

MASSACHUSETTS JUNIOR CLASSICAL LEAGUE
MINUTES REGARDING THE NOVEMBER MEETING
NORTHBOROUGH PUBLIC LIBRARY
NOVEMBER 4, 2017
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Attendance:

2017-2018 officers present were President Anushree Iyengar of AMSA, Secretary Rachel Wang of AMSA, Treasurer Vikiana Petit-Homme of BLA, Parliamentarian Carina Layfield of BLS, Historian Jesse Hogan of AMSA, and Technical Coordinator Jonathan Yuan of BLS. **State chairs** present were Tamara Bauer of BLS, Margaret Burns of BLS, and Janet Fillion of BLA. **There were no guests present. Regrets** were 2nd VP Tamsin Edwards of MAMS (Member at Large), 1st VP Tim Liu of BLS, Publications Editor Jacob Hane of MTG, and State Chair Victoria Miklosky of Barnstable High School.

Beginning of the Meeting:

The meeting was called to order at 10:21 A.M. by President Anushree Iyengar.

Discussion and Decisions:

Classics Day:

The matter of Classics Day is discussed. Vikiana and Ms. Fillion have created a list of tasks that need to be completed, and tasks are assigned to various members of the board. All Boston and Central Mass officers will be arriving early to set up the event.

Technical Coordinator – Jonathan will create a template for the thank you-letters to be written to presenters (19 in total), and students from BLS will handwrite the letters. He will also review Ms. Fillion’s spreadsheet of technical equipment needed.

Historian – Jesse will work on the programs.

Editor – Jacob will get issues of the *Forum Factorum* printed, about two issues per table.

Parliamentarian – Carina will organize the letter-writing by BLS students and give closing remarks.

Treasurer – Vikiana will order table candy and organize school seating arrangements. She will also make the placecards with school names for the tables. She will be giving opening remarks.

Secretary – Rachel will design and print the certificates for skits (one for each school, and one for 1st/2nd/3rd places) with this year’s watermark.

2nd VP – Since Tamsin will not be able to attend Classics Day, she needs to send the information about the yearly service project to the board.

President – Anushree will talk to Jacob about printing flyers and issues of the *Forum Factorum* for each table. She will be making flyers for Praetoria and State Convention, and the social media and community service contests/overview of some larger convention contests, as well as reaching out to schools to see if information regarding this year’s Certamen tournaments has been decided and therefore can be publicized. She will make a spreadsheet with room numbers and

assigning officers to directing people towards rooms or helping with lunch. She will be staying after General Assembly to help any latecomers find rooms.

State Chairs:

The chairs will order lunches for Professor Joseph's group of students who will be helping present his workshop.

Ms. Bauer – Ms. Bauer and Ms. Burns will get in contact with BLS's technical person and get information about adapters/cords/dongles. She will wrap the gifts for Professor Scully.

Ms. Burns – Ms. Burns ordered the gifts for Ms. Kelly and Professor Scully. Once these arrive, she will give them to Ms. Bauer to wrap.

Ms. Fillion – Ms. Fillion will ask Ms. Kelly about workshop assignments and the total number of tables once she gets back from her trip. Once she gets the information about the tables and can therefore divide the number of people attending per table, she will give this to the board. She will also be sending out an email regarding parking spaces to all local sponsors, and ask about media release permissions. Ms. Fillion will make a spreadsheet of room assignments for presenters and will share it with the people who need it. The spreadsheet will also include technical equipment (dongles, microphones, etc.) required for each presenter; she will ask for how many microphones are needed/which rooms have podiums with microphones and include this in the spreadsheet.

Checks will need to be folded and put in manila envelopes along with the thank you letters. After a brief discussion, it is decided these envelopes will be given to presenters before workshops begin if they check in with the chairs. If they do not check in, these envelopes will be given to presenters either after Classics Day is immediately over or will be mailed. Ms. Fillion reminds to leave space to write an address/stamps if they need to be mailed. These envelopes will be done by BLA.

Ms. Fillion and Vikiana will ask Ms. Luong if she will be able to make nametags. Photo permission stickers will mark nametags.

Signs need to be made for room numbers for officers to hold up when directing people to rooms.

Potential of “Officer at Large/In Training” Position:

Discussion on the potential of creating an “Officer-at-Large” position ensues. After Kickoff and other circumstances where not all officers were able to attend, the board agrees that it is difficult to run MassJCL events without the full board. Carina suggests having an application-based Officer-At-Large position, and Anushree agrees, saying that having such a process outlined in the constitution set a helpful precedent for the future. Ms. Burns suggests having a few deputy officers selected and having them

observe and learn from the board, moving them into position as needed. Ms. Bauer suggests having two of these deputies elected. It is decided that Carina will work on an amendment regarding this application process and it will be discussed at the January constitutional amendments meeting.

Officer Reports:

Technical Coordinator - Jonathan has continued to update the website and submit currency points. He is also now reviewing MassJCL currency points submissions.

Historian – Jesse has edited and uploaded the photos from Kickoff onto Google Drive, Flickr, and Facebook. He still needs to record his and Rachel’s Coin Wars videos.

Parliamentarian – Carina will be emailing the board with all of the finalized amendments in December. She asks board members who are interested in national candidacy to email her and Anushree before the next meeting. She has planned a timeline for the officer videos, and uploaded questions into the Parliamentarian Google Drive folder.

Treasurer – Vikiana updates the board on the current balance of the MassJCL bank account, and clarifies a few uncashed checks with the chairs. She has created a preorder form for the fidget spinners, and a poster for goods to be sold at Classics Day.

Secretary – Rachel currently has the certificates for the Montrose and Taconic catapult contest winners, and will bring them to Classics Day if those schools attend. She has created some social media promotional materials for the state t-shirt contest, which she will upload shortly. Rachel is currently creating a booklet of secretary tips and tricks with examples of various minutes’ formats to help local secretaries; she will be uploading this guide late December/early January on MassJCL social media and sending it to Jonathan for the website.

2VP – Vikiana reads Tamsin’s officer report. She has collected approximately 20 additional cans from AMSA, and will be collecting children’s books at Classics Day for the yearly service project. Since she will not be able to attend Classics Day, Anushree will transport donations to her house. Spirit themes have been finalized, and will be entered in the contest booklet: “We Go Together Like Purple and Gold” and “Out of the Barnstable.”

President – Anushree is continuing to plan Praetoria and work on the contest booklet, which has not been publicized due to updates being made to various contests to match the new National contest guidelines.

State Chairs: Ms. Fillion is continuing to work on Classics Day planning, and Ms. Bauer has been organizing money for Classics Day and dues and registration forms.

Contest Booklet:

Discussion regarding the Contest Booklet ensues. As there have been changes to the National Publicity contest, the MassJCL publicity contest needs to be updated before the booklet is published. Carina, Rachel, and Vikiana will work on creating new guidelines and rubrics for the publicity and social media contests. Jesse will send the new guidelines for the digital scrapbook to Anushree.

Praetoria:

Discussion regarding Praetoria ensues. Anushree is currently determining the schedule, and will be discussing with each officer individually about their workshops. Rachel and Vikiana will combine their workshops. Chicken parmesan and eggplant parmesan will be the lunch options, lunch is \$25 per person but MassJCL will absorb the cost so that attendees will only have to pay \$10.

Anushree plans on modeling the schedule of Praetoria after that of two years prior: playing team-building games, have officers give lectures, and discuss fundraising and leadership with occasional activities in smaller groups. She also wants to have an in-depth discussion regarding MassJCL elections; Carina will introduce the new introductions system this year (each candidate can have any JCLer who's not a candidate or current officer give a short introduction at first General Assembly) and clarify various rules such as that schools cannot mention candidates in roll call skits or have candidates participate in roll call skits.

Adjournment of Meeting:

Anushree adjourned the meeting at 1:22 P.M.

Upcoming Dates and Events:

Classics Day – *Dec. 7, 2017*

MassJCL Board Meeting – *Jan. 20, 2018*

Praetoria – *February 24, 2018*

MassJCL Board Meeting – *April 14, 2018*

MassJCL State Convention – *April 27-29, 2018*