ The next date for the birthday parties for the homeless shelter will be held during our summer retreat. The group decided to hold off helping out with this until the next birthday party as we have not done this before and felt that Lindsey should be there for the first one.
  - ✓ She discussed doing a sock run during September/October. Shawn advised her to discuss this with the Veteran’s club as they already do this.
- Katie Wickman – Recording Secretary
  - ✓ Katie will contact everyone that was originally planning on attending the summer retreat to confirm that they are still attending. Currently there is one open slot for someone to attend and we would like to verify that everyone else is still planning on attending.



PHI THETA KAPPA  
HONOR SOCIETY

- ✓ Katie will also continue to work on the Survey in regards to food for the summer retreat.
- Jennifer Bowers – VP of Electronic Communications
  - ✓ Jennifer has the template for the web page picked out. Once Summer term is over she will focus on this project.
  - ✓ Also after the Summer term ends, Jennifer and Devon will get together to discuss revamping the Facebook page.
  - ✓ Jennifer wanted everyone to know that she wants to keep the lines of communication open and that people should feel free to contact her with any content that they would like her to include on the web page or on Facebook.
- Donnie Molleson – Vice President
  - ✓ Donnie is working on editing the Constitution and Bylaws. He will have the rough draft done by the Summer retreat so that others can look it over and offer suggestions if needed. We will take a vote on the revision during the first meeting of the Fall term.
  - ✓ Donnie presented a sample meeting minute flyer and asked that any suggestions be brought up on Hangouts.
- ✓ All other items listed on his VP report will be tabled until a future meeting.

**Other Business**

- The next meeting will be the last meeting until Fall term.

Meeting was adjourned at 12:30 pm, by Devon Slavkovsky.. The next general meeting will be at 11:30 pm on Wednesday August 3, 2016, at Chemeketa Community College, in the ASC room located in Building 2, Rm 178.

Minutes submitted by: Katie Wickman



**AMEND CONSTITUTION AND BYLAWS (July 27 2016)**  
**As Follows**

**AMENDMENT TO THE CONSTITUTION (July 27, 2016)**

**Chapter 6. Officers**

Section 2. The Alpha Kappa Omicron chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, Recording Secretary, Vice President of Public Relations, Vice President of Community Service, Vice President of Membership, Vice President of Electronic Communication, Student Advisor.

**AMENDMENTS TO THE BYLAWS (July 27, 2016)**

**Chapter 1. Officer Duties**

Section 5. Vice President of Public Relations Officer shall:

~~*c. Keep a Chapter Group website that is up-to-date by posting activities, fundraisers, inductions, orientations, scholarship deadlines, etc. (Group Website hosting preference given to the College, if not available, please find other means).*~~

**Section 8. The duties of the Vice President of Electronic Communications shall be:**

- a. Work with the college web-site design team to ensure that the link to our chapter web-site is up to date.***
- b. Maintain and update the Alpha Kappa Omicron Chapter web-site.***
- c. Maintain and update our Face book page and other social media.***
- d. Work with college kiosk group to maintain and update promotional information on the college kiosk.***

**Section 9: The duties of the Student Advisor shall be:**