**PHI DELTA KAPPA Chapter 1607**

**November 21, 2013 Minutes**

Attendees: Jane Kramer, Jim Schwarz, Ron Laeder, Sherie Williams

1. Approval of September 25, 2013 minutes – No quorum- Jim will send out via email for approval.
2. **Reports:**

**A. Treasurer’s Report**

The current balance as of November 21st is **$13,096.25**. Cynthia had emailed her report. No quorum at meeting. Jim will send out via email for approval.

**B. Speaker’s Bureau**

Jim received 2 30-35 minute video lessons and shared with his staff to review. The videos received positive reviews from his staff. Jim tried to send cd’s or an electronic version to each of the board members for review, but files are too large to send. Jim will place them on a flashdrive for each of the Board members and send. Upon approval the videos will be marketed on our website (hopefully to come). There could be a possible 8 or 9 lessons created by the creator of the two currently being reviewed.

**C. Membership**

Jane reported that we have 331 current members in our chapter. She is going to organize the listing by lifetime, senior, and emeritus members. In this process, she will also identify current student members we have.

**D. Scholarships**

Ron had reported that he will work with a subcommittee (with Jane and Wei) to create an addendum to the International prospective teacher scholarships which will include our own chapter prospective teacher scholarship. In essence, our chapter recipients will automatically be entered into the International contest. Each chapter can designate up to 2 candidates to recommend to International. There will be a cover letter on the application that will explain this to interested candidates. The subcommittee will meet to create the application packet and send to Jim and Kay for placement in the Fall newsletter which will go out in December to all members. This information will also be circulated to area high school counselors as well. Applications will be due March 1, 2014. We will then send our International contest candidates to International by April 1, 2014.

**E. By-laws revisions**

The current by-laws were reviewed by all board members at the September 25th meeting. Updates and revisions were made to reflect current practice. Jim sent out changes to Board in preparation to submit to members via the fall newsletter. Due to lack of quorum, we will need to vote via email. If approved, this information will also go out in the Fall newsletter in December.

**H. Teachers of Tomorrow (GVSU)**

Sherie shared a request for special project funding for the Teachers of Tomorrow student association at GVSU. A proposal has been made to help financially support the group (for $1,000) in projects related to tutoring and subject enrichment/experiences in the Grand Rapids schools as well as providing assistance for food and supplies in their general meetings. No quorum- Jim will send out proposal for voting approval.

**I. Fall Newsletter**

Kay will put together the fall newsletter with a December date as the target, including the winter scholarship information as well as approved revised by-laws.

**J. Website**

Sherie updated us on the status of creating a website. She had contacted a GVSU technology staff member who is interested in getting us up and started. He indicated that it would cost us about $160 for 3 years to run the website. He indicated he will build it and assist in updating it as we go. He is willing to meet with us in January to get it started. This is where we would house our instructional videos, archived webinars, etc., as well as announce events, scholarship info., etc… We will be planning on having our January meeting at GVSU so we can include him in our session. We need to take photos and whatever we would like to get started with to our meeting in January.

Jim will send out a Doodle to schedule our next meeting date (January)