**Phi Delta Kappa, Chapter #1607**

 **March 13, 2014**

 **10:00 a.m. Lansing (MEA BLDG.)**

Present: Jim Schwarz, Kay Cornell, Sherie Williams, Ron Laeder, Cynthia Cockrel

1. **Welcome** by Jim.
2. **Approval of January 15, 2014 minutes**

Sherie moved to approve minutes, Cynthia seconded. Unanimous passing.

1. **Reports:**
	1. **A. Treasurer’s Report**

See attached. Cynthia reported checkbook balanced since November 2013. 12,698.56 balance in checking after all debts paid as of 3/13/14.

* + 1. **Tax Exempt info.**

Cynthia asked about the exempt status for PDK per International. Cynthia will follow up with International questioning what we need to due in light in having our own EIN number.

* 1. **Speaker’s Bureau Report**
		1. **DVD’s on iPad instruction for discussion. (add to website)**

Jim had distributed the dvd’s to everyone for review. Sherie will share the dvd’s with Jeffrey to include on website. There are numerous avenues where this information would be in need. The motion of devoting $1,600.00 to create 8 additional dvd’s for ipad was suggested by Sherie. Ron seconded. Motion carried.

* 1. **Membership Report**

No report. Sherie submitted the names and addresses of the two award winners for the GVSU Dean’s Master’s Thesis Award.

* 1. **Scholarship Report**
		1. **Update on International & Chapter applications/timeline/selections**

Ron reported the applications are coming in. Jane, Wei and Ron will meet in Lansing March 21st to facilitate the selection of scholarship recipients. National submissions must be made by April 1 (2 students) and applications will be submitted to International. The committee will also notify recipients. Jane and Cynthia will discuss the recipient of the Endowed Scholarship.

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

Discussion of the revised by-laws resulted in Kay moving to accept the revised by-laws, Cynthia seconded, motion carried. Jim will send to PDK International.

1. **Chapter Website Discussion/Planning (pdkmi.org)**

The website is up and running. The ipad videos will be included. Chapter minutes will be sent to Jeffrey for inclusion. Jeffrey is asking for everyone to send any photos we might have. Bylaws should be included. All materials should be sent to Jim and Jim will send to Jeffrey.

1. **May Date for Annual Scholarship Dinner**

Jim will reserve Gilbert and Blake’s for the Annual Dinner. We will reduce the number of corsages to scholarship recipients and centerpieces – Cynthia will arrange. The date has been decided for **May 15, 2014**. **at 5:00 p.m.** Jim will create an email to have distributed to membership announcing the dinner and our new website.

1. **Other (New Business)**

Elections for Treasurer and President will be made at the May meeting.

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