# Beta Phi Mu

# Executive Board

# Meeting Minutes

9:00 am February 14, 2022

1. Call to order

Tom Rink called to order the regular meeting of the Organization/Committee Name at 0902 on February 14, 2022 at Zoom location.

1. Roll call

The following persons were present: Tom Rink, Adrienne Teague, Mirah Dow, Kimberly Gay, Beth Jones, Romina Rodons, Lisa Hussey, Emily Knox, Camille McCutheon.

1. Approval of Agenda
   1. Movement to approve agenda as it stands.
   2. Second to movement.
   3. Vote
      * 1. Agenda Approved
2. Approval of Minutes from Jan. meeting
   1. Movement to approve previous meeting’s minutes
   2. Seconded
   3. Vote
      * 1. Minutes Approved
3. Officer Reports
   1. President
      * 1. 990 tax documents
           1. Issues with old 990s have been resolved
           2. Preparing to file 990 for 2021 – due by May 15.
        2. ACHS meeting
           1. Tom attended the business meeting
           2. We may be reviewed by the organization. Regular review.
           3. See Tom’s notes attached at the end of these minutes.
   2. Vice-President
      * 1. Met with Syracuse Chapter about their concerns
           1. Would like to have access to minutes of executive board meetings.

Board agreed to post minutes to the website after they have been approved at the next meeting.

Board agreed to invite members to sit it on executive board meeting.

* + - * 1. Upset about new $35 annual fee.

This annual fee was part of the bylaws vote that was voted on in June. Members voted for it.

* + - * 1. Said their students are no longer interested in joining the organization for prestige and would like a list of benefits of membership.

Emily suggested that she put together a webinar on best practices for acquiring new members.

List of benefits of membership on website.

* + - * 1. Want to know where the dues are going.

Romina confirmed the dues are held in a separate fund solely for the purpose of funding the scholarships we haven’t been able to award recently.

* + - * 1. Tom will draft a letter directly to the Syracuse chapter to address their concerns.
  1. Past President
     + 1. Benefits for members has been a recurring issue over the years.
          1. Main benefit is scholarships for Continuing Education.
  2. Administrative Assistant
     + 1. The second Garfield scholarship checks were mailed.
       2. Received 67 applications for Texas Women’s University.
          1. Mirah asked how they got so many applications and is there something we can learn there?
       3. Suggested adding a “How did you hear about us?” line to applications.
  3. Membership
     + 1. Camille asked that when you post information about Beta Phi Mu to listserv’s or other social media to please let her know.
       2. Camille offered to compile a list of benefits of membership
          1. Romina said there is one on the website.
       3. Camille asked where else we should share the info about the annual fee.
          1. Emily suggested we message members directly.
          2. Beth volunteered to write a communication to all members re: $35 fee.
  4. Chapter Outreach
     + 1. Beth is reviewing the Beta Phi Mu handbook for 2021, but doesn’t know where she got it.
          1. Romina said it is in the Google Drive under procedures.
       2. The chapter assessment invoices went out in January.
       3. Noticed some of the information in the chapter directory is incorrect
          1. What is the process for letting us know about changes in leadership for chapters?

Emily can cover this in her Best Practices webinar.

* 1. Communications
     + 1. Jack could not join us for the meeting
       2. He is regularly sending info to ALA listservs etc.
  2. Scholarship
     + 1. The Sessa scholarship applications are due on March 15.
          1. Don’t have many applications yet.
          2. Understand that many come in right before the deadline.
  3. Programming
     + 1. Texas Women’s University send suggestions of what they would like to see in the way of programming
       2. Kimberly would like to create a chapter programming page on the website.
       3. Suggests a Biannual Virtual Service Day
          1. Edit Wikipedia or Gutenberg.
          2. BPM Swag for chapter with most participants
       4. Create a list of state-level events and conferences and webinars.
       5. Create a mentorship program
          1. Would need a criteria list
          2. Need a mentor packet
          3. Need a Mentee packet.
          4. Upon successful completion, receive a BPM gift.

1. Unfinished Business
   1. Application has been put in for annual meeting at ALA conference.
   2. Mrs. Garfield agreed to pay Garfield scholarship in on lump sum instead of 2 checks. And has pledged to continue for at least 5 years.
2. New Business
   1. ACHS Bylaws passed at that meeting
   2. We don’t feel we need a sponsorship policy yet
      * 1. Will approve on a case-by-case basis for now
   3. ALA Membership Project
      * 1. Motion to participate
        2. Seconded – Motion passed
   4. Could we use a membership survey?
      * 1. Camille’s committee will work on putting one together.
   5. Nominations for next board slate.
      * 1. Emily as Past President will handle starting the nomination process.
   6. Romina will send the tax information.
3. Adjournment
   1. Tom adjourned the meeting at 10:15 am.

Minutes submitted by: Adrienne Teague

Attachment: ACHS meeting minutes

Notes from the ACHS Membership Meeting (Thursday, February 10, 2022)

Called to order

* The meeting was called to order at 4:15 PM (technical difficulties had them starting about 15  
  minutes late).

Roll call

* The roll call was done (for those present in person as well as for those present via zoom).  
  Approval of the minutes
* They were 3 members shy of a quorum, so the minutes could not be voted on. There will be an  
  online vote to approve the minutes at a later date.

Programming Committee

* The committee members were introduced and thanked for their contribution. There will be a  
  survey seeking feedback for the planning of next year's conference coming out soon.

Finance Report

* Dues are down for the year (about $9,100 short)
* Investments are up ($4,500)
* Vendors for the conference turned out well and supported ACHS (without the vendor support,  
  there would have been a huge loss financially)
* Reported that there would be more food than usual during the conference (had to meet their  
  minimum food and beverage contract to avoid penalties).
* There were no unexpected expenses for the year; everything that could be cut, was cut.

**o** Speaker fees were lower than normal (to help with expenses)

* Budget has been reviewed by the board (won't be officially presented until summer - we are  
  only 6 months into the year).

Committee Work (<https://www.achshonor.org/board-committees>)

* DEI Committee

Reported on their activities for the year.

* Nominating Committee

5 positions available to be filled this year  
**o** One (1) vacant one-year position,  
**o** One (1) two-year position,  
o Three (3) three-year positions.

Out-going board members were thanked; names of the nominees were provided.

There will be a single slate to elect when the election happens. They also now need to nominate  
members to fill the nominating committee for next year.

Public Information Committee

* Their report is included in the packet (on-site members only).

Eligibility and Admissions Committee

* No report.

Standards and Definitions Committee

* The Committee on Standards and Definitions shall study issues related to standards and  
  definitions of honor societies and recommend principles to guide the Council in its work, and  
  shall examine compliance of constitutions and/or bylaws of member societies with respect to  
  Association standards and make recommendations to the Board of Directors and the Council.

If Beta Phi Mu hasn't been reviewed lately, we may be hearing from this committee. ACHS is  
also planning on having an "on-boarding session" for those members who have confusion over  
this process.

There was also mention of needing to update the Investment Policy; the President is forming an  
ad hoc committee to address this. If you are interested in serving, let either the President  
(Eileen Merberg) or the Executive Director (Judith Tilton) know.

Bylaws (see the document that Romina shared with us earlier)

* Background of the process was provided (listening sessions, Q&As, etc.)

Due to the age of ACHS, couples with the fact that they haven't kept up, some major changes  
were required to keep the bylaws up-to-date. Somethings were not addressed in this iteration.

* Highlights of the changes were provided

**o** Philosophical change

**o** Types of members

**o** Certified member society descriptions

* Ballots will be distributed following the meeting (will have 24-hours to vote) - it will be an online  
  only vote.
* Will also be voting on three (3) general revisions.

President's Report

* Provided brief remarks on the year.

**o** Successful Friday meetups  
**o** Extensive bylaws revisions.

**o** Grateful for all of the committees (they are the heartbeat of the organization). Made a  
plea for additional volunteers.

**o** Priorities are now to get the reviews of member organizations up-to-date.

Executive Director Report

* No real report, but offered a lot of housekeeping items concerning their in-person conference  
  that was underway.

Ajourn

The meeting adjourned at 5:15 PM

Respectfully submitted,