

MINUTES of PSI CHI EXECUTIVE MEETING

Meeting date: 2/11/15

Call to order: An executive meeting of Psi Chi, was held in physical science building, Charleston, Illinois on, Feb. 11, 2015. The meeting convened at 6:00 pm.

Members in attendance: President - Emily Rardin, Kirsten Taylor - Secretary, Christina Bound - Vice President, Maggie Perry - Treasurer, and Dr. Brito - Faculty Advisor.

Members not in attendance: Stephen Simpson - Fundraising Chair

Approval of minutes: Motion was made by Dr. Brito, and seconded to approve the minutes by Kirsten Taylor for the 2/11/15 meeting.

Officers' reports:

President –

- Inductions – the secretary is to email the new inductees. Materials will be ordered tomorrow, and the treasurer will write a check for the total cost. Stephanie is to write paragraphs for inductions and order cake and punch. President and Vice President will meet with her. Kirsten, Maggie, and Stephen will read new member paragraphs, Emily will post names to message board. Emily and Christina will hand out candles and direct new members where to stand. Dress is business casual for inductions. The punch bowl must be returned in a timely manner. Dr. Brito will send the national office induction presentation to Emily.
- Senior gifts – the executive committee agreed to not buy senior gifts, but to continue to gift cords.

Vice president –

- Banquet – menu is done, but *assorted* tiger cake is included and is questionable. The price per person for the banquet will be around 23 dollars, the chair of the department is comfortable with setting the price with \$22 for adults, 10 dollars will be funded for psychology majors making their tickets \$12. The cash bar form has been okayed and Dr. Brito will send it through next week. Invitations will be done tomorrow or Friday (12th or 13th). Center piece items and balloons will be picked up within two weeks. Plate setting listings need to be done, so that dietary needs can be noted by attendees. Christina will email Dr. Brito about a color test for the banquet.

Secretary –

- Cords need to be ordered for graduating seniors after inductions.

Treasurer –

- We are in good financial standing. No new business.

Fundraising Chair – Not in attendance.

Advisor –

- Post-Commencement reception – Kirsten has been nominated as committee leader. Photos need to be gathered from students who are graduating so that they can be posted to foam boards. Dr. HalieMariam would like to give graduating seniors a small gift, such as a book mark.
- Website – there is a new website. Executive board members need to update their duty listings on said website. A new FaceBook page was made.
- Members need to be better included, possibly change the set up of the room so that everyone sits in a circle. After inductions we should have an introduction and have an engagement activity.

Announcements: None.

Adjournment: The meeting was adjourned at 7:05 pm.

Kirsten Taylor,
Psi Chi Secretary

2/11/15
Date of approval