

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 or nicholasmaharaj23@students.bboed.org

New Jersey Junior Classical League
Executive Board Minutes of January 12th, 2021

- I. Meeting called to order at 4:37 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
 - 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: P
 - 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: Late (Ex)
 - Scout Lowrie, Certamen Coordinator: P
 - Taylor Heskin, Certamen Coordinator: P
 - Aolani Obi, Certamen Coordinator: P
 - Dipti Reddy, Certamen Coordinator: P
 - Justin Tofuri, Certamen Coordinator: A(Ex)

III. Review of [Old Minutes](#)

- A. Motion made by: Vincent
 - 1. Second by Mehrael
 - a) Motion passes

IV. [Officer Report](#):

- A. Pro-Consul
 - 1. Made flyer for winter community service flier
 - 2. Attended open-certman
- B. Parliamentarian
 - 1. Went to winter certamen
 - 2. Reviewed current constitution and Bylaws
 - 3. Addition to Article III, Section I of Bylaws about officer attendance
- C. Corresponding Scriba
 - 1. Wrote and sent emails for:
 - a) December photo contest reminder
 - b) Officer survey due
 - c) NJ-JCL January Photo contest
 - d) December meeting minutes
 - e) January reminder of important dates
 - f) Picture submissions for winter certamen
 - g) Regional certamen 2022 survey
 - h) Consent agenda for January Meeting
 - i) Meeting link for this meeting
 - 2. Wrote December meeting minutes
 - 3. Created a checklist of who has the updated email signature
 - a) Sungwon, Nicholas, Shree, Veronica, Nuntius, and Michael E., have yet to update their email signature or confirm.
 - 4. Updated the NJ-JCL calendar
 - 5. Sent the state chairs the 2021-2022 Executive Board Emailing List with an importable file into Google Contacts.
- D. Recording Scriba
 - 1. Vincent took last months minutes since the Recording Scriba had an unexcused absence
 - 2. Attended open certamen
- E. Membership
 - 1. Sent invoices to schools:
 - 2. Created IDs for schools
 - 3. Updated Student Liaisons:
 - 4. Updated School Event Availability
- F. Historians
 - 1. December Photo contest winner was picked
 - 2. Winning photo was submitted to the webmaster
 - 3. January photo contest information was sent out

G. Fundraising

1. Beginning balance was \$4,575.24 and the ending balance was \$5,789.24 after membership dues from schools.
2. No email submissions for RedBubble contest
3. Made a mock up of a NJ-JCL

H. Publicity/Outreach

1. Gained 9 followers on the instagram
2. Promoted winter certamen and January photo of the month
3. Collected photos for winter certamen
4. Need to be more active on Twitter

I. Registrars

1. Started planning Spring event: cooking
 - a) Eggs, ancient roman cheesecake, roman chickpea braise are options
 - b) Planning for a Friday in March or April.
 - (1) Tentative date of April 1st
2. Brainstormed possible recipes

J. Webmaster

1. changed Officer Applications dates from TBD to “Tuesday March 1, 2022”
2. added December minutes to Minutes page
3. changed all Minutes access permissions to “view only” (only for website link)
4. updated Photo of the Month with December’s winner
5. added officer of the month section to Board Members page
6. removed “Meet the 2020 Board Members” section from the Board Members page

K. Nuntius Editors

1. Officers reviewed the Nuntius
 - a) Need to add “year” to the cover
 - b) Add page numbers
 - c) Edit the letters from the editors
 - d) 4th line - constructing should be changed
 - e) Add punctuation to officer fun facts
 - f) Correct proper nouns like companies (i.e. Kahoot!, GeoGuessr, etc.)
 - g) Fix star officers of the month

L. Certamen Coordinators

1. Continued looking for new Certamen hosts
2. Sent out [interest form](#) for date of March Certamen
3. Sent out winter certamen emails asking for support
4. Sent out zoom link for Winter Certamen
5. Updated the Virtual Certamen job notes
6. Updated Winter Certamen rules powerpoint
7. Double checked questions and fixed them adding more rounds
8. Help winter certamen over zoom

M. Convention Coordinators

1. Created prompts for both 2 people and 3 people Improvisation
2. Created Google Forms for all Prejudged Contests

3. Updated Links on “Prejudged Contests 2022” to new Google Forms
4. Updated “Cartoon Caption” with a new cartoon image.

N. Consul

1. Created Consent and [Meeting Agendas](#)
2. Notified of officer of the month
3. Created email signature
4. Drafted email to liaisons

V. Old Business

A. Certamen Debrief

1. Vincent thought the event was successful!
2. Hannah thought it was very fun!
3. Overall, everyone enjoyed the Certamen

VI. New Business

A. State convention

1. Still unsure about an in-person or virtual convention

B. Winter/Spring event

1. Zoom baking event on January 28th
 - a) Baking cookies for neighbors
2. Fundraising for orphanage in Kenya
 - a) From January 17th to February 18th
3. Operation yellow ribbon
 - a) Collect store bought bakery items

VII. Future Meetings

- A. The February officer meeting will be Wednesday, February 9th, 2022 @4:30 pm.
- B. The March officer meeting will be Monday, March 7th @4:30 pm.
- C. March 22nd is Certamen

VIII. Adjournment

- A. Meeting adjourned at 6:26 pm
 1. Motion made by Nicholas
 - a) Second by Shree
 - (1) Motion Passes