

Hello everyone! In addition to the minutes, I have made comments/assignments and “@” you for things that need to be completed **BEFORE the next meeting in order for you to be able to present at the next meeting.**

Once these task(s) are completed,

1. Resolve the comment
2. Add a new comment on the task you just completed, commenting
On the date your task was completed

******DO NOT RESOLVE ANY COMMENT UNTIL TASK IS COMPLETED******

Thank you for your patience, and please email me if you have any questions at nijcl.recordingscriba1@gmail.com or nicholasmaharaj23@students.bboed.org

New Jersey Junior Classical League
Executive Board Minutes of August 18th, 2021

- I. Meeting called to order at 4:43 PM
- II. Attendance
 - Sungwon Chung, Consul: P
 - Chloe Jones, Pro-Consul: P
 - Shree Manivel, Parliamentarian: P
 - Nicholas Maharaj, Recording Scriba: P
 - Vincent Fox, Corresponding Scriba: P
 - Sophia Lund, Historian: P
 - Veronica Fabiano, Fundraising: P
 - Laurel Rose Barrett, Membership: P
 - Shawn Smith, Nuntius Editor: P
 - Jihyun Seo, Nuntius Editor: A
 - Jaimin Shah, Publicity: P
 - Andrew Gu, Northern Registrar: P
 - Kelson Lowrie, Central Registrar: A(Ex)
 - Michael Epstein, Southern Registrar: P
 - Hannah Zhang, Webmaster: P
 - Khadija Bibi, Convention Coordinator: Late
 - Michael Reyes, Convention Coordinator: P
 - Timothy Sim, Convention Coordinator: P
 - Mary Jane Mungroo, Convention Coordinator: Late
 - Mehrael Nahib, Convention Coordinator: P
 - Scout Lowrie, Certamen Coordinator: A(Ex)
 - Taylor Heskin, Certamen Coordinator: P
 - Aolani Obi, Certamen Coordinator: P
- III. Vote & Swearing in of any new officers (publicity)
 - A. Motion: Mehrael and Jaimin to become new officers
 1. Mehrael will become a convention coordinator and Jamin will become a publicity chairman.

2. Motion is made by Timothy and seconded by Chloe.
 - a) The motion passed.
 - B. Mehrael and Jaimin were sent to a breakout room.
 - C. Sungwon agreed with the selected candidates and voting began. The motion was unanimously passed.
 - D. Mehrael and Jaimin were sworn in!
- IV. Review of [Old Minutes](#)
- A. The motion for reimbursement of Mrs. Kubichek had an error since the exact amount needed to be provided and who made the motion and seconded it.
 - B. The attendance of publicity also needed to be fixed.
 - C. Motion: Approval of May minutes
 1. Sophie and Shree made the motion and it was approved.
- V. Explain meeting procedures and adding reports to [the consent agenda](#)
- A. The consent agenda will explain what each officer did to prepare for the meeting.
 - B. To prevent many different issues, Magister Jacobs suggested writing their reports on the consent agenda instead of having a link. Officers would still need to have their documents.
 1. However, many officers disagreed with this because of possible formatting issues that could occur.
 - C. Sungwon explained how to retrieve a link for an officer report to put in a consent agenda. Sharing settings must be set to “anyone with the link” and commenter.
 - D. Each officer will briefly explain what they did for the meeting. Old Business will be discussed, then new business, then planning for the next meeting, and finally, adjournment.
 - E. The officer reports should be submitted 48 hours before the meeting.
- VI. Officer Reports
- A. Since officer reports were not discussed in the previous meeting, people can verbally state their reports.
 - B. Proconsul
 1. School supply donation, Rocks for Faye, cat and dog toy donation, virtual games with the elderly, and stuffed animal drive were all examples of fundraiser ideas.
 - a) School supply donation and the animal toys would be done for the fall and a flyer will be made.
 - C. Parliamentarian
 1. Shree met a previous Parliamentarian to understand the duties of Parliamentarian.
 2. Shree reviewed the SparkNotes copy of Robert’s Rules of Order and the current NJ-JCL Constitution.
 3. She also attended Nationals.
 - D. Corresponding Scriba
 1. All meeting links, monthly emails, the minutes for the May minutes, were all sent out.
 2. He also attended Nationals.
 - E. Recording Scriba
 1. The May meeting minutes were sent to the Corresponding Scriba.
 - F. Membership
 1. There was no report for this office.

- G. Historians
 - 1. The 2020-2021 Scrapbook was submitted to the National Convention and the theme for the 2021-2022 Scrapbook was chosen: new beginnings.
 - H. Fundraising
 - 1. A graphic design contest using RedBubble can help raise money since selling stickers will have a commission.
 - I. Publicity/Outreach
 - 1. All social media has been checked and all the passwords are the same. Posts will be made for the upcoming fundraisers.
 - J. Registrars
 - 1. In-person trip ideas include an escape room, ancient sports competitions, and a trip to the MET with the possibility of collaborating with the NY-JCL.
 - 2. Online trips include talent shows, webinars, and cooking events.
 - K. Webmaster
 - 1. The Webmaster made a list of issues and improvements for the website and started to fix the website. Loose links and font colors were fixed and a search bar was added. The merchandise also had some issues that will be fixed.
 - L. Consul
 - 1. The Consul attended the National Convention and made the roll call video and submitted it.
 - M. State Convention Coordinators
 - 1. The Coordinators are unsure if the Convention will be in-person or virtual.
 - N. Certaman Coordinators
 - 1. The Coordinators are unsure if Princeton will allow in-person events.
 - O. Motion: To approve the office reports
 - 1. The motion was made by Andrew and seconded by Vincent.
- VII. Old Business
- A. Senior Gifts and other Finances
 - 1. \$92.82 for senior gifts
 - 2. \$31.79 to Mrs. Kubichek for community service awards
 - 3. \$750.00 to Joseph Arrigo for the 2020 scholarship
 - 4. \$40.00 Tyler Heist Minecraft Olympika Server
 - 5. \$1500 Molly Moran 2020 Scholarship
 - 6. \$18.40 Rachael Maderia for fundraising shipping costs
 - 7. \$180 for both Mr. Jacobs and Mrs. Kubichek for NJCL
 - B. National Convention
 - 1. Motion: to reimburse Sungwon \$90 for attending Nationals and pending based on his receipt.
 - a) The motion is made by Veronica and seconded by Shree. The motion passed.
 - C. Officer contact sheets
 - 1. [This link](#) is the officer contact sheet.
 - 2. All officers have access to their emails.
 - 3. Mehreal needs to be added to the contact sheet.
 - D. Canva

1. Mrs. Kubichek sent up a Canva classroom to get the benefits of using Canva.
2. To join the Canva classroom, use [this link](#).
3. The officers who needed Canva joined the classroom.

VIII. New Business

A. Fall event?

1. Possibilities for the fall events include animal toys (November 11th) and a talent show (plan for September).

B. Virtual or In-person?

1. The answer is very uncertain.

IX. Future Meetings

- A. September 28th, 2021 at 4:30 PM is the next meeting!

X. Adjournment

- A. Meeting adjourned at 6:45 PM