

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 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 [njjcl.recordingscriba1@gmail.com](mailto:njjcl.recordingscriba1@gmail.com) or [nicholasmaharaj23@students.bboed.org](mailto:nicholasmaharaj23@students.bboed.org)

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New Jersey Junior Classical League  
Executive Board Minutes of December 15th, 2021

- I. Meeting called to order at 4:39 pm
- II. Attendance:
  - Sungwon Chung, Consul: P
  - Chloe Jones, Pro-Consul: P
  - Shree Manivel, Parliamentarian: A(Ex)
  - Nicholas Maharaj, Recording Scriba: A(Ex)
  - Vincent Fox, Corresponding Scriba: P
  - Sophia Lund, Historian: P
  - Dakota Avellino, Historian: P
  - Veronica Fabiano, Fundraising: P
  - Laurel Rose Barrett, Membership: P
  - Shawn Smith, Nuntius Editor: P
  - Jihyun “Jessica” Seo, Nuntius Editor: P
  - 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: P
  - Michael Reyes, Convention Coordinator: P
  - Timothy Sim, Convention Coordinator: P
  - Mary Jane Mungroo, Convention Coordinator: A(Ex)
  - Mehreal Nagib, Convention Coordinator: P
  - Cristiana Davis, Convention Coordinator: P
  - Scout Lowrie, Certamen Coordinator: A(Ex)
  - Taylor Heskin, Certamen Coordinator: P
  - Aolani Obi, Certamen Coordinator: A(Ex)
  - Dipti Reddy, Certamen Coordinator: A(Ex)
  - Justin Tofuri, Certamen Coordinator: P

III. Review of [Old Minutes](#)

IV. [Officer Report](#):

A. Proconsul:

1. Completed the dog and cat toy fall service project.
2. For a winter community service idea, we could do a state-wide fundraiser to help build an orphanage in Kenya.
3. Another Zoom service idea is Baking Cookies over Zoom as last year's cooking event was successful.
  - a) This could be done by Angel Bakers Team or Operation Yellow Ribbon, which both give back to soldiers in need.
  - b) We could also give the baked goods to a neighbor.

B. Parliamentarian:

1. Reviewed the current Constitution and Bylaws.
2. Will have the officer event attendance Bylaw ready for the January meeting.
3. If she hears nothing from the state chairs in January regarding officer applications for the NJ-JCL Elected Positions of 2022, Shree must help and remind the state chairs in sending this form out.
4. March 1st new applications are due for 2022 NJ-JCL Elected Officers.
  - a) Applications will open up in January.
  - b) Must have the slate for the elected offices presented at March Certamen.

C. Corresponding Scriba:

1. Sent emails for:
  - a) Fall Service Event Flier
  - b) Board Photos Due!
  - c) November Photo Contest Reminder
  - d) November Meeting Minutes
  - e) NJ-JCL Officer Survey
  - f) National Convention 2021 Survey
  - g) NJ-JCL and JCL Membership Price Increase
  - h) NJ-JCL Redbubble Contest
  - i) December Photo Contest
  - j) December Reminder of Important Dates
  - k) NJCL Creed Meeting - 12/4
  - l) Scrapbook Submission Reminder
  - m) NJ-JCL Winter Certamen 2022
  - n) Consent Agenda for December Meeting
  - o) Meeting Link for Today's Meeting
2. Attended the NJCL Creed Meeting Discussion
3. Finalized the NJ-JCL Email Signature and created a Google doc for the procedures of how to make your email signature.

D. Recording Scriba:

1. The November meeting minutes were written and sent out.

#### E. Membership:

1. Send invoices to schools that are not yet registered.
2. Created Membership IDs for multiple registered chapters.
3. Updated Student Liaison Information.
4. Wrote an email informing chapters of the membership price increase that took effect 12/1 and had this email sent out.

#### F. Historians:

1. November Photo Contest Winner was picked
2. December Photo Contest information was sent out along with a reminder.
3. A Google Form and flier for scrapbook submissions were sent out.
4. Began work on the [scrapbook](#).
  - a) Some board members have not yet uploaded a photo using [this form](#) and sent it to the Historians. [This list](#) shows who is still missing their headshot picture. If your name is on this list please send in your photo ASAP.

#### G. Fundraising:

1. No new balance updates or orders on the financial spreadsheet.
  - a) Ms. Smaldore has seen new order requests that Veronica can not see on her end. This must be resolved before the next meeting in order to fulfill these potential new orders.
2. Sent out the flier for the Redbubble contest but did not receive any submissions yet.
3. Found multiple sticker designs that could be potentially used for the NJ-JCL shop.

#### H. Publicity/Outreach:

1. Increased Instagram followers by 6.
2. Promoted December Photo of the Monto, Winter Certamen, Nationals.
3. Work was published for the U.S Winter Edition Submissions on the New Jersey State Updates Section.
4. Worked on December 1st Publicity Contest for the month

#### I. Registrars:

1. Sent a recap of the October Game Night to Nuntius.
2. Planned to have a Talent Show as the next virtual event. More information will be prepared for the next meeting.
3. Have both Virtual and In-person events planned to depend on the direction we must take due to the recent spike in COVID outbreaks
  - a) In-person event possibilities include Ancient Sporting/Olympics, Ice Skating, Bowling, Arcade, Lasertag, and similar events.
  - b) Ms. Kubichek is hosting a Baltimore trip for Clearview and is willing to offer to open this up for other NJ-JCL schools as well if field trip permissions permit.
4. If hosting In-person events at schools, only certain schools have permission to have field trips and host events:
  - a) Ridge is still uncertain if they are allowed to host as well as travel to other schools.
  - b) Clearview is possibly able to host in-person events.
  - c) Cherry Hill East evaluates on a trip-by-trip basis.
  - d) Gateway is allowing in-person activities.

J. Webmaster:

1. Added the November Minutes, the Graphic Design Contest flier, and current 2021-2022 member schools to the website.
2. Changes that were made to the website include:
  - a) Updated Photo of the Month with November's winner and added the December Photo of the Month flier.
  - b) Went through all pages and correctly capitalized them in order to be displayed correctly in tab headers.
  - c) Tweaked Ishareet Sohal's bio in Who We Are.
  - d) Removed the "Register Your Chapter for NJCL" link on the Forms page.
  - e) Moved "Community Service" and "Most Active Club" links to the bottom of the Forms page.
  - f) Updated the Torch section on the Home page with the new issue and added year labels to previous issues.
3. Ms. Kubichek set to hear back from Ish regarding the dash in "NJ-JCL"
4. Will add a photo carousel and render the Home page in order of importance in the future.

K. Nuntius Editors:

1. Created the NJ-JCL Officer Survey and had it sent out to all the officers for the "get to know the officers" section of the
  - a) Some board members have not yet completed the [Officer Survey](#) and sent it to Nuntius. [This list](#) shows who is still missing their survey. If your name is on this list please complete this form ASAP.
2. Created the National Convention 2021 Survey and had it sent out to everyone who attended the NJCL Virtual Convention of 2021.
3. Completed the NJ-JCL News Summer/Fall 2021 Nuntius
4. School Latin Club Chapters will have the opportunity to submit something about their school activities to add to the future Nuntius.
  - a) An email with a flier and more information will be sent out soon.

L. Certamen Coordinators:

1. Sent out emails to the following schools regarding hosting Spring Certamen:
  - a) Seton Hall
  - b) Rider
  - c) Stockton
  - d) Drew
  - e) Kean
  - f) Rowan
  - g) Monmouth
  - h) Rutgers
  - i) TCNJ
  - j) Vincent suggested NJIT for a possible host to email and look further into.
2. Sent out Registration Document & Online Registration for Virtual Winter Certamen to Corresponding Scriba.
3. Decided on specific roles for each of the Certamen Coordinators.

4. Winter Certamen registration has been pushed back to December 1st as the deadline approached too quickly.
5. Made the spreadsheet template for Winter Certamen Registration.
6. Created Level 2 questions for Winter Certamen.
7. Created Flier for Winter Certamen event.
8. Added more practice questions for the Open Winter Certamen and double-checked existing questions.

M. Convention Coordinators:

1. Continued work on State Convention tests including Grammar Tests.
2. Information on Prejudged Contests was updated along with the new theme for 2021-2022.
  - a) Changed the costume themes and Latin oratory passages to fit with the National Convention.
3. Continued discussion regarding where to host the State Convention in-person.
  - a) Ms. Kubichek has put in a request for April 30th to host our NJ State Convention.
    - (1) State convention prices are usually \$5 per student and the club must pay \$10, however, pieces may be increased at Clearview due to Janitorial staff and Kitchen fees.
    - (2) Ms. Kubichek is hoping to have a quote for the next board meeting.

N. Consul:

1. Created consent and [meeting agenda](#).
2. Selected Vincent Fox, the Corresponding Scriba, as the Officer of the Month of November.
3. Wrote an article regarding the National Convention for the Nuntius Summer/Fall 2021 Edition.

V. Old Business:

A. Recruitment

1. Vincent will identify the schools that have not registered but take the National Latin Exam and craft an email with Sungwon to inform them about the NJ-JCL and encourage them to join our organization.
  - a) It must be included in this email that the chapter fee for first-year chapters joining the NJ-JCL is waived.

VI. New Business:

1. Email signatures for all board members
  - a) Vincent did a walkthrough on the procedures involved in attaching the email signature and changing the correct information for each office. A list of the procedure is also [linked here](#) for any officer who has not completed their email signature yet.
  - b) A confirmation email must be sent to Vincent, the Corresponding Scriba, to approve your signature and check you off as completed. The list of who has completed their email signature is [linked here](#). If you are not yet checked off please complete the email signature ASAP and send Vincent an email.
2. NJCL Creed Revisions

- a) The NJCL devised a task force to address some of the issues of exclusivity in the old creed and therefore created a [new creed linked here](#).
- b) The main summary and further in-depth notes on how the creed was made more inclusive can be found in [this link](#).

VII. Future Meetings:

1. The next officer meeting will be Wednesday, January 12th, 2022 @4:30 pm.
2. The February officer meeting will be Wednesday, February 9th, 2022 @4:30 pm.
3. Planning on Certamen being March 15th as a tentative date.

VIII. Adjournment

1. Meeting adjourned at 6:39 pm
  - a. Motion made by Mike
    - i. Second by Tim
      1. Motion Passes