**Phi Eta Sigma Officer Meeting**

**11/19/13**

On November 19, 2013 the PES officer meeting was called to order at 7:30 pm in Leadership Studies 229. Introductions were made. Brent Weaver, Bridget Winter, Janay Wilson, Dani Dobratz, Brook Morris, Storm Jackson, and our advisor, Monica Strathman, were present.

* Weekly meetings
	+ There will be weekly officer meetings every week that there is not an all member meeting. Officer meetings will be at 8:30 pm, and all member meetings will be at 4:30 pm.
	+ The schedule of meeting dates for the spring semester was passed out.
* Absence policy
	+ After three unexcused absences, an officer will be replaced.
* Position descriptions
	+ Officer position descriptions and duties were explained including any changes from past years
	+ Vice-President will have more responsibilities, including the addition of a spring fundraiser
	+ Treasurer will be creating a budget
	+ Secretary will also send minutes to the Webmaster who will put them on the website
	+ Officers will be taking pictures at the December 2nd meeting
* Constitution amendments
	+ Bylaws will be updated. Changes will be discussed at the next meeting and voted on in the spring.
* Approve semester dates
	+ There will not be a meeting on February 10th. The other dates were discussed and approved.
* New ideas/events
	+ T-Shirts:
		- Ronnie Sullivan will be the T-Shirt chair
	+ Spring fundraiser:
		- It was discussed to add a spring fundraiser to raise money to give out $500 scholarships to two members.
		- Bridget Winter and Janay Wilson will be the chairs.
		- Bridget and Janay will meet before our first spring meeting to discuss ideas.
	+ Spring service project:
		- It was discussed to do a service project in the spring semester that does not involve raising money.
		- Brook Morris and Dani Dobratz will be the chairs.
		- It was discussed to do a service project in April.
		- Different clean up ideas were discussed: Habitat for Humanity, Hands on K-State, etc.
	+ Spring social event:
		- It was discussed to do a fun social event at the end of the spring semester to end the semester on a fun note with PES.
		- Storm Jackson and Ronnie Sullivan will be the chairs.
		- Ideas discussed: sand volleyball, “Olympics”, something involving our motto, movie night, game night, flashlight tag, food, karaoke, theme night (murder mystery)
* Brainstorm session
	+ T-shirt designs were discussed. T-shirts that were made past years will be sold at the next all-member meeting. Possible designs will be discussed at the next all-member meeting as well. Designs will be due by December 13th.
	+ Giving out more scholarships to members was discussed. Having a selection committee was discussed.
	+ Different ways to get all members more involved and feeling comfortable were discussed. Possible ice breakers/games to do at all member meetings were discussed.
	+ Goals for the year: retain membership, make members feel more welcome, make more scholarships available, update website, update financial records, get more members involved in the organization as a whole
* There will be a final all-member meeting on December 2 at 4:30 in the Union 206

Meeting adjourned at 8:23 pm.

Respectfully submitted,

Dani Dobratz, Secretary