

Beta Phi Mu – Beta Delta Chapter  
**Minutes of the Board Meeting held January, 13 2015**  
7:00 pm, 533 Baldy Hall, University at Buffalo

Present: *Jim Tamaro, Brenda Battleson, Amy Miller, Carolyn Klotzbach, Chris Conrad, Esther Jackson*

Absent: *Kelly Sallander*

The meeting was called to order by president Jim Tamaro (JT) at 7:00 p.m.

MOTION: BB motioned and CK seconded to approve minutes from August 2014 meeting

Ayes: 6, No: 0, Abstentions: 0

Motion carried.

**PRESIDENT'S REPORT - JT**

- JT worked on job descriptions and presented them to the board.

MOTION: CK motioned and CC seconded to adopt job descriptions. Motion carried unanimously.

**TREASURER'S REPORT - BB**

MOTION: AM motioned, CK seconded to accept. Motion carried unanimously.

- Discussion of dues increasing to \$15

MOTION: EJ motioned and CK seconded to raise dues to \$15. Motion carried unanimously.

**Bylaw changes**

- JT presented the suggested bylaw changes. It was noted that red shows proposed changes, blue provides explanation.
- It was noted that we want to mimic what national did.
- The Bylaw documents will be distributed to the membership.

MOTION: CC motioned and AM seconded. Motioned carried unanimously.

- BB will set up a survey monkey ballot
- Vote March 1<sup>st</sup>
- Survey done by February 6<sup>th</sup> with March 1<sup>st</sup> deadline

**Website Report**

- The website is live but it is still fairly barebones and needs content. She also still need bios on the site.
- EJ will add more content from this meeting, blurbs and send the link to national.
- It was suggested that a newsletter and minutes tabs be created.
- CC will email some suggestions for a member portion of the site.
- BB and EJ are interested in getting a Paypal account set up on the site so people can renew membership.
- EJ will work on BPM colors and logo that BB will send along.

- CC suggested trying to get a buffalo.edu site and move to a UB account.
- JT will work on newsletter to put on the website.

### **Software Report**

- CK reported on potential software for membership management. It was determined that the board's software needs are internal-facing and finance related.
- CK to generate software report for internal use by the board for content management of membership lists, finances, etc.
- Gmail account was mentioned. BB will send Gmail account to EJ.
- It was noted as an aside that EJ needs to be reimbursed for the website.

### **Member Meeting and Induction Ceremony**

- Thursday, March 12<sup>th</sup>
- Costs the same as last year with same menu options.

### **Membership retention - CC**

- It was suggested that board members approach people individually to become more engaged.
- It was also suggested that we set goals for increasingly active membership.

MOTION: BB motioned and CC seconded to support Bobinski lecture. Motion carried unanimously.

### **Old Business**

Next meeting will be induction ceremony on March 12<sup>th</sup>.

Move to adjourn by JT, seconded by CK.

Meeting adjourned at 8:37 p.m.