



THE HONOR SOCIETY OF
PHI KAPPA PHI

Minutes of the Southeastern Chapter of
The Honor Society of Phi Kappa Phi
Executive Committee Meeting
Friday, September 15, 2023 9:00 am.
Google Meets

President Dr. Amber Narro called the meeting to order at 9:05 am.

Chapter Officers Present

President – Amber Narro

Past President – John Boulahanis

Treasurer – Cheryl Breaux

Secretary/Initiation Officer – Lisa Moody

Scholarship Officer – Lindsay Bourgeois

**Member(s)-at-Large – Dayne Sherman, Alan Cannon, Claire Procopio,
Anne-Liese Fox**

I. Approval of Minutes from February 3, 2023 Executive Committee Meeting

There was a minor correction to clarify the date, but the minutes were otherwise approved.

II. Membership Report – Lisa Moody

Moody reported that in 2022-2023, we invited 601 student and faculty members with 41 enrolling: 2 new faculty members, 13 juniors, 11 seniors, and 15 graduate students. This is about 6.8%. The percentage is lower than is typical due to the problems accessing our database and network last spring with the cyber-attack. This delayed our process but we did extend the enrollment date through the end of June to allow additional time for recruitment.

A new concern with this year's enrollment is that Phi Kappa Phi is changing vendors for their association management system: they will be using NIMBLE. They sent us an email with a concern that our current FERPA statement on the university website precludes us from disclosing names and addresses of potential new initiates, which we need to do in order to use their Online Enrollment Program administered by Franklin, and PKP vendor. Amber Narro is going to set up a telephone call with Phi Kappa Phi and will follow through with Southeastern administration to try and make sure we are FERPA compliant. The issue will be discussed further under agenda item VIII (below).

If we are no longer able to disclose potential new members, we will have to use online recruitment (or return to sending our own paper invitations).

III. Treasurer's Report – Cheryl Breaux

End of the Fiscal Year Reporting:

Chapter 990-N for 2022 filed on July 31, 2023

July 1, 2022 – June 31, 2023 Fiscal Year Report (*submitted on 7/31/2023*)

Total Revenue for Fiscal Year	\$2,634.20
Total Expenses for Fiscal Year	\$1,724.80
<i>Difference</i>	909.40
<i>Bank Balance on June 31, 2023</i>	\$12,662.62

Chapter Dues Collected, 2022-2023

New Initiates Chapter Dues (40 new members): \$600.00

Renewing Member Chapter Dues and Chapter Life Dues: \$1,245.00

Induction Ceremony, Spring 2023

**Ceremony cancelled due to cyberattack on Southeastern*

Fall and Spring Invitations	\$390.25
Medallions (12 @ \$12 ea)	\$144.00
New Member Packet Shipping Charges	\$21.22
Total Expenses	\$555.47

PKP Honor Student Awards, Spring 2023: \$100.00

Honors Student Award

Regalia Sales, 2022-2023

Total sales for fiscal year: \$131.00

Current Inventory, June 2023: 40 medallions, 22 cords, 28 stoles

Endowed Scholarships - Lou Ballard Scholarship and Henry Earl & Carole Corkern Scholarship

Scholarship receipts for fiscal year 2022-2023: \$120.00

Scholarship funds paid to SLU Foundation in 2022-2023: \$120.00

Current Checking Account Balance, 9/9/2023: \$12,732.62

IV. Publicity Report – Amber Narro

We do not currently have a publicity officer following the retirement of Carol Madere, but Amber Narro reported that the website is current and has this year's Quiz Bowl information and that she will help train a new officer.

V. Quiz Bowl – Amber Narro

There was a motion, which was unanimously approved, to rename the Quiz Bowl to the Joan Faust Memorial Quiz Bowl.

This year's event will be held on Oct. 10, 2023 at 3:30 pm

- Volunteers (last year's volunteers were re-nominated to volunteer again and Lindsay Bourgeois also offered to help)
- Format (At the request of the students, this year's format will not use the buzzers)

VI. Phi Kappa Phi Sponsored Cultural Events – Lisa Moody

We had a proposal from Alison Pelegrin who is a member of Southeastern's English Department and is the new Poet Laureate for the State of Louisiana. Pelegrin's proposal is included below. She requested \$300 in funding: a motion was made and approved to co-sponsor this event. Lisa Moody will work with Alison Pelegrin on displaying Phi Kappa Phi signage and notifying our members of this upcoming event.

Proposal: In November of this year, the English Department is planning a Literary Fest to coincide with the campus visit of our distinguished writer in residence, J. Bruce Fuller on November 13-15. Our main event will be a challenged books panel, featuring campus experts discussing challenged poetry, YA novels, graphic novels, and more.

Since this is our main event, we plan to follow the panel with a reception and drawing. We would like to partner with Phi Kappa Phi for this portion of the festival and request \$300 in funding, with \$200 covering catering from Aramark, and \$100 to use to purchase some of the challenged books discussed by the panel as prizes. (All attendees will be given a ticket, and we will draw prizes from the tickets.)

The event will be held in the library, on the third floor, and while I am working to secure an exact date, I have secured permission from the library both to use the space and to serve food and drink.

Other events at the first annual lit fest will include a writing marathon, authors party, a lecture by professor and editor J Bruce Fuller, who is also Southeastern's distinguished visiting writer.

VII. Induction Ceremony – Lisa Moody

A motion was made and approved to hold this year's Induction Ceremony on April 17, 2024 at 5:00 pm at the Alumni Center, a change of venue for us.

VIII. Invitations – Amber Narro and Lisa Moody

The information on the change of vendor for the national headquarters of Phi Kappa Phi is described above under Recruitment, but here is the message sent from the national office to our chapter:

Message from PKP National: In preparation for the new system, we have been taking a **deep dive** into FERPA guidelines for each of our chapters. Our interpretation of the guidelines as they apply to directory information at your institution indicates that you are not allowed to disclose a list of your invited students to a third party because “honors and awards” are not included as directory information. When we start using our new system, Nimble, in the spring there will be an option for chapters to upload their lists of invited students including names and email addresses for our system to send out email invitations. The information on your website indicates that you will not be able to use this option. You also would not be able to order printed letters from our vendor, Franklin. Your chapter will need to send out your own invitations. Please let me know if you have any questions about this or if you want to discuss this further.

Amber Narro will follow up with PKP National and the university administration to clarify our ability to continue using their Online Enrollment Program and fulfillment services for recruitment.

IX. Publicity Chair – Amber Narro

As mentioned above under publicity report, we are seeking a new chairperson.

UPDATE: Subsequent to our September 15 meeting, Anne-Liese Fox volunteered to assume this responsibility. We will have a formal vote at our next meeting, but in the meantime, Amber Narro offered to mentor Anne-Liese Fox and help her navigate the position.

X. Student Vice-Present – Amber Narro

Members were asked to submit nominations for the PKP Student Vice President position. Lisa Moody offered to email current Phi Kappa Phi student members (both undergraduate and graduate) and invite students to submit themselves. This request will go out in an email that will also inform students about forthcoming scholarship opportunities and our November literary event.

XI. Scholarship Due Dates

Below are the current deadlines for 2022-2023. There is a remaining question about how to solicit applicants for the chapter endowed scholarships.

Award and Grant Opportunities

Fellowships (58) (closed)

Dissertation Fellowships (10) (members, November 30, 2023)

Study Abroad Scholarships (75) (closed)

Love of Learning (200) (closed)

Literacy (number varies) (closed)

Scholar & Artist (1 biennial) (members, February 1, 2024)

Ray Sylvester Distinguished Service (members, February 1, 2024)

Graduate Research Grant – Nov. 30, 2023
Pioneer Award – (closed)
Sabbatical – Nov. 15, 2023
Phi Kappa Phi Lou Ballard Endowed Scholarship
Henry Earl & Carole Corkern Endowed Scholarship
Joan Faust Phi Kappa Phi Endowed Scholarship

There was some discussion about how to administer the endowed scholarships. In the past, we have required an application with letters of recommendation, but these requirements are not specified by the endowment. The new scholarship officer, Lindsay Bourgeois, can research this issue and propose a new plan moving forward. It was suggested that we allocate any new donations to the chapter to whichever has the lowest endowment in order to bring all three scholarships into parity. Alan Cannon offered to find out the current amounts available for the endowed scholarships.

XII. Other Business

The need for new faculty members was discussed, and Amber Narro asked each current member at the meeting to nominate two candidates for membership. Lisa Moody advised that once nominations were made, they could be sent to her and she would follow up via email with faculty about the honor society and ask for CVs so that we could vote at our next meeting. Lisa Moody also proposed that our chapter underwrite the membership fee for one new faculty member each year in exchange for a 2-year commitment to service to the chapter. This suggestion was tabled for the present.

XIII. Next Meeting February 2 at 9:00 am Google Meet

XIV. The Meeting was adjourned at 10:00 am