

**PFA Annual Convention
Hilton Hotel – Baton Rouge, LA
September 7-10, 2016**

**Thursday, September 8th 2016
Business Session I**

The Annual Meeting was called to order at 4:11pm by President Suzanne Schaffer in Riverview A of the Hilton Hotel – Baton Rouge.

The 2015-2017 Executive Committee was introduced by President Suzanne Schaffer:

President: Suzanne Schaffer, Phi Sigma Pi
Vice President: Andrew Sagan, Phi Alpha Delta
Treasurer: Lisa Campion, Sigma Alpha
Secretary: Latha Radhakrishnan, Kappa Psi
Director: Anthony Chaffee, Phi Delta Chi
Director: Leslie Odom Miller, Sigma Alpha Iota
Past President: Karen Katz, Phi Delta Epsilon
Associate Liaison: Jennifer Lynch, Dallas CVB

Roll call was taken by Vice President Andrew Sagan, and a quorum was present. Lisa Campion, Latha Radhakrishnan, Anthony Chaffee, and Leslie Odom Miller were absent. Radhakrishnan and Chaffee to arrive for Friday's sessions. The approved 2015 Annual Membership Meeting minutes.

Officer Reports

- Past President Karen Katz: The transition to this new board was efficient and I would like to thank everyone on the Board and Ann Devine for her help in ensuring our operations were successful this year. I had the opportunity to write the The Leadership Academy curriculum and it was updated this year to focus more on leadership development using part of the Leadership Practices Inventory and 75% new curriculum pieces. Andrew will discuss mechanics in his report. I would like to thank the member Fraternities who sent participants and my co-Lead facilitator: Danielle Reidenbach.
- President Suzanne Schaffer:
 - Baton Rouge Community Service Project - Thank you to everyone who has participated thus far in donating supplies and making contributions for those impacted by the recent flooding. Donations and supplies are being collected at the registration desk.
 - PFA Consultant Training - I was directly involved in this program. The group (all from paid staff organizations) ranged in experience from 24 year employees to employees whose contracts had yet to start. The newer employees seemed to benefit greatly from the veteran travelers and could tell they appreciated the insight and feedback. If we continue this program we will need to determine how to challenge the more seasoned employees so that they can have stronger takeaways. Additionally, while the initiative was opened up to volunteer staff as well, it is realized that it may be difficult for those volunteers to take time off of work. Moving forward we may want to consider how to fulfill this type of training for those groups (possibly at the convention in upcoming years).

- Nominating Committee: The committee did not meet this year as per the two-year term limit on officers but we will be meeting to nominate members for the upcoming year. (Karen will chair)
- Vice President Andrew Sagan: This past year, I was tasked to work on the 2nd Annual Leadership Academy. Unfortunately, due to an unforeseen scheduling conflict with a Phi Alpha Delta event, I was unable to attend. I organized the background items of the event (LPI, name tags, certificates, etc.). Ann Devine and Karen Katz were instrumental with the on-site duties which were held in Richmond, Virginia. Though, attendance was smaller than last year, the event was run efficiently and well-received. To expand the event and reach a larger audience, I am looking into the possibility of having this an online course that would be easier and less expensive to attend. We will be discussing this at the board meeting. If you have any suggestions, I am most receptive and eager to hear your thoughts.
- Treasurer Lisa Champion (report read by Ann Devine): Budget given to the membership. The audit and 990 form was sent February 2016. The balance sheet was highlighted with a comparison of the 2015 and 2016 budgets.
- Secretary Latha Radhakrishnan: Not present with no report presented.
- Director Tony Chaffee: Not present with no report presented.
- Director Leslie Odom Miller: Unplanned absence due to family circumstance. Associate Liaison Jennifer Lynch: Provided number of new associate members and their assistance with the convention planning.
- Executive Director Ann Devine: Thanked Visit Baton Rouge for sponsoring 3 events. In addition, gave thanks to Bob Harris for providing a reduced rate.

Committee Reports

- Budget and Finance – Presented by Executive Director, Ann Devine. Financial statements were provided in the Business Session Booklet. Devine walked the membership through the financial report with the profit and loss from 2015 to 2016.
- Audit – The 2015 report was routed in the February issue of PFA Today.
- Awards – Presented by Past President Karen Katz. Thank you to our awards committee members, Joan Rogala, Bob Heyman, Nancy Mancuso, and Steve Hartman for their thoughtful consideration of all nominees. We are pleased to announce the following honors being bestowed:
 - Career Achievement Award: Sarah Cantwell – Phi Sigma Pi
 - Faculty Award of Excellence: Dr. Tracy Meyer – Pi Sigma Epsilon
 - Volunteer of the Year: Robb Carlson – Pi Sigma Epsilon
 - Outstanding Professional Program Award: Zeta Lambda Chapter – Kappa Psi
 - Outstanding Community Service Award: Delta Omega Chapter – Kappa Psi

Thank you to Ken Jernigan for contributing the plaques to our winners AND thank you to Nancy Mancuso and Herff Jones, Inc. for their continued commitment to contributing the Career Achievement Honoraria.

- Member Services - Survey concept presented
- Ad-hoc constitution review committee - Steve Hartman and committee presented proposed new legislation.

- PFC – The following organizations expressing interest and/or progressing through the membership process
 - Arizona State University
 - Oklahoma State University - Theta Tau/Alpha Zeta/Delta Sigma Pi
 - University of California -Riverside - Phi Alpha Delta
 - University of California- Santa Barbara - Phi Sigma Pi
 - University of Southern California - closing the PFC and moving the groups under the Greek Council. (Amy Devine of Alpha Omega Epsilon)

Question on whether PFC's were approved by the board was presented. The answer was no approval is required but the National Headquarters/Board Members are contacted for guidance in establishing PFCs

Associate Members: It is wonderful to see so many returning members, and a special welcome to all attending their first PFA convention. We have a great program planned for you this year. We are delighted to be here at the Hilton Baton Rouge Capital Center and we would like to especially thank you to Hilton Baton Rouge Capital Center, Visit Baton Rouge, Louisiana Seafood Promotion and Marketing Board, Louisiana Office of Tourism, and Capitol Park Museum for hosting our reception this evening.

We would also like to give a special thank you to our convention sponsors:

- Visit Baton Rouge
- Hyatt Hotels & Resorts
- Geico
- Herff Jones, LLC
- James R. Favor and Company
- Louisiana Office of Tourism
- Hilton Baton Rouge
- Holmes Murphy
- Dallas CVB

Appreciation for our Associate Members was given. Associate Members introduced themselves. Much thanks for your past and present support.

Associate Liaison Jennifer Lynch was introduced to discuss Associate Member exhibits. "Speed Networking" approach was presented.

Old Business

None presented

New Business

- Proposed Amendments deferred to Business Session II.
- Leadership Academy: discussion occurred whether to continue the programming.
- Discussed the creation of a Professional Fraternity Association (PFA) scholarship.

Announcements

Executive Director, Ann Devine was introduced and made announcements. Additional information on the PFA reception was made.

Meeting recessed at 4:47 PM.

Friday, September 9th 2016
Business Session II

The business session opened by President Suzanne Schaffer at 4:46 PM. Roll call was taken by Secretary Latha Radhakrishnan and a quorum was present.

Old Business

None presented.

New Business

Proposed amendments to PFA Bylaws presented by Steve Hartman. Changes to the Bylaws can be found in the revised PFA Bylaws and Constitution. Voting to continue at Business Session III.

Meeting recessed at 5:16 PM

Saturday, September 10th 2016
Business Session III

The business session opened by President Suzanne Schaffer at 3:30 PM. Roll call was taken by Secretary, Latha Radhakrishnan and a quorum was present.

Old Business

None presented.

New Business

- Steve Hartman presented continued new amendment presentation. Changes to Bylaws and Constitution can be found in the revised PFA Bylaws as well in the appendix.
- Vice President Andrew Sagan discussed opportunities to build a brand, engage students to attend, and brainstorm PFA training of PFA Chapters
- PFA Scholarship discussion continued to establish one for a Collegiate member
- Committee assignments are available. All members and new attendees were encouraged to sign-up for a committee.
- Kappa Lambda Chi Fraternity Inc. discussed all aspects of their organization. The group is interested in joining the PFA membership. Member input was received.

Meeting adjourned at 4:39 PM.
Latha Radhakrishnan, PFA Secretary