**Phi Delta Kappa, Chapter #1607**

**January 15, 2014**

**10:00 a.m. Grand Valley State University**

**Present, Jim Schwarz, Sherie Williams, Jane Kramer, Wei Gu**

**AGENDA:**

1. **Welcome**

**Jim welcomed everyone and thanked them for driving in inclement weather**

1. **Approval of November 21, 2013 minutes**

**Sherie moved to accept, Jane seconded. Motion passed.**

1. **Reports:**
   1. **A. Treasurer’s Report with balance of $13,096.25 as submitted electronically by Cynthia. Sherie moved to accept, Wei seconded. Passed.**
   2. **Speaker’s Bureau Report** 
      1. **DVD’s on iPad instruction for review.**

**Jim gave background of need for DVD training on IPad instruction. He distributed DVD’s to all for approval. Teacher guide is instructions for teachers. Second DVD is the training module. DVD’s will be included on the website upon it’s construction. Feedback will be needed by March 1 to determine if we want to create more. DVD’s are ready to be shared with whoever we believe may benefit as we own the rights.**

* 1. **Membership Report**

**Jane pulled up records of memberships 323 members in good standing. 3 student members. Discussion on how to recruit younger members?**

* 1. **Scholarship Report**

**Jane distributed an updated scholarship form. The plan is to use the cover sheet distributed (2 page) of the application and join it with the two page PDK International application. A 5th page would offer a list of available scholarships. In addition to International requirements, our chapter would ask for a second reference letter and essay. Due date is March 10 with a scheduled meeting later in March to choose recipients. A change in application requiring membership in PDK will be made to not require applicant be a member.**

**Jim will send to numerous list serves and membership e-blast, Jane will contact Kalamazoo area and Wei will contact Grand Rapids area. Kay, Cynthia and Ron will also be sent copies of the application packet to help with distribution. It will also be included on the website.**

**We will check with Cynthia on the rules of distribution for the endowed scholarship as to whether it can be given to student or must go through the university financial aid offices.**

1. **By-Laws Revisions (International required template)**

**PDK International recently required all chapters to modify their by-laws to include the template provided by International. Discussion of compliance began with Article IV and the item of Officers. International has incorporated specific term limits. Compliance with the template will be made by Jim. Jim will send to Bill Bushaw, Executive Director, as stated in by-laws.**

1. **Chapter Website Discussion/Planning**

**Jeffrey Rollins joined us to discuss the possibility of creating and maintaining a website. (see below for proposal). Jeffrey recommended using a specific host that costs $178.20 for 3 years with a cost of 7-8.00 per month. We would be part of a “blue host” and we would retain ownership of the site. Passwords could be given to board members to maintain sustainability. PDKMI.org is available for use. COTAgvsu.edu is a sample site to look at.**

**Jeffrey proposed a $10.00 fee with a max of $25.00 for his full service of site. $50.00 set up fee. After 3 years would need to renew at current rates. Will also need to pay a renewal fee of $15.00 per year. Can offer email connections as well. Jeffrey would need logo and photos to begin construction. Jeffrey could link to PDK International. Jeffrey would begin construction and anticipate payment within 30 days. Jeffrey will need to send an invoice to Cynthia for payment. Sherie moved to accept Jeffrey’s proposal, Jane seconded. Passed unanimously. Discussed needed tabs: membership with link to International; contact us; newsletters; professional development; calendar; home; scholarships; project gallery. Sherie will accept responsibility for obtaining PDK logo permission. Jim will explore finding pictures. Jeffrey will be paid upon submission of invoice.**

1. **Winter Newsletter**

**Kay has asked for information for newsletter. Kay can include scholarship winners from last year in conjunction with Ron. Scholarship applications should be included. Sherie will ask TOT for information for inclusion. Jim will include a note from President. Announce upcoming website address. Sherie will send information about GVSU winners of Outstanding Master’s thesis awards to Kay for inclusion as well.)**

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

**Sherie made a motion to approval proposed support from TOT for project and sustainability, Jane seconded. Motion approved. Sherie will contact Cynthia to send check to proper persons.)**

1. **Other (New Business) none**

Proposed Jeffrey Rollins Price Sheet

For Phi Delta Kappa – Michigan

## Labor

* Initial Setup: $50 + expenses
* Website Update: $10 pre request; $25/month maximum

## Passed on Expected Expenses

* 3 year hosting plan: $4.95/month ($4.95 x 36 months = $178.20); after 3 years, we can recommit to a longer hosting plan again or pay about $7-8/month.
* The first year of the selected domain name is included in hosting plan. After that, domain renewals are typically less than $15/year.

You can expect my prompt attention to requests, typically less than 24-hours except occasionally on weekends. I will also empower members to be able to make their own posts, control their calendar of events, and any other updates they would like to take on.