

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 November 8th, 2021

- I. Meeting called to order at 4:42 pm
- II. Swear in New Members
- III. 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 “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: P
 - Scout Lowrie, Certamen Coordinator: P
 - Taylor Heskin, Certamen Coordinator: P
 - Aolani Obi, Certamen Coordinator: P
 - Dipti Reddy, Certamen Coordinator: P
 - Justin Tofuri, Certamen Coordinator: P

IV. Review of [Old Minutes](#)

A. Motion made by Hannah: to approve last months meetings

1. Second by Shree
 - a) Motion passes

V. [Officer Reports](#)

A. Proconsul

1. Added supply list to service events sign up
2. Promoted the service project on Instagram
3. Gathered supplies for the service project

B. Parliamentarian

1. Reviewed Constitution and bylaws
2. The officers reflected on the officer attendance at the October Game Night event and discussed whether or not a bylaw was necessary.
3. Draft a bylaw for the next meeting

C. Corresponding Scriba

1. Sent emails for:
 - a) October meeting minutes
 - b) Scrapbook submission form and fleur
 - c) Execute board photo submissions
 - d) November photo contest
 - e) Consent Agenda for November meeting
 - f) November reminder of important dates
 - g) Board photo submissions
 - h) Meeting link for today's meeting
2. Added new board members to the contact sheet
3. Helped with the virtual ha,e night with the Halloween Kahoot
4. Added dates to the NJ-JCL Google Calendar
5. Created a template for the email signature for all Executive Board members

D. Recording Scriba

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

E. Membership

1. Completed Student IDs for various schools
2. Created an invoice for Haddonfield Memorial High School

F. Historians

1. The October Photo Contest winner was picked
2. The winning photo was submitted to the NJCL monthly photo contest and the Webmaster
3. The November photo contest (flyer and info) and a reminder were sent out
4. A google form and flyer for scrapbook submissions and board photos were sent out
5. Google photo albums for this year were updated

G. Fundraising

1. There has been one order!
2. The ending and beginning balance is the same: \$3,609.92
3. A new inventory sheet was made

4. A flyer for the fundraising event was made
 - a) Ms. Kubichek offered to remove advertisement for the prizes for 2nd and 3rd place
- H. Publicity/Outreach
 1. Increased the Instagram followers by 7
 2. Promoted November photo of the month, virtual game night, fall service flyer with the school supply drive
- I. Registrars
 1. Held the October game night on October 22nd
- J. Webmasters
 1. Changed that were made to the website include:
 - a) Replaced fall community service flyer links
 - b) Trying to figure out how to create an exclusive page for the executive board
 - c) Replaced more NJJCL with NJ-JCL
 - d) Linked master calendar to the website
 2. Important dates can be added to the calendar
- K. Nuntius
 1. Added a “school Latin club” section
 2. Add “fall events” section
 3. Added pictures
 4. Emailed Sungwon regarding National Convention Award winners
- L. Certamen Coordinators
 1. Winter Certamen will be in open format
 2. 5 dollars per player
 3. Princeton can not host the Certamen
 - a) A new venue will try to be found but Zoom is the last option
 4. All questions were created
- M. Convention Coordinators
 1. Finished making tests
 2. Created an award certificate
- N. Consul
 1. Created contest and meeting agenda
 2. Reached out to officers to see if they needed help
 3. Created an office of the month for November
- VI. Old Business
 1. Signatures on emails
 2. Community Service Event
 - a) This Thursday
 3. January 8th Certamen
 4. Student Liaisons
- VII. New Business
 1. Membership update
 - a) Officers discussed if we should email the students and schools who took the NLE but were not a part of the NJJCL

2. Recruitment
3. Officers should try to fill out the office of the month form. Officers can not vote for their office

VIII. Future Meetings

- A. The next officer meeting will be Wednesday, December 15th, 2021 @4:30 pm
- B. The January officer meeting will be Wednesday, January 12th, 2022 @4:30 pm

IX. Adjournment

- A. Meeting adjourned at 6:01 pm
 1. Motion made by Nicholas
 - a) Second by Sophia

(1) Motion passes