

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](mailto:nijcl.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 September 28th, 2021

- I. Meeting called to order at 4:44 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: P
  - Jaimin Shah, Publicity: P
  - Andrew Gu, Northern Registrar: P
  - Kelson Lowrie, Central Registrar: P
  - Michael Epstein, Southern Registrar: A(Ex)
  - 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 Nahib, Convention Coordinator: P
  - Scout Lowrie, Certamen Coordinator: P
  - Taylor Heskin, Certamen Coordinator: P
  - Aolani Obi, Certamen Coordinator: P
- III. Review of [Old Minutes](#)
  - A. NJ State Chairs need to get general and school awards from the National office for the National Convention 2021.
  - B. Motion made by Sophie: Approve last meeting minutes

1. Second made by Shree
  - a) Motion passes

#### IV. Officer Reports

##### A. Proconsul

1. Completed the fall service flyer
  - a) Approved by sponsor and sent to state charis
    - (1) The wording needs to be changed, links need to be clickable, and the registration link needs to be added as well.
2. Reviewed meeting minutes

##### B. Parliamentarian

1. Parliamentarian reviewed the September meeting
2. She attended the state Parliamentary meeting
3. She planned revisions to the Constitution
  - a) Including an amendment mandating attendance for events

##### C. Corresponding Scriba

1. Corresponding Scriba sent out various emails including:
  - a) August Meeting Minutes
  - b) National Convention Award Winners
  - c) Important Events
  - d) Consent Agenda
  - e) September Photo of the MOnth
  - f) Meeting Link and Agenda
2. Updated emails with the correct addresses in Google contacts.
3. Reorganized Google contacts

##### D. Recording Scriba

1. Recording Scriba wrote the August Meeting Minutes and set it to Corresponding Scriba

##### E. Membership

1. The link to the officer report does not work and I was not able to hear the audio for membership. Please share the officer report.

##### F. Historians

1. The winner was picked for Summer Photo Contest
2. September Photo Contest was sent out
  - a) Certificates were made for both Photo Contests
3. New separate Google form for submitted pictures and art for the scrapbook
4. Created an outline for the scrapbook

##### G. Fundraising

1. There was nothing added to the financial transcript
2. Took inventory of leftover fundraising supplies
3. Future event idea for a Redbubble fundraiser
  - a) Flyers should be made before the next meeting.

##### H. Publicity/Outreach

1. Increased the amount of Instagram followers
2. Promoted the NJ-JCL

I. Registrars

1. Planned event for October 22th
  - a) Game night via Zoom breakout rooms
    - (1) Geoguesser
    - (2) Spooky Scribble.io
    - (3) Halloween Kahoot
  - b) The date changed from the 29th to the 22nd
  - c) The winner will get a \$5 amazon gift card
  - d) Motion from Andrew: to get three \$5 dollar gift cards for Game night
    - (1) Second from Shree
      - (a) Motion passes

J. Webmasters

1. Added August 2021 minutes to the minute's page
2. Made the home page more enthusiastic
3. Add a dash between "NJ" and "JCL"
4. Ms. Kubichek needs to reach out to Ishareet Sohal to update the NJJCL logo to add a dash or get permission to update the logo. If Ishareet does not grant permission, Sungwon will make a new logo.
5. Updated the "Who We Are" page to make it more vibrant

K. Nuntius

1. Fall events were updated
2. Pictures from past events will be collected
3. Worked on "Get to Know You" survey for the officers

L. Certamen Coordinators

1. Changed the email signature
2. Received new grammar rules for Certamen
3. Princeton is unsure if they can hold external events
  - a) If Princeton can not host Certamen, a new venue will need to be found
4. The majority wants a Winter Certamen. There would be a charge per person but it would be an open Certamen. Aim for a virtual December date.

M. State Convention Coordinators

1. Started working on tests for State Convention and finished the Latin Vocabulary and Derivatives test
2. Around the end of December, a more affirmative decision will be made whether or not there will be an in-person or virtual convention.

N. Consul

1. Made consent and meeting agendas
2. Submitted ticket for NJCL ticket receipt
3. Wrote a Consul Welcome Letter
4. Created NJ-JCL in a Nutshell
  - a) Some edits were made
  - b) Snapchat is going to stop being used.
  - c) Mehrael needs to be added to the email list.
5. Organized the NJ-JCL Binder

V. New Business

A. Membership Packets

B. Fall event - November 11

1. NJ-JCL Virtual Service Project
2. Creating and donating toys to animal shelters

C. Fundraising Event

D. Financial Discussion

1. Scholarship - Alex Pagnetti

- a) Motion made by Vincent: to pay Alex scholarship money, a total of 15 hundred dollars.

(1) Seconded by Shree

(a) Motion passes

2. Tax Information

- a) Finally approved as a non-profit organization.

(1) Every year you must submit a form to the IRIS.

- b) Motion made by Nicholas: to pay Mr. Jacobs \$60 for tax.

(1) Seconded by Timothy

(a) Motion passes

E. Membership Forms/Information

1. Some people do not pay national or state dues.

2. Schools must pay their national and state dues. They can pay their JCL dues through NJ-JCL.

3. When completing a state convention, you will have an idea number to prevent cheaters.

- a) The first two letters will be a class code, then a 2-digit code for the year, 2 letters for school codes, and 3 letters for ID#

- b) Membership will send out a list of ID's.

4. Membership should not be mailed physically unless specifically requested by the school or members.

F. Reminders about Email procedures (email requests, checking emails), Report procedures

1. Everyone should check their emails at least 2 times a week to stay on time with different tasks.

2. Emails should be approved by sponsors and state chairs before being sent out by the Corresponding Scriba.

3. Sponsor teachers need to see the report before putting it on the Consent Agenda.

VI. Future Meetings

A. Fall and Winter Meetings

1. October 18th at 4:30 pm will be the next meeting!

VII. Adjournment

A. Meeting adjourned at 6:49 pm

1. Motion made by Sophia

- a) Seconded by Nicholas.

(1) Motion passes.