

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 [njcl.recordingscribal@gmail.com](mailto:njjcl.recordingscribal@gmail.com)

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

- I. Meeting called to order at 4:43 pm
- II. Swear in new members
 - A. New members left the room or entered a breakout room.
 - B. Convention coordinators and certamen coordinators are the new offices.
 - C. The new officers were sworn in!
 1. Cristiana Davis, Convention Coordinator
 2. Diptti Reddi, Certamen Coordinator
 3. Justin Tofuri, Certamen Coordinator
- 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: A(Ex)
 - Veronica Fabiano, Fundraising: P
 - Laurel Rose Barrett, Membership: A
 - 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: P
 - 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

Diptti Reddi, Certamen Coordinator: P

Justin Tofuri, Certamen Coordinator: P

IV. Review of [Old Minutes](#)

A. Motion made by Vincent: to approve meeting minutes

1. Michael E seconded

a) Motion passes

V. [Officer Reports](#)

A. Officers must sign off before the meeting to ensure that everyone views the officer reports.

B. Proconsul

1. Made the recommended changes to the fall service flyer

2. Completed a successful run of the dog and cat toy for the fall service.

3. Another demonstration of the pet two will be completed.

C. Parliamentarian

1. Planned future amendments to the Constitution

2. Introduced a new amendment to encourage officer attendants at Regional events and community service events

D. Corresponding Scriba

1. Sent emails of the following:

a) Meeting minutes

b) October Photo Contents

c) Important Reminders

d) NJ-JCL Membership forms

e) Consent agenda

f) Reminder for October photo contents

g) Meeting link

h) NJ-JCL upcoming Fall Events

2. Reorganized the Corresponding Scriba Google Drive

E. Recording Scriba

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

F. Membership

1. Collected response from membership form

2. Emailed an income to Edison HS

3. Infrared Monmouth Regional of information needed

4. Began creating student IDs

5. Began creating a master spreadsheet regarding student information and IDs.

G. Historians

1. September Photo Contest Winner was picked

2. October Photo Contest information was sent out.

3. October and November photo contest certificates were made

4. More google drive space is needed

- a) Sungwon suggested making a new account but Mr. Jacobs suggested creating a hard drive.
- VI. A 5-minute break took place between officer reports. The Chairs discussed finances.
 - A. Fundraising
 - 1. Two withdrawals occurred.
 - 2. No new merch orders.
 - 3. A flyer for the RedBubble fundraiser was made.
 - B. Publicity/Outreach
 - 1. Increase of 9 followers
 - 2. Promoted October Photo of the Month, Virtual Game Night, the fall services flyer with the school supply drive, and the service project.
 - C. Registrars
 - 1. An event plan was created for the October Game Night
 - 2. Vincent is needed to run the Kahoot.
 - 3. Someone is needed to run Scribble.io
 - 4. A flyer was made for the event
 - D. Webmasters
 - 1. Added September minutes
 - 2. Updated Photo of the Month link and flyer
 - 3. Revamped NJ-JCL Constitution
 - 4. Change JCL to NJ-JCL
 - 5. Will add events to the calendar
 - 6. Officer applications form will be closed
 - E. Nuntius
 - 1. Going to Add the “Meet the Officers” section
 - 2. Going to add the “Summer Event” section
 - 3. Going to collect pictures from the previous events
 - 4. Sent out a survey about the Latin Club of their school
 - 5. All surveys will be sent out to all NJ-JCL officers once approved.
 - F. Certamen Coordinators
 - 1. Received an email from Princontact but there is still uncertainty regarding hosting in-person events.
 - G. Convention Coordinators
 - 1. The Mythology Test and Roman History test were finished.
 - H. Consul
 - 1. Created consent and meeting agenda
 - 2. Edited “NJ-JCL in a Nutshell”
 - 3. Reach out to offices via email to see if they needed help
- VII. Old Business
 - A. Fall event - October 22
 - B. Fundraising Event
 - C. December Certamen
 - 1. Certain Coordinators entered the Breakout room.
 - 2. January 8th will be the Winter Certamen!

VIII. New Business

A. Update email lists

1. The email lists were updated

B. Signatures on emails

1. At the end of an email, an updated signature should be added.
 - a) It would have links to the social media website and have more information on NJ-JCL.
 - b) By the next meeting, a template should be created.

C. Zoom full year subscription

1. Motion made by Shawn: To change subscription for Zoom from monthly to yearly:
 - a) Second by Taylor(1) Motion passes

D. Emailing the Corresponding Scriba

1. The Corresponding Scriba does not write the emails but rather sends them out.
 - a) Therefore, send exactly what you want to be sent out.

E. Student Liaisons

1. Student Liaisons should be used to promote the club.
2. There could be liaisons for every Latin Club.

F. Membership Update

1. A lot of teachers are not following the procedure and are registering through Nationals.

G. Historians Proposal to upgrade

1. Motion made by Dakota: to upgrade Historian's drive to 100 gigabytes for \$19.99 a month
 - a) Second by Shree(1) Motion passes
2. Holding off on getting more space since only 2 gigabytes were used.

IX. Future Meetings

- A. The next officer meeting will be on November 8th, 2021.

X. Adjournment

A. Meeting adjourned at 6:44 pm

1. Motion made by Nicholas
 - a) Second by Kelson(1) Motion passes