

Psi Chi Officer Meeting Notes  
April 3, 2006

1. Members Present
  - a. Alison Lawley, Ann Marie Kondrad, James Meindl, Rich Miller, Nick Eckman, Bianca Pizzo and Amber Jones
  
2. Psi Chi Induction Ceremony
  - a. Restricted Funds
    - i. Ann Marie informs members that food would have to be ordered from Giant Supermarkets in order to be able to use the restricted funds (\$297.50). If restricted funds aren't used prior to the end of the academic year, it will be more difficult to justify funds for the upcoming academic year.
  - b. Food Order
    - i. Ann Marie provided Alison with a voucher from the Student Organization Office to be used at Giant instead of making purchase and being reimbursed.
    - ii. Rich and Alison will pick up the food the day of the ceremony.
  - c. Room Set Up
    - i. Ann Marie and Alison completed request for tables, chairs, podium, microphone set up for the Auditorium as well as the Gallery Lounge. Forms were submitted to the Student Office.
  - d. Gift for Speaker
    - i. James had acquired Visa Gift Cards for speaker Jeff Garito and submitted reimbursement form to Student Office.
  - e. Bowls for Food
    - i. Bianca and Alison will provide bowls for food for reception, will ask Dr. Schreck to provide punch bowl.
  - f. Ceremony
    - i. Officers decided to do informal induction ceremony for officers and new members.
    - ii. Format for ceremony will be:
      1. Dr. Schreck – welcome & introduction
      2. James will provide brief introduction for Jeff Garito
      3. Alison will thank Jeff and begin Informal Induction Ceremony – Rich will read names of inductees and invite them on stage to sign book
      4. Induction of New Officers
      5. James will present gifts to Jeff and Daria and thank attendees
      6. End of Ceremony
  - g. Officers will be on campus April 21, 2006 at 2 p.m. to help set up reception and auditorium.
  - h. Rich will ask Daria for a list of RSVP of who will be attending Psi Chi ceremony.