

SIGMA TAU DELTA TAUME

SPRING BOARD MEETING

St. Louis

April 2-3, 2024



Land Acknowledgement

Sigma Tau Delta dedicates a portion of our convention program and physical space to acknowledge and celebrate the Native American life that calls the land on which we convene their rightful home. Sigma Tau Delta specifically honors the Osage Nation and Otoe-Missouria Tribe who belong to the land on which we hold this year's convention, an extraordinary home and culture that once spanned much of the midwestern United States. These are just some of the people we pay our respects to, as many Native tribes have ancestral claims to this area. Furthermore, our convention site falls beneath the parameters of the Indian Removal Act of 1830, one of the countless acts that willfully exploited and betrayed indigenous trust toward colonizing forces, which the Osage Nation and Otoe-Missouria Tribe ultimately fell victim to throughout history. While atrocities such as treaty violations, land theft, and forced displacement via the Indian Removal Act brutalized the Native peoples of this land and violently evicted them from their home, we recognize their ancestors and contributions to culture stay with us now and forever. We affirm the Osage and Otoe-Missouria connection and synergy with this land on which we convene as much as we envision a future that returns them to this place that they rightfully call home, as much as we live in a present that acknowledges their people's unforgettable perseverance and joy.

As an honor society dedicated to the educational and academic pursuits of literature, storytelling, and meaning-making, we must do our part to lift the stories of displaced, marginalized peoples who call the land we occupy their home. We encourage all convention attendees to pay similar respect to the rightful harbingers of their chapter's land, as well as to visit the [Osage Nation](#) and [OM Tribe of Oklahoma | The Otoe-Missouria Tribe](#) websites to learn more about the tremendous Osage and Otoe-Missouria cultures and identities that continue to thrive today.

This statement was drafted by the Sigma Tau Delta Diversity, Equity, and Inclusion Task Force and the Student Leadership Committee. Careful attention to and consultation of online resources run by indigenous communities and institutions was given, including the [Native Governance Center](#) and [Native Land Digital](#).

Airborne Allergies - Nuts, Perfumed Lotions/Sprays

For the safety of several members, please refrain from bringing anything containing nuts (including nut-flavored coffees or creamers) and from using/wearing any scented lotions, sprays, etc. while in meetings.



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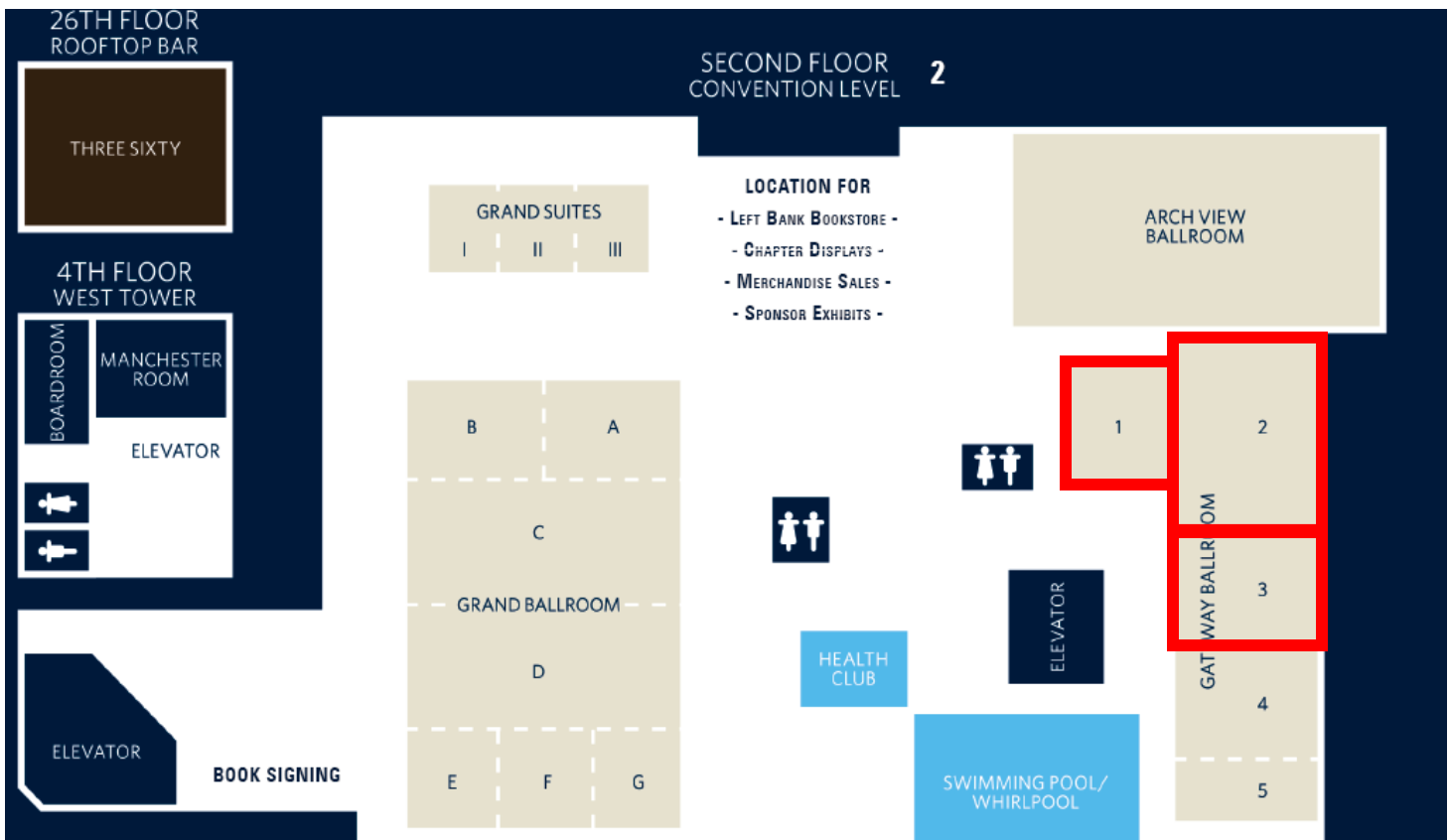
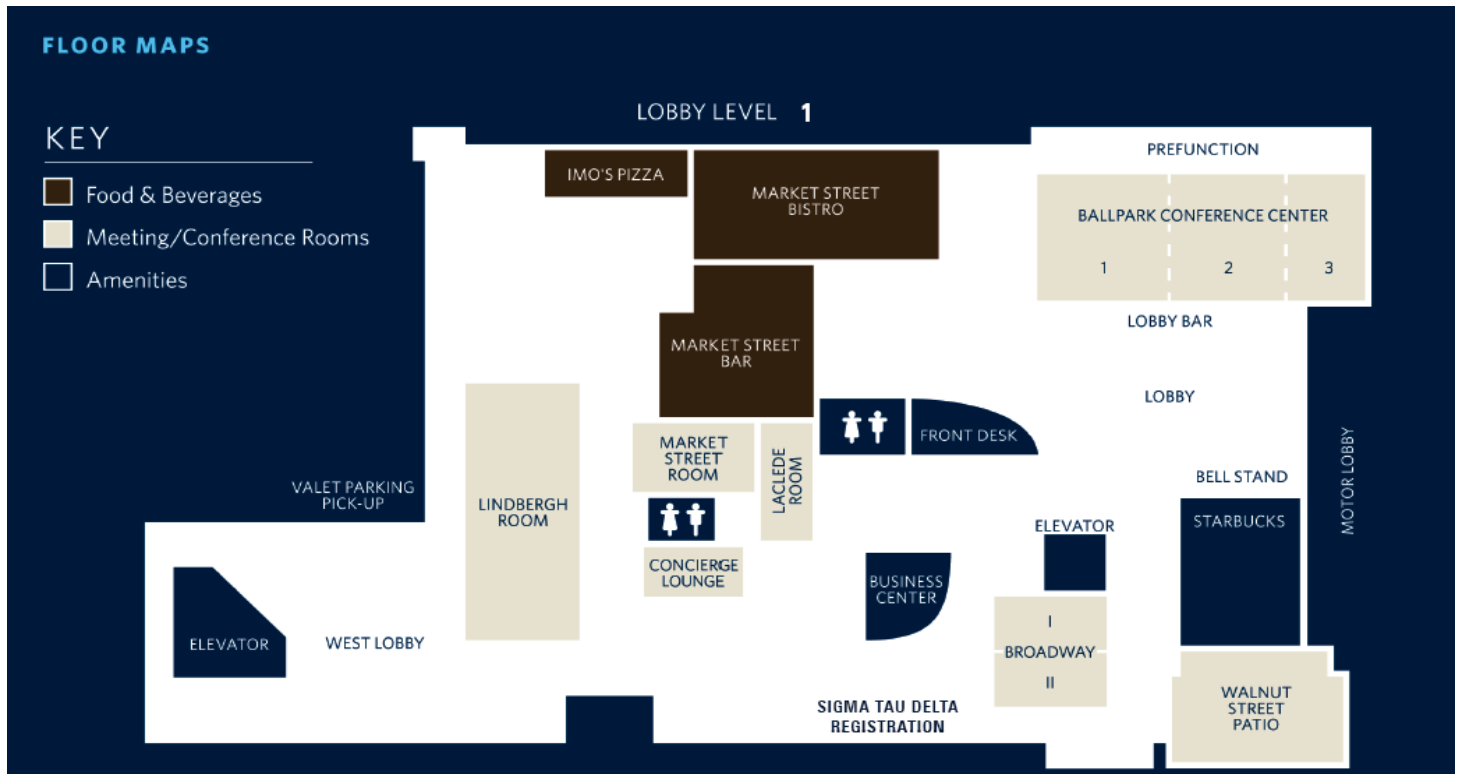
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Spring Committee and Board Meeting Map

Tuesday, April 2, 2024 – Wednesday, April 3, 2024



Spring Committee and Task Force Meetings

SCHEDULE

Tuesday, April 2, 2024

Time	Event	Members	Location
By 3:30 p.m.	Check-in	All	Hilton St. Louis at the Ballpark 1 South Broadway
4:00 p.m. – 5:20 p.m.	Service & Partnerships	Chair: Felicia Steele Kaine Ezell, Kassia Krone, Kaitlynn Sass, Kevin Stemmler, Chris Lockwood, Jessica McCole, Jeannine Szostak, Rachel Harvey, Zoe Talbot, John Pruitt, Donna Newsome	Gateway 2
4:00 p.m. – 5:20 p.m.	Website Redesign Task Force	Chair: Leigh Dillard Lexey Bartlett, Ami Comeford, Carrie Fitzpatrick, Autumn Koors Foltz, Namon Kent	Gateway 3
5:30 p.m. – 6:30 p.m.	Dinner*	On your own	
6:40 p.m. – 8:00 p.m.	Executive & Board Development Committee (1)	Chair: Shannin Schroeder Lexey Bartlett, Carrie Fitzpatrick, Diane Steinberg, Kevin Stemmler, Matt Hlinak	Gateway 1
	Regents	Chair: Leigh Dillard Ami Comeford, Kaine Ezell, Amy Gates, Kassia Krone, Felicia Steele, Jeannine Szostak	Gateway 3
	Student Leadership	Co-Chairs: Kaitlynn Sass and Autumn Koors Foltz Elle Hardoin, Rachel Harvey, Destiny Jones, Zoe Talbot, Eunice Tan, Kelly Taylor, DeAni Blake-Britton, Irelyn Coker, Sofia Escobar, Ja’Vontaye Gagum, Katie Mudd	Gateway 2
8:10 p.m. – 9:30 p.m. (may go longer)	Convention	Co-Chairs: Glen Brewster, Ami Comeford, Carie King Leigh Dillard, Amy Gates, Autumn Koors Foltz, Diane Steinberg, Kevin Stemmler, Jessica McCole, Destiny Jones, Eunice Tan, Joan Reeves, Leigh Ann Rhea	Gateway 2
8:10 p.m. – 8:30 p.m.	Task Force: Centennial (meeting with Convention)	Co-Chairs: Shannin Schroeder, Kevin Stemmler Lexey Bartlett, Autumn Koors Foltz, Diane Steinberg, Matt Hlinak, Katie Mudd, Zoe Talbot	Gateway 3
9:15 p.m. – 10:00 p.m.	Additional meetings (as needed)		Gateway 1

***Hilton at the Ballpark Club Hours: Appetizers 5 p.m.–7 p.m.**

SCHEDULE (cont.)

Hilton at the Ballpark Club Hours:
Breakfast 6 a.m.–10 a.m. (M-F) / 6 a.m.–11 a.m. (S, S) / Appetizers 5 p.m.–7 p.m.

Wednesday, April 3, 2024

Time	Event	Members	Location
6:00 a.m.– 8:00 a.m.	Breakfast	All	Hilton at the Ballpark Club
8:00 a.m. – 8:50 a.m.	Executive & Board Development Committee (2 nd , as needed)	Chair: Shannin Schroeder Lexey Bartlett, Carrie Fitzpatrick, Diane Steinberg, Kevin Stemmler, Matt Hlinak	Gateway 1
	Regents & Student Leadership	Chairs: Leigh Dillard, Kaitlynn Sass, and Autumn Koors Foltz All members of both committees	Gateway 2
9:00 a.m. – 10:20 a.m.	Communications	Co-Chairs: Carrie Fitzpatrick and Kassia Krone Kaitlynn Sass, Carie King, Katie Mudd	Gateway 1
	Scholarships and Academic Awards	Chair: Amy Gates Leigh Dillard, Kaine Ezell, Shannin Schroeder, Felicia Steele, Kevin Stemmler, Chris Lockwood, Jessica McCole	Gateway 2
	Additional Meetings (as needed)	TBD	Gateway 3
10:30 a.m. – 12:00 p.m.	Sigma Tau Delta Board Meeting	All	Gateway 2
12:00 p.m.– 1:15 p.m.	Lunch	On your own	
1:15 p.m. – 5:30 p.m.	Sigma Tau Delta Board Meeting**	All	Gateway 2
5:30 p.m.– 6:45 p.m.	Dinner	On your own	
6:45 p.m.	2024 Convention begins		
**If necessary, the Board meeting will continue until 6:45 p.m. If the Agenda is still not complete, the Board will reconvene during the <i>Rectangle</i> readings at 8:45 p.m. Wednesday evening.			

Committee Charges

Communications Committee–Co-chairs: Carrie Fitzpatrick & Kassia Krone	
Charge	Foci
<ol style="list-style-type: none"> 1. To review and evaluate policies and procedures pertaining to all electronic publications and to materials printed by or for the organization. 2. To review policies and procedures pertaining to The Sigma Tau Delta <i>Rectangle</i> and <i>Review</i> and writing awards. 3. To oversee the website and to explore options for coordinating online communication. 4. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>Fall 2023-Sp 2024 SP Objectives:</p> <p>3 (b) <i>Support diverse curricula and readings in such venues as Convention, Common Reader authors, webinars, and chapter events and activities</i></p> <p>4 (c) <i>Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity</i></p> <p>[Co-charge with Service & Partnerships Committee]</p> <p>5 (c) <i>Encourage chapters to increase the society's visibility in their local areas</i></p> <p>[co-charge with Regents Committee]</p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Review Sigma Tau Delta style guide for consistency [e.g., capitalizing “Advisor” and “Region” but not “member” or “chapter”] and usability. • Along with the Regents’ Committee members, articulate and affirm policy related Regents’ ability to communicate with their constituents using current platform(s) and without CO review. • In collaboration with Service and Partnerships, consider professional opportunities (presentation, publication, etc.) for Advisors and faculty members. • By December deadline, evaluate Outstanding Literary Journal Award applications and make determinations about awards, including a possible separate award for online journals. • Provide ongoing feedback to Executive Director and CO regarding website updates. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • Consult with CO about journal display at Convention. • In coordination with the Convention Committee, introduce Convention attendees to the work of this committee. • Using agreed-upon award/scholarship timelines, accept applications for and recommend winners of the annual awards. • Coordinate with the Editor of Publications in the selection process for interns and readers. • By Spring Board Meeting, and in conjunction with the Regents Committee, review and offer suggestions for the expanded website area dedicated to Advisors.
<p>Board Members: Kaitlynn Sass, Carie King</p> <p>CO: Katie Mudd</p> <p>SLs: Elle Hardoin, Ja’Vontaye Gagum</p>	

Convention Committee—Chair: Glen Brewster; Co-Chairs: Ami Comeford, Carie King	
Charge	Foci
<ol style="list-style-type: none"> 1. To plan, coordinate, and publicize each annual international convention. 2. To make recommendations about site selection and decisions about budget, speakers, registration fees, the Common Reader, academic and anniversary awards, Convention awards, and any other matters related to the Convention. 3. To consider convention speakers for honorary membership in the Society. 4. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>Fall 2023-Sp 2024 SP Objective: <i>4 (c) Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity [Co-charge with Professional Development Task Force]</i></p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Coordinating with the CO, update (as needed) the current schedule for Convention planning and implementation and revise the template for scheduling future convention activities. • Using the agreed-upon timeline, accept submissions; convene evaluators; and select papers, roundtables, and workshops for the Convention. • Explore increasing the scope and/or access to career and professional development workshops as a component of the Convention in response to changing economic conditions and to the SP. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • Consult with chair(s) for 2025 Convention, who (with input from the existing Convention Committee) should line up Common Reader and keynote speaker(s) as soon as possible. • By agreed-upon timeline and in coordination with Student Leadership (SL) and members of other committees, create offerings for 2024 Convention sessions/panels to address interests of key populations, as determined by this committee or as suggested by other committees. • As part of our work with diversity, equity, and inclusion, monitor the work of judges, ensuring fair and ethical consideration of all submissions. • Select winners of Convention awards before Convention or, in the case of sponsored awards such as the Stemmler/Dennis LGBT& Awards, provide all eligible submissions to appropriate judges as per written guidelines for those awards. • Share survey results with and brainstorm during a Convention post-mortem with incoming 2025 Convention chair and CO staff.
<p>Board Members: Leigh Dillard, Amy Gates, Autumn Koors Foltz, Diane Steinberg, Kevin Stemmler</p> <p>CO: Jeannine Szostak</p> <p>SLs: Destiny Jones, Eunice Tan, DeAni Blake-Britton, Kelly Taylor</p>	

Executive & Board Development Committee–Chair: Shannin Schroeder	
Charge	Foci
<ol style="list-style-type: none"> 1. To exercise all executive powers of the Society, excepting any specifically retained by the full Board in official sessions. 2. To provide input on the Society's annual budget; to oversee disposition and investment of Society funds, with an emphasis on preservation of capital and benefits to student members; to advise on the desirability and/or feasibility of additional expenditures. 3. To develop and review policies and processes which enable the Board to recruit and mentor potential new Board members; to nominate candidates and implement elections; to review elections policy and procedures and recommend any changes for future elections. 4. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>Fall 2023-Sp 2024 SP Objectives: <i>3 (c) Support social justice efforts, both within and beyond the organization</i> <i>5 (f) Explore rebranding Sigma Tau Delta, Sigma Kappa Delta, and the National English Honor Society under an umbrella name while retaining the individual names as well</i></p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Review list of standing committees and of proposed task forces and committee charges/foci completed by President. • As liaisons to other committees, discuss the ongoing work of those committees, with an eye toward future or modified charges. • Before Fall Board meeting, revise DEI statement(s) for approval and posting. • By Fall Board meeting, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award. • By Fall Board meeting, review online Board Manual housed on the Board pages of the Society's website (www.english.org/board). <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • From the previous year through to Convention, recruit and, as needed, interview candidates for open Board positions and make recommendations to the Board. • Before Convention, recruit 2025 Convention chair; coordinate with Centennial Task Force regarding additional 2024 plans to put in place during Convention and throughout the year. • Discuss the ongoing work of those committees, with an eye toward future or modified charges. • By Convention, review and discuss updates and recommendations from Past Presidents Advisory Council. • After Spring Board meeting, and in conversation with SP Committee, review and discuss the ongoing implementation of the Strategic Plan. • Before June, evaluate applications for Student Advisor (SA) and Alumni Representative (SR), conduct interviews, and make appointments.
<p>Board Members: Lexey Bartlett, Carrie Fitzpatrick, Diane Steinberg, Kevin Stemmler CO: Matt Hlinak</p>	

Regents Committee—Chair: Leigh Dillard	
Charge	Foci
<ol style="list-style-type: none"> 1. To share best practices among Regents and Regions. 2. To plan and run Advisor activities online and/or at conventions—workshops, social events, or roundtables—and to review Advisor materials on the website, with an emphasis on training/mentorship of new/transitioning Advisors. 3. To discuss and evaluate recruitment, selection, and training of student and alumni leadership. 4. To administer the Common Reader awards; the Outstanding Chapter and Outstanding Chapter Advisor awards; and to explore new awards to encourage chapter, inter-chapter, or regional programming. 5. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>Fall 2023-Sp 2024 SP Objectives: <i>1 (b) Provide and support additional Regional and cross-Regional events such as speaker events, conferences, and webinars</i> [Co-charge with Professional Development Task Force] <i>5 (c) Encourage chapters to increase the society's visibility in their local areas</i> [co-charge with Communications Committee]</p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Continue work with the Alumni Representative a) to identify strategies (and possibly projects) for alumni involvement at the local, Regional, and committee levels and b) to oversee the ongoing transition for alumni from the previous chapter structure to the philanthropic model. • By Fall Board meeting and in conjunction with the Student Leadership, reassess Regional requirements for Student Representative and Associate Student Representative positions • In coordination with the Communications Committee, articulate and affirm policy related Regents' ability to communicate with their constituents without CO review and with independent access to current platform(s). • By December, review induction ceremony models and materials, history of the society, and materials for Advisors in preparation for, or as those appear on, the updated website. Ensure the materials reflect our commitment to diversity, equity, inclusion, and justice. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • Beginning in January, work with Executive/Board Development Committee to recruit a) potential Board members, including potential SAs (before Convention), and b) committee members (through Convention) in respective regions. • Work with Convention Chair and Convention Committee to plan workshops or other events for faculty Advisors and alumni at Convention—or external to Convention. • Co-host the Advisor's Breakfast and the Hospitality Suite at Convention in coordination with the Past Presidents Advisory Council. • By Convention, evaluate Board mentoring initiative and make additional recommendations if needed. • By 2024 Convention, identify regional needs that could be met by alumni members, and share those needs with the AR.
<p>Board Members: Ami Comeford, Kaine Ezell, Amy Gates, Kassia Krone, Felicia Steele Affiliate: DeAndra Miller</p>	

Scholarships and Academic Awards Committee–Chair: Amy Gates

Charge	Foci
<ol style="list-style-type: none"> 1. To recommend application requirements, selection standards, and objective evaluation methods for the annual scholarship competitions; to recommend scholarship recipients and identify runners-up. 2. To review current scholarships and awards and make recommendations about creating or retiring awards. 3. As necessary, coordinate with Service and Partnerships in the judging of applications for internships. <p>To determine and implement best practices with regard to diversity, equity, and inclusion.</p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • By the Fall Board meeting, determine which scholarships and awards to continue, expand, or eliminate for the current year. • Continue reviewing spring or fall part-time internship grants, service internships, and alumni internships that cover the year following the BA or MA degree. Bring any recommended changes to the Board. • By end of year, review judging processes, including formal rubrics, and make changes as needed. • Using your agreed-upon fall award/scholarship timeline, judge award and scholarship applications and announce recipients. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • By the Spring Board meeting, continue review of which scholarships and awards to keep, expand, or eliminate. • In coordination with the Convention Committee, introduce Convention attendees to the work of this committee and encourage submission. • Using your agreed-upon spring award/scholarship timeline, judge award and scholarship applications and recommend recipients.
<p>Board Members: Leigh Dillard, Shannin Schroeder, Felicia Steele, Kevin Stemmler Affiliate: Chris Lockwood CO: Jessica McCole</p>	

Service and Partnerships Committee–Chair: Felicia Steele	
Charge	Foci
<ol style="list-style-type: none"> 1. To encourage and publicize service activities of chapters, particularly activities on literacy, broadly defined. 2. To work toward an acceptance of service as a major component of the Sigma Tau Delta experience, and to work with the Convention Chair and Student Leadership to develop convention roundtable(s) on service. 3. To explore possibilities for Society partnerships with organizations, foundations, and businesses. 4. To coordinate the internship application processes with Penguin and NCTE, working with the Scholarships & Awards Committee. 5. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>SP Objective:</p> <p>1 (c) <i>Develop strong network of educational and industry partnerships, including internships, that emphasize career pathways in and beyond English-related disciplines</i></p> <p>4 (c) <i>Enhance faculty members' professional development (at Convention and virtually) by giving them a chance for a scholarly presentation or webinar for student members, or a chance for a collaborative workshop or publication or service opportunity [Co-charge with Communications Committee]</i></p> <p>6 (a) <i>Include NEHS and SKD in webinars, speaker events, and other virtual events</i></p> <p>6 (b) <i>Connect with high school teachers and our teacher education programs to develop affiliations with NCTE and to identify and encourage chapter advisors</i></p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Keeping in mind the deadlines for internships, make recommendations to the Scholarships & Awards Committee for new or increased internship grants. • Consider increasing service and professional opportunities for Advisors and faculty members, including (in collaboration with Communications Committee) possible presentation or publication opportunities. • Using the agreed-upon fall award/internship timeline, judge award and internships applications and announce recipients. • By the Fall Board meeting, analyze the number of applicants and/or recipients and determine which awards and internships to continue, expand, or eliminate. • By Fall Board meeting, research possible new partnerships. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • Using the agreed-upon spring award/internship timeline, judge award and internships applications and announce recipients. • In coordination with the Convention Committee, introduce Convention attendees to the work of this committee. • By the Spring Convention, investigate one or two potential new partners for internships, and, if possible, secure one or two new partnerships.
<p>Board Members: Kaine Ezell, Kassia Krone, Kaitlynn Sass, Kevin Stemmler</p> <p>Affiliates: Chris Lockwood, DeAndrea Miller</p> <p>CO: Jeannine Szostak</p> <p>SLs: Rachel Harvey, Zoe Talbot</p>	

Strategic Planning Committee–Chair: Lexey Bartlett	
Charge	Foci
<ol style="list-style-type: none"> 1. To evaluate existing Society programs and organization; to research new programs; to recommend Constitutional or Bylaw revisions to the Board; to facilitate, upon Board approval, the implementation of committee recommendations. 2. To ensure that met objectives are recorded and the Strategic Plan modified where committees and the Board see such a need. 3. To plan and administer the Strategic Planning Retreat at appropriate intervals. 4. To determine and implement best practices with regard to diversity, equity, and inclusion. 	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • By Fall Board meeting, review written reports from committees and task forces, recording progress towards the implementation of the Strategic Plan and, as needed, revising objectives based on feedback from chairs. • Based on current SP and with input from other Board members or committees (particularly the Professional Development Task Force, the Centennial Task Force, and those committees responsible for awards, scholarships, and grants), determine the focus, scope, and goal(s) for Sigma Tau Delta’s fundraising campaign for Spring 2024. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • By Spring Board meeting, review the SP timeline, revise objectives based on feedback from chairs, and proposed destinations [committee charges, etc.] for remaining objectives. • By June, survey committees and task forces regarding progress towards the implementation of the Strategic Plan and, as needed, revise objectives and deadlines based on feedback from chairs.
<p>Board Members: Carrie Fitzpatrick, Shannin Schroeder Affiliate: Chris Lockwood CO: Matt Hlinak, Jeannine Szostak</p>	

Student Leadership Committee–Co-Chairs: Kaitlynn Sass & Autumn Koors Foltz	
Charge	Foci
<ol style="list-style-type: none"> 1. To provide the students' voice within the Society. 2. To serve as liaison between student membership and the Board, and to recruit and help train future student leaders. 3. To promote and encourage local chapter activities. 4. To encourage participation in state, regional, and international events. 5. In consultation with the Regents, share best practices for Regional activities and advise the Board and Central Office on methods to recruit and re-activate local chapters. 6. To assist the Convention Chair as needed up to and during Convention. 7. To determine and implement best practices with regard to diversity, equity, and inclusion. <p>SP Objective: 2 (e) Investigate ways Student Leadership may take more active role in supporting partnerships</p>	<p>Through Fall 2023</p> <ul style="list-style-type: none"> • Set goals for SL social media and other Regional outreach objectives; in cooperation with the CO. • By the Fall Board meeting, and in collaboration with the Convention Committee, suggest 2024 Convention sessions/panels to address interests of student members. Share these ideas in writing with the Convention Chair and Co-Chairs. • By the Fall Board meeting, in collaboration with the Service & Partnerships Committee and the CO, review the status of the annual International Literacy Project. <p>Spring through summer of 2024</p> <ul style="list-style-type: none"> • By January, have drafted the land acknowledgement for St. Louis and work with Service & propose possible local entities or funds (scholarship, grant, non-profit, etc.) for a DEI-centered donation. • With guidance from the CO and the Convention Chairs, assist at Convention by introducing or hosting speakers; organizing original SL events for students; planning workshop(s) for student members; and volunteering at Convention registration or for other Convention-related tasks. • In coordination with the Convention Committee, suggest 2024 Convention (and possibly virtual) sessions/roundtables to address interests of key populations as identified by the Board. • Review information about the recruitment, retention, and mentoring of student leadership in the SL manual.
<p>CO: Katie Mudd SLs: Elle Hardoin, Rachel Harvey, Destiny Jones, Zoe Talbot, Eunice Tan, Kelly Taylor, DeAni Blake-Britton, Irelyn Coker, Sofia Escobar, Ja’Vontaye Gagum</p>	

Past Presidents Advisory Council–Chair: Diane Steinberg (reports to Executive Committee)	
Charge	Foci
<ol style="list-style-type: none"> 1. To serve in an advisory capacity at the request of the current Board President, Board of Directors, or Central Office. 2. To contribute to information gathering for future Strategic Planning. 3. To identify and help recruit new Board members and Board Affiliates. 4. To determine and implement best practices with regard to diversity, equity, and inclusion. 	<ul style="list-style-type: none"> • In consultation with the current President and Vice President, recruit Past Presidents to serve on current or future task forces or ad hoc committees. • Coordinate a meet-and-greet event for the 2024 Convention that targets chapter Advisors for Board recruitment. • In coordination with the Regents Committee, co-hosting the Advisor’s Breakfast and the Hospitality Suite at Convention. • Before Spring Board meeting and based on the input from Council members, provide feedback and recommendations to the Executive Committee. • Look at current and future SP objectives where the Advisory Council may have particular insight, recommendations, or organizational “memory”; communicate with the appropriate committee as they work toward these objectives. • Brainstorm ways in which past presidents and others not on the Board can participate in the Centennial year celebration and activities; share these ideas with Centennial Task Force.
Board Members: Carrie Fitzpatrick, Kevin Stemmler Non-Board Members: Other past Sigma Tau Delta presidents and Deltans who choose to participate, including Glen Brewster, Sarah Dangelantonio, Gloria Hochstein, Larry Dennis, and Sid Watson	

Central Office (CO)–Executive Director: Matt Hlinak (Recommended for 2023-2024)	
Charge	Foci
Fall 2023-Sp 2024 SP Objectives: <i>4 (b) Examine resources in place for Advisors, increase networking and provide a new societal website area dedicated to Advisors</i> <i>5 (b) Increase advocacy in and for the humanities, and especially for English-related disciplines</i> <i>5 (c) Encourage chapters to increase the society’s visibility in their local areas</i>	<ul style="list-style-type: none"> • Complete work with Strategic Plan objectives handed over to CO by various committees, working to create an updated and robust redesigned website; this work should be closely supervised by the Executive Committee, which includes liaisons from each of the other committees and can therefore speak to the particular information and materials needed on the relaunched pages. • Make Board pages a) available two months in advance of Board meetings and b) archivable in an easy-to-retrieve fashion—including retroactively.
Input from various Committees	

Centennial Task Force–Co-Chairs: Shannin Schroeder & Kevin Stemmler	
Charge	Foci
<i>To solicit, research, and implement ideas for the Centennial celebration throughout 2024</i>	<ul style="list-style-type: none"> Finalize goals for 2024 Centennial celebration. Review and assign Centennial ideas as presented by Board, CO, and other members of Society. Oversee sharing of Centennial-specific ideas and materials on newly updated website.
Board Members: Lexey Bartlett, Autumn Koors Foltz, Diane Steinberg Affiliates: DeAndra Miller CO: Matt Hlinak, Katie Mudd SLs: Zoe Talbot, Irelyn Coker Non-Board: Bil Johnson	

Website Redesign Task Force–Chair: Leigh Dillard [Feb 2024-present], Carrie Fitzpatrick [through Jan 2024]	
Anticipated Timeline: October 2023–December 2024	
Charge	Foci
<i>To prepare for, and to oversee the process of, the redesign of the Sigma Tau Delta Website, as approved at the 2022 Spring Board meeting and budgeted for in the 2023 Approved Budget</i>	<ul style="list-style-type: none"> Determine what work has gone into planning the redesign of the Sigma Tau Delta website; Evaluate the ELA website as an option for the english.org redesign; Decide whether the NIU web designer should be retained for the project or whether to solicit additional bids from web designers; and Set in motion the redesign of english.org (including, where possible, the consolidation of such outliers as wordbynature.org and the Convention website under one umbrella).
Board Members: Lexey Bartlett, Ami Comeford, Autumn Koors Foltz CO: Namon Kent	

Proposed 2024 Task Force–Co-Chairs: TBD	
Charge	Foci
Sp 2024 SP Objectives: 2 (b) <i>Assess the informal Associate Membership category for eligible first-year students and consider applying that model to the international society</i> 2 (c) <i>Evaluate and expand benefits to virtual chapter members</i> 6 (c) <i>Collaborate with NEHS and SKD to help their members transition to English-related majors at four-year institutions</i>	<ul style="list-style-type: none"> Complete work with listed Strategic Plan objectives, with an eye toward task force recommendations and possible future charges for standing committees. Propose process for seamless transfer of membership from NEHS into SKD and from NEHS and/or SKD into STD.
Board Members: TBD Affiliates: TBD CO: TBD	

Spring Board Meeting



Spring Board Meeting–Gateway 2

AGENDA

Call to Order

Welcome & Introductions

Reminder of Board Meeting Guidelines

Public Comment on Non-Agenda Items (proposed emendations to agenda)

Approval of [Fall 2023 Board Meeting Minutes](#)

Old Business (submitted written reports about what has been done; questions over reports welcome during updates below)

New Business (updates and motions)

1. Central Office Updates
 - a. [Executive Director](#) (**Matt Hlinak**)
 - b. [Director of Society Operations](#) (**Jeannine Szostak**)
 - c. [NEHS/ELA Director](#) (**Chris Lockwood**)
 - d. [Director of Marketing and Communications](#) (**Katie Mudd**)
 - e. [Director of Technology](#) (**Namon Kent**)
 - f. [Program Coordinator](#) (**Jessica McCole**)
 - g. [Sigma Kappa Delta Report](#) (**Sheila Byrd**)
2. Board Members' Updates
 - a. Officers
 - i. [Immediate Past President](#) (**Diane Steinberg**)
 - ii. [President](#) (**Shannin Schroeder**)
 - iii. [Vice President](#) (**Lexey Bartlett**)
 - iv. [Secretary](#) (**Carrie Fitzpatrick**)
 - v. [Officer at Large](#) (**Kevin Stemmler**)
 - b. Regents & Student Representatives
 - i. [Eastern](#) (**Felicia Steele, Zoe Talbot, & Katherine Berube**)
 - ii. [Far Western](#) (**Ami Comeford, Kelly Taylor, & Charlotte Beale**)
 - iii. [High Plains](#) (**Kassia Krone & Rachael Harvey**)
 - iv. [Midwestern](#) (**Amy Gates, Elle Hardoin, & DeAni Blake-Britton**)
 - v. [Southern](#) (**Leigh Dillard, Eunice Tan, & Ja’Vontaye Gagum**)
 - vi. [Southwestern](#) (**Kaine Ezell, Destiny Jones, & Irelyn Coker**)
 - c. Student Advisors
 - i. [Senior](#) (**Kaitlynn Sass**)
 - ii. [Junior](#) (**Autumn Koors Foltz**)

- d. [Editor of Society Publications](#) (**Carie King**)
3. Committee Updates & Motions
 - a. [Communications Committee](#) (**Carrie Fitzpatrick & Kassia Krone**)
 - b. [Convention Committee](#) (**Glen Brewster, Ami Comeford, & Carie King**)
 - c. [Executive Committee](#) (**Shannin Schroeder**)
 - d. [Regents Committee](#) (**Leigh Dillard**)
 - e. [Scholarships & Academic Awards Committee](#) (**Amy Gates**)
 - f. [Service & Partnerships Committee](#) (**Felicia Steele**)
 - g. [Strategic Planning Committee](#) (**Lexey Bartlett**)
 - h. [Student Leadership Committee](#) (**Kaitlynn Sass & Autumn Koors Foltz**)
4. Advisory Council / Task Force Updates
 - a. [Past Presidents Advisory Council](#) (**Diane Steinberg**)
 - b. [Centennial](#) (**Shannin Schroeder & Kevin Fitzpatrick**)
 - c. Website Redesign Task Force (**Carrie Fitzpatrick [Fall 2023], Leigh Dillard [Spring 2024-present]**)
5. [2024 Budget Review](#) (**Matt Hlinak**)
6. 2024 Investments Update (**Carrie Fitzpatrick**)

Other New Business (outstanding societal issues)

Announcements

- Regional Conferences, publications, contests, and events
- Student leadership positions—applications due April 11.
- Kudos

Reminders

- Reimbursement forms and required receipts (using the new streamlined travel policy) should be submitted no later than **Friday, April 19.**
- Committee minutes should be sent to the Central Office no later than **Monday, April 29.**

Adjournment



Fall 2023 Board Meeting Minutes - DRAFT



Note: Motions are highlighted in yellow.

Fall Board Meeting (September 22, 2023) Minutes—for REVIEW & APPROVAL

Draft--March 2024

Present: Lexey Bartlett, Ami Comeford, Leigh Dillard, Elle Hardoin, Amy Gates Matt Hlinak, Destiny Jones, Carie King, Autumn Koors Foltz, Kassia Krone, Chris Lockwood, Katie Mudd, Kaitlyn Sass, Shannin Schroeder, Felicia Steele, Diane Steinberg, Kevin Stemmler, Jeannine Szostak, Zoe Talbot, Eunice Tan, Kelly Taylor

Excused: Kaine Ezell, Carrie Fitzpatrick, Rachel Harvey, DeAndra Miller

Meeting called to order 3:33 with a welcome from Shannin Schroeder who read from Beth Ann Fennelly's book *Heating and Cooling*.

Board members gave brief introductions that included their board roles and the books they were currently reading. Responses to *Wuthering Heights* seemed to be a significant dividing line among the board.

Introductions:

Schroeder distributes Roberts Rules of Order; reminds BOD of procedures

Public Comment on Non-Agenda Items: None

Minutes from Spring Board Meeting:

Corrections, additions: Dillard sent a correction to Fitzpatrick (goal is to have meeting minutes by season and year on the Board website): hearing none, minutes are approved (unanimous)

Old Business:

Submitted written reports are old business.

New Business:

Additions to reports and questions:

Hlinak report: Comeford asks about the change from calendar to fiscal years and the consequences of that. Executive Committee has a motion about the change to the calendar. Steinberg asks about program coordinator (the job is posted).

Szostak report: Szostak updates tax situation. Auditor has not responded to updates on the charitable contribution rules. Official start date is May 1, 1924; program coordinator posting is now up. Now to 790 chapters. Have 66 reactivated and new chapters since the 724 in the report.

Comeford adds that the correct chapter number is great to have and asks for information about schools who reject overtures. Schroeder asks how this helps our bragging rights among Collegiate Honor Societies. Schroeder gives a thank you to Jeannine for doing extra work for the board meeting.

Lockwood report: Steinberg asks about "cross-pollination" with Sigma Tau Delta social media posts to encourage Sigma Tau Delta to charter chapters. Immediately possible, but Instagram/Pinterest/YouTube is

already from shared accounts. Schroeder asks if we reach out directly to English Education; we do reach out to Classroom Library Grant Winners. Steele asks about NEA outreach. Comeford asks about membership targets and whether Sigma Tau Delta should also set a membership target. Affiliation fees are due on anniversary date (within 90 days) but this causes a difficulty in understanding whether people are actually late. Updates: considering outreach to department of corrections facilities.

Gabriel report: questions will be forwarded to her.

Mudd report: Title change – Director of Communications – Steinberg praises the idea of English Career blogs. These show the greatest traffic. Steinberg suggests that anyone getting an alumni professional development grant can be asked to write a blog or share a video. Updates: started on final copy edits of journals. Instagram posts are getting more traffic on Facebook because they are short and visual.

Lockwood on the ELA Honor Society Proposal: Comeford asks whether the Board will require more hiring and asks for projections on financial impact by Spring board meeting. Lockwood says in the short term this will not create more work for the Central Office. The processes for ELA can be tested and then transferred over to NEHS and Sigma Tau Delta. Schroeder asks when this will be transferrable to Sigma Tau Delta. The ELA system will be ready to be transferred within three years. Steele praises Lockwood. NEHS will be at NCTE.

Byrd Report for Sigma Kappa Delta: Has asked to return to Sigma Tau Delta, but we still have one more year of support for SKD from Calhoun Community College. Sigma Tau Delta is paying for an audit of SKD finances that will be done (likely) before the end of the year. Comeford asks how this changes the financial status of SKD and which model of financial governance we will use. Hlinak says that at this point it would likely work as the NEHS society financial arrangements. Schroeder says we need to consider the financial benefit. Stemmler asks about the financial risks. Steinberg asks for a gloss of QBO: Quick Books Online.

Steinberg Report: No questions. No additions

Schroeder Report: No questions: Only addition is to talk about addition of ELA to the Bylaws.

Bartlett Report: Comeford congratulates Bartlett on creating and leading a process to ensure Strategic Planning is meaningful for society.

Fitzpatrick Report: direct questions via email to Schroeder.

Stemmler Report: Krone asks about writer events. Pittsburgh has "City of Asylum" for writers from around the world who are endangered because of their art.

Recess until 9/22/2023 at 9 a.m.

Call to order 9/23/2023 at 9 a.m.

Eastern Regent (Steele) Report: Reminder that society membership is course-linked rather than departmentally and major-linked, which is important to consider with collapse of departments. Consolidation of institutions may also have an effect on chapters. Stemmler asks if we need to be proactive to address these issues. Dillard replies that Regents have asked for reports from the Central Office to identify chapters who need outreach. Schroeder suggests that the Board charge the Regents committee to consider these issues.

Eastern SL (Talbot) Report: Correction that she is serving on Service and Partnerships. Steinberg encourages students to provide information about their chapter service and publications. Talbot is the publicist of her chapter and will be published in the *Rectangle*.

Far West (Comeford): Only update is that Kelly Taylor is now the student representative. Charlotte Beale (Utah Tech University) is the new Associate Student Representative.

Far West SR (Taylor): President of her Chapman University chapter.

High Plains (Krone): Update: clarification on the report. High Plains conference keynote speaker Candice Gilmer; Dates Friday, November 3 & 4. All information on the regional events page. No questions.

High Plains SR: Any questions via email.

Midwestern Regent (Gates) Report: No updates. No questions. Her concerns have been noted and addressed by Stemmler, Schroeder, and Dillard. The Board needs to be cognizant of the number of people with heavy local workloads, and that the board needs to have contingency plans in place for the Officer at Large to step in or for previous committee chairs to assist.

Midwestern SR (Hardoin): Update: trying to brainstorm additional engagement after email communications. Hardoin and ASR have produced podcasts that are available via Crescent.Evansville.edu on the podcasts link.

Southern Regent (Dillard): Revision: date of the student leadership meeting was September 15. The Southern conference is open to anyone, including to Advisors. They are amenable to late submissions and open to social and non-members.

Southern SR (Tan): Tan serves as chapter president and plans the inductions. Planning an event called "Fall into Stories" – creative writing coffeehouse in November. She'll do the social media takeover for that. Eunice's poem has won the James award for the *Rectangle*. Eunice and Destiny will be helping with Research in the Round at the Convention to help get feedback on the mentoring for student presenters. Mudd compliments Tan about the videos that they have posted.

Southwestern Regent (Ezell): Questions can be shared via email or text. Southwestern Regional Conference has extended the deadline to September 25; Schroeder will attend on his behalf. King corrects that the Beta Xi at Midwestern State University in Wichita Falls is the physical host.

Southwestern SR (Jones): Update: Created blog draft for Wordy by Nature and will host a social media takeover for Banned Books Week event; screening "Judy Blume Forever" and doing a Banned Books reading. They will also do a "Best Banned Book" Bracket. Steinberg contributes that stickers for Banned Books week are always popular.

Student Advisors Reports:

Senior Student Advisor (Sass): Update: Assisted in updating the land acknowledgement for this year and the agenda for the in-person meeting of the Board.

Junior Student Advisor (Koors Foltz): Update: tripled the size of the chapter and will be bringing her executive board. King suggests that they may have crowdfunding support from members of the board.

Alumni Representative (Miller) Report: email questions. Steinberg asks about the Giving Week for the Centennial and whether we have an official Giving Week. April is the typical "Giving Tuesday" as is the Tuesday after Thanksgiving.

Editor of Society Publications (King) Report: additions—has the best job in the room. All submissions have been reviewed; three more have been proofread. King seeks approval for editorial changes from the authors. Everything goes to October 1 after the graphic artist. Submitters who have requested feedback will receive filtered comments from reviewers and interns. There will be an expanded Centennial edition of the *Rectangle* and *Review*. King will be requesting an additional intern. Schroeder affirms that King has achieved the goal of transparency in processes. This edition has the most diversity in the author pool that she has seen (including international authors). Submissions are increasing.

Committee Reports:

Communications Committee Report (Krone): Additions/updates to report: continued discussion about Facebook Regional pages. Consensus was to stick with Twitter (X) as long as it remains free and viable. Transition to Instagram for Regional communication with linkage to the Student Representative addresses with passwords stored in the Central Office. The Style Guide is available through the website. Question from Schroeder about grounds for editing Regents' communication. Dillard suggests working a reference to the style guide into the Regents Handbook.

Convention Committee Report (Brewster, Comeford, King): Summary of meetings: the theme is "In Flux" to suggest the nature of levels of change in the discipline as well as in our lives. Carl Philips is the keynote speaker and *Then the War* is the Common Reader and we got him before he raised his rates after the Pulitzer Prize. Co-author (Westfield State) of *Letting Go of Literary Whiteness*—present two workshops on Thursday. Lots of possibilities for Wednesday evening events, including Donika Kelly, as well as Kris Kleindienst from Left Bank Books about "Literary St. Louis." Steele will circulate draft of book list to the convention chairs. Stemmler encourages others to send names of Sigma Tau Delta alumni to Steele (steele@tcnj.edu). Any suggestions about convention programming and scheduling (such as workshops) should go to Glen Brewster (gbrewster@westfield.ma.edu). Convention chairs have received a lot of feedback about larger rooms for events. Working with collaboration on the MLA and ADE. Reviewed the registration fees and settled on \$80 for early student for presenters and attendees. Luncheon price will rise from \$20 to \$25; actual cost is closer to \$80—this is heavily subsidized by the organization. Bartlett asks that the "processing fee" be part of the advertised price so that it is easier to deal with institutional reimbursement. Stemmler asks that complimentary registration be clarified. Szostak will clarify the processing fee structure. Stemmler asks if we can forego specifying dress code in the description of the gala luncheon so that we eliminate that class overtones of it. Discussion ensues. Submissions are open and requests for evaluators have gone out. Convention submission webinar will be Wednesday, October 4. King and Comeford will also help. Rehearsal is this coming Wednesday. The Centennial Convention and Centennial year and task force is the calendar year of 2024 rather than academic year 2023-2024. Schroeder reminds members that submissions are Monday, October 23, earlier than usual.

Break at 10:35 a.m.

Meeting resumes 10:50 a.m.

Executive Committee Report: Updates and Additions, Questions

Regents have the right and obligation to have direct contact with their regions. The description "English Honors Societies" may change over time as departments are reorganized around the country. The Exec Committee talked about recruitment to the board, including the chapter advisor breakfast at the Convention; New Advisor materials; Board Manual. Executive Committee may need to rebuild the board manual and the other materials. In the fall, there needs to be an anniversary list to go out that may be shared with administrators. The letters provide advisors with an opportunity to reassert their importance on campus. Renaming the executive committee came up, but they are leaving the current structure alone. NEHS described as "a program" of Sigma Tau Delta; ELA will also be a "program"; so would Sigma Kappa Delta if it joins us.

Talked about board contracts. Szostak will be sending an electronic version of the contract to all members. Schroeder asks that you return it to Szostak over the lunch hour. The contract communication also includes the code of conduct as well. This will now be part of the onboarding of the new board members.

Talked about board positions: five motions coming from the Executive Committee. Board can revise Bylaws while the Constitution can only be revised by vote of all the chapters of the society.

Proposal that "Treasurer" will be removed from the Title "Secretary/Treasurer" will be going into the Constitution.

MOTION 1: By end of year 2025, the Sigma Tau Delta budget will align with the academic year rather than the calendar year.

Rationale provided by Hlinak: we have an affiliation with Northern Illinois University who operates on the fiscal year model rather than a calendar year model; all other organizations we work with are also on the calendar year.

Presented to the board for discussion: hearing no questions, all in favor, unanimous vote. Motion carries.

MOTION 2: The Officer at Large, as a liaison between members of the Board and the Executive Committee, shall help Board members and affiliates understand their responsibilities as described by the Constitution and Bylaws. The OAL shall also serve as parliamentarian at Board meetings and may be assigned special projects by the Board President.

Discussion: Stemmler is concerned that the Secretary is typically the person who is the parliamentarian. Schroeder responds that the OAL doesn't have a consistent duty in the Board meetings. Comford suggests that there are two issues: one whether all members the Executive Committee have discussed it.

Motion Withdrawn

MOTION 2: To include language about the English Language Arts Honor Society (ELA) in Bylaw 17.

BYLAW XVII: NATIONAL ENGLISH HONOR SOCIETY AND ENGLISH LANGUAGE ARTS HONOR SOCIETY

Section I. National English Honor Society (NEHS) shall be a program of, and under the supervision and sponsorship of, Sigma Tau Delta, International English Honor Society, and shall be governed by the NEHS Constitution and its specifics outlined in the program handbook. The English Language Arts Honor Society (ELA) shall be a subsidiary of NEHS.

Section IIA. The mission and purposes of NEHS shall be literary and educational. NEHS strives to

- A. Confer distinction upon secondary high school students for high achievement in English language and literature;
- B. Provide, through its local chapters, cultural stimulation in secondary high school environments;
- C. Encourage interest in the English language arts;
- D. Promote exemplary character and good fellowship
- E. Serve society by fostering literacy.

Section IIB. The mission and purposes of ELA shall be literary and educational. ELA strives to

- A. Confer distinction upon middle school students for high achievement in English language arts and literature;
- B. Provide, through its local chapters, cultural stimulation in middle school environments;
- C. Encourage interest in the English language arts;
- D. Promote exemplary character and good fellowship
- E. Serve society by fostering literacy.

Section III. Governance. The control of NEHS and ELA shall be vested in the Sigma Tau Delta Board of Directors.

- A. Oversight shall include monitoring the yearly progress of the growth and activities of NEHS through the receipt of semi-annual reports and via the work of the NEHS Director who will serve as liaison to the Sigma Tau Delta.
- B. The Sigma Tau Delta Constitution and the authority of the Sigma Tau Delta Board of Directors will guide any and all legal matters which may arise in conjunction with the NEHS oversight responsibilities vested in Sigma Tau Delta.
- C. The Sigma Tau Delta Board shall maintain financial oversight of NEHS, including yearly budget approval, and will review the management of financial investments made by the Sigma Tau Delta Executive Director on behalf of NEHS. The Sigma Tau Delta Executive Director, in consultation with the NEHS Director, shall prepare yearly budget reports, including expenditures and projected income.
- D. The NEHS budget shall be maintained as a separate, but integral, part of the Sigma Tau Delta budget.
- E. The Executive Director of Sigma Tau Delta shall be authorized to enter into any contractual agreements (for speakers, conferences, etc.) on behalf of NEHS.
- F. The Sigma Tau Delta Board of Directors will maintain authority for major constitutional, financial, and contractual changes and/or decisions concerning NEHS. Such decisions will be

only after consultation with the Sigma Tau Delta Executive Director and the Director of NEHS, and after reviewing recommendations from the Advisory Council of NEHS.

- G. The day-to-day operation of NEHS, including strategic planning, shall be under the direction of the NEHS Director, in consultation with the Executive Director of Sigma Tau Delta.

Section IV. Leadership. NEHS and ELA shall be led by a national director who shall be hired by, evaluated by, and report to the Executive Director of Sigma Tau Delta.

- A. The Director of NEHS shall be an employee of Sigma Tau Delta.
- B. The Director shall be a non-voting member of the Sigma Tau Delta Board of Directors, shall serve on committees of the Board as assigned, and act as the liaison between Sigma Tau Delta and NEHS.
- C. The Director shall be advised by an Advisory Council, comprised of NEHS or ELA chapter advisors who shall be in lead Advisory Council positions to represent regions paralleling those of Sigma Tau Delta. Each region will also have up to two associate Advisory Council representative positions. All members of the Advisory Council shall be voting members of the Council.
- D. The NEHS Director shall have responsibility, with the support of Central Office staff, for promoting and expanding NEHS.

Vote on changes; motion carries unanimously

MOTION 3: To add language to Bylaw 2 Officers, section V, section B.2 "The Vice President/President Elect shall chair the Strategic Planning Committee.

Motion withdrawn. Motion resubmitted to read that Bylaw 2, section V, section B.2 will read, "The Vice President/President Elect shall be responsible for Strategic Planning for the Board of Directors of the Society."

Vote on motion: motion carries unanimously.

MOTION 4: To add the sentence to Bylaw 2, section v, B. 3 "The Immediate Past President shall periodically review the Constitution and By Laws and propose any needed changes."

Friendly amendment from Dillard: remove "periodically" and add "upon assuming office" to the end of the sentence.

"The Immediate Past President shall serve in an advisory capacity to the Board and shall assume duties at the request of the President. The Immediate Past President shall review the Constitution and By Laws and propose any needed questions upon assuming office."

Vote on amended motion: motion carries unanimously.

MOTION 5: The Executive Committee moves that the organization adopt the distributed DEI statement as the official DEI statement of the Society.

Proposed DEI statement:

Throughout the nearly 100 years since Sigma Tau Delta was formed, our organization has taken pride in our currency with trends in language, literature, and society. We recognize that language—with its capacity to communicate the experiences of others, its power to inform and create empathy—has changed and will continue to change the world. But language must be reinforced by action, and our efforts as a Society must embrace and benefit an increasingly diverse population of learners and educators where everyone is valued and included.

Our mission statement promises to support opportunities for leadership, scholarship, and fellowship among our members, through a variety of programs and initiatives. Through our annual convention and its Common Reader and speakers, we have celebrated scholars and texts at the forefront of social justice movements and challenges to the canon and that address difficult and sensitive topics of equity and inclusion. Panels at Regional and national events have focused in on issues of race and racism, LGBTQIA+ identity, gender, and inclusivity. We have tailored awards, scholarships, and merchandise toward serving marginalized populations.

While we have embraced diversity among our membership at the student, faculty, and administrative levels, we must be more direct concerning our initiatives. Our Strategic Plan reflects Sigma Tau Delta's commitment to increasing diversity in our disciplines, to fostering equity among our members and our society, and to creating a culture of inclusivity that moves beyond our organization and into the broader world. We continually seek new ways to ensure that our members and their needs feel both represented and addressed. As a Society, we are committed to improving access to diverse authors and scholars and their works through local, Regional, and national events, including at conventions and in webinars. Our continued outreach to colleges and universities should increase the ways in which underrepresented populations participate within the organization. And our administration should better represent the diverse populations we seek to enroll and engage.

As we enter our second century, Sigma Tau Delta recognizes that the path forward relies once every voice joining in our efforts to transform the world with words.

Discussion: Mudd asks about whether this would have impact on style or on the Stemmler/Dennis LGBT& award. It would not affect that award. The past presidents and Deltans have been charged to explore opportunities for additional awards or scholarships that celebrate diversity. The charge is extended to the board as a whole.

Vote on statement: motion carries unanimously

Regents Committee:

MOTION to amend the schedule to allow student leadership to give their report first to allow students to leave if they choose from Dillard. Barlett seconded. Discussion about whether this is appropriate.

Vote on statement: 9 in favor; 1 abstention

Student Leadership:

Updates from Sass: new associate student representative; SLC has discussed convention and Mudd thanks all student leaders for their completing their work (blogs, videos, meet the Deltans). Time is now open for convention programming. Repeating workshop and Trivia Night for 2024 convention. For the workshop, they want to ensure smooth transitions. Trying to encourage people to have multi-chapter teams via

incentives. Working to finalize activities with student social salon so that students have places to go if they are alone or tired. Students are helping with Research in the Round. Left Bank Books is willing to contribute prizes.

Updates from Koors Foltz: Move to regional Instagram posts to encourage engagement. Instagram accounts will be held through Wordy by Nature email accounts so that there will ease to pass through generations of student leaders. Action on these things by October.

Regents Committee:

Regents committee wants to invite "Chapter Spotlights" for chapter share or chapter displays.

MOTION 1: The Regents Committee moves to change the timeline for the Outstanding Chapter Award. The deadline for award application would be April 30, and the application would be contingent on completion of the Chapter Annual Report by the deadline of the Chapter Annual Report. We additionally recommend that the window for submission of the Chapter Annual Report be tightened from two months to one month. The Central Office would distribute a spreadsheet of all Chapter Annual Reports to the chair of the Regents' Committee within one week of the deadline. The Regents will share recommendations for revision and addition of questions for the Chapter Annual Report to Jeannine.

Amended to remove "by email submission to the chair of the Regents Committee"

Vote 8 yes; 1 no

Discussed shared governance issues with Matt and Shannin.

MOTION 2: The Regents Committee moves that the process for election for Regents change to pre-Convention online election. Applications for Regents would be due by December 1; the candidates posted by December 15; online elections completed by February 7. Lead chapter advisors would submit the vote in consultation with officers and members of their chapters. Newly-elected regents would be notified immediately and be invited to attend the convention.

The Convention budget would need to be increased and there would be Bylaw questions as well. Szostak ask how that would affect the wording for the convention reimbursement.

Friendly amendment to change vote date to February 7. The Executive committee may need to reconsider voting processes with other board processes.

Vote; motion carries unanimously.

Regents also discussed possibilities for changes to the ASR role if students are not uniformly strong.

MOTION 3: The Regents move that the language in Bylaw 5.B change to allow ASRs to serve at-large in support of the student leader and regent of a particular regent.

Motion withdrawn

Recess for lunch and return at 2:15 pm

Call to order at 2:15 PM

Regents Committee:

MOTION 3: The Regents Committee moves to change the language of Bylaw V, sections 3 and 4, to allow for at-large student leaders to fill vacant ASR positions.

Here are the proposed adjustments to Bylaw V

Section III. Selection. After the international convention of the Society has begun, the Central Office will call for nominations for potential Student Leaders from each Region. Students may self nominate or be nominated by a Faculty Member. Nominations shall remain open for at least two weeks after the international convention has ended. Each Regent shall select their own Student Representative and Associate Student Representative from among the nominated, eligible candidates from that Region. Regents without enough candidates may consult with other Board Members and Chapter Advisors to solicit student nominations, **and ASR nominations from outside the region may be considered.** Regents should select their own chapter members as Student Leaders only after consulting with other Board Members.

Section IV. Eligibility. Any student who is currently a student member of an active chapter and who will continue to be a member of an active chapter within the Region they seek to represent until the following convention may apply for Student Representative or Associate Student Representative for the Region to which their chapter belongs. Students wishing to apply for Student Representative or Associate Student Representative must declare candidacy by applying in advance by the date determined by the Board of Directors, which will be communicated through the website and other Society communications. **In an effort to provide a full complement of student leaders, Associate Student Representatives may be selected from across regional boundaries if no candidates exist within the Region.**

Discussion: Koors Foltz ... question about how this change would be effected. Would the strongest application be the advantage or geographical proximity? Sass expresses concern that one region may wind up being dominant in student leadership. The Regents Committee values and affirms regional affinity.

Vote: motion carries unanimously.

Motions to revise the Bylaw regarding regent election.

MOTION Bylaw III, sections 3 and 6: The Regents committee moves to change the following Bylaws related to the Regents' election process:

Bylaw III, section 3

BYLAW CHANGES:

ORIGINAL:

Section III. Election. At the international convention of the Society, each Region shall elect its own Regent when the post becomes vacant. Only student members of the Region shall participate in the election, and each chapter present shall have one vote.

REVISED:

Section III. Election. Each Region shall elect its own Regent in early spring of the semester the post will become vacant or if an unexpected vacancy has occurred in the prior year. Ballots will be distributed electronically to the Lead Advisor who, in consultation with their chapter, will submit a single vote.

Discussion: Schroeder expresses concern that this change shifts voting away from students. Dillard explains that advisor is most likely the name to be accurate. Steinberg says that the ballot can include a question that affirms consultation.

MOTION: The Regents Committee moves to change Section III of the bylaws as follows:

ORIGINAL:

Section VI. B. 7. "serving on standing committees"

REVISED:

"serving on and chairing committees and/or task forces"

Friendly amendment to delete "standing and ad hoc" and to add "task force."

Vote: motions carry unanimously

Chapter Annual Report: Regents wish to use the data more proactively. The Regents also recommend minor revisions to questions: Add "Have you updated your Write Away records? If not, do so before proceeding." Regents request the data within one week and recommend a shorter deadline.

Last recommendation: we request a member recruitment and member engagement webinar in January. Regents want to be as present for members as possible. Regents committee revised the questions on the Regents form.

Scholarship & Academic Awards Committee:

Updates: Confirmed the Outstanding Advisor award is the Student Leadership Committee's purview.

MOTION 1: The Scholarship & Academic Awards committee moves to create a new scholarship for first year graduate students enrolling full-time in the first year after their baccalaureate degree. The language for the scholarship description will be modeled on the graduate scholarship and refined later. In turn, the senior scholarship language would be revised to remove "or graduate" from the description. The current graduate scholarship will be revised to indicate that it is for current enrolled graduate scholarships who will be continuing in their graduate programs. We would request an additional \$4000 for the scholarship committee.

Clarification of how this would affect eligibility from Taylor, Schroeder, Steele.

Vote: Motion carries unanimously

Last year the Board passed a short-term study abroad scholarship, but it was not added to the budget. Gates asks for that correction. The website also needs to be revised as well as the AwardSpring application.

Service & Partnerships Committee:

The S & P Committee will rewrite the description of the Service Award to decouple the chapter award of \$200 from the charitable donation, so that chapters may apply for the Service Award without having the endorsement of a charitable organization. Talbot is coordinating a "100 for 100" program to put together examples of chapter service.

Lockwood has already contacted Milkweed Press to leverage the Ada Limón connection to develop a new internship program. Steinberg comments on the strength of the Norton internship. Stemmler comments that

great ideas can take root. Steele clarified MLA's expectations about financial equity. Schroeder recorded a charge to Executive Committee.

Strategic Planning Committee:

At this meeting SPC focused on scholarship fundraising and to address issues related to Book Banning, so Classroom Library grants or other ways of getting books into kids' hands. Bartlett added the access issues to the list. SPC also added publicity planning into the yearly cycle having to do with scholarship and with the Centennial. Goal target of some sort (numbers of unique donors and financial amounts). Bartlett will circulate committee minutes to circulate ideas. Goal to raise profile of scholarships by linking to outcomes of different sorts. Goal to deal with naming opportunities (for example, talk with corporate partners) and follow up about making sure that donations go to where they were allocated. Discussion of the website and donation interface ensues.

Past Presidents Advisory Council: Steinberg

Steinberg has little to report, except that she and Kevin met and decided that there will be a luncheon for past presidents and Delta Award winners to meet with one another and Central Office staff, particularly Chris, Matt, and Jeannine.

MOTION 1: Past Presidents Advisory Council moves that a line be added to the budget for the Past Presidents' Advisory Council for \$400 to support the luncheon for the past presidents, Delta award winners, and the Central Office staff.

Dillard seconds.

No discussion.

Vote: motion carries unanimously

Professional Development Task Force: Comeford

Term of this task force has ended. Janine Utell will hold an advisors' workshop about articulating the value of an English degree. Followed up on the partnership with the National Humanities Alliance. NHA is willing to do a webinar; Scott Muir has a podcast on "Why the Humanities Matter?" Also dealt with giving but to specific stories: connection to the stories of students who have benefitted from the funding provided. Suggestion to change "Donate" to "Give/Giving"—“Give” is standard in the non-profit world. Emphasize the importance of recurring donation. Also discussed how to leverage the Discord channel and the alumni network for giving and encouraged board members to donate while serving and approach past presidents and Deltans for donation.

Steinberg reminds the board to recommend Alumni to apply for alumni grants for the Convention.

Break

Centennial Task Force: (Schroeder)

Updates: still working on logo update, asking for Centennial branding of materials (especially stoles), medallions, and other materials that help them stand out as graduates. Website update: major questions arose about hiring someone outside NIU as a website consult. President will appoint a sub-committee in charge of reimagining the website. Looking for the brand #Deltan100for100. 1924 Authors have been identified on the convention website. Merchandise linked to the 100th anniversary: for example, stickers—

sticker templates or sold, or as a premium. Sticker swap at convention a la Disney pin swap. Schroeder charges Koors Foltz to examine old logos for stickers. How can Centennial Task force connect to other entities?

Budget

Corrections of Past President Advisory Council (\$400), new 1st year graduate scholarship (\$4000), short term study abroad scholarship (\$6000).

Move to accept (Stemmler); seconded by Krone

Budget passed unanimously.

Kudos to Bartlett, Krone, and King for publications. Advisors with NEH grants. MLA Retention Grant application deadline October 10, 2023.

Schroeder reminds that committee minutes should be sent to the Central Office and cc'd to the President by Monday, October 16, 2023. Contact Central Office and President for any corrections to the website. Travel forms should be submitted by Friday, September 29.

Motion to adjourn from Dillard, Seconded by Gates. Motion carried.

Meeting Adjourned at 4:28 p.m.



SPRING 2024 REPORTS Central Office Reports



Executive Director—Matt Hlinak

Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

I'm happy to share that our Centennial Convention preparations are going much more smoothly than last year. I attribute this to some clever ideas by CO staff that I'll discuss in a moment and some diligent work by our Convention Co-Chairs and other Board members.

I am also pleased to announce that the Association for Collegiate Honor Societies renewed our certification. Our next compliance review will take place in 2028-29. I would also like to thank Shannin Schroeder for representing us at the ACHS annual conference in February and coming back with some great ideas.

On the legal front, I have renewed our trademarks, reviewed our donations to ensure we are complying with state reporting requirements, and am working with Jeannine on updating our state employment law compliance, which is rather tricky since some of the staff are considered employees of Northern Illinois University and others work directly for the Society.

My primary role is to support the staff, though, and I'd like to focus on some of their great work here.

2023 ended on a bittersweet note as Elfi Gabriel began a well-deserved retirement. Special thanks go to Namon Kent and Katie Mudd for their long hours and leadership in this transition. They have both earned promotions (which must be processed through the NIU office of human resources) for their hard work: Katie is now Director of Marketing and Communications and Namon is Director of Technology. Please offer your thanks and congratulations when you see them at Convention.

Happily, we welcomed Jessica McCole to the team as our new Program Coordinator. She has been generating content for our social media platforms and is taking over responsibility for the awards programs for all three societies. Jessica has hit the ground running, making the transition to a post-Elfi world much easier than it could have been.

Katie took the lead on developing an Event Coordinator job description, which Jeannine Szostak is now shepherding through NIU's HR processes. From a budgetary perspective, we've been able to reallocate Elfi's salary to support these two new positions as well as raises for Namon and Katie. The Dream Team is nearly complete—expect big things in 2024!

As usual, Jeannine has been busier than a colony of beavers. She has expanded our office space by securing a conference room and additional offices for student workers, as well as leading the welcome wagon for our new neighbors on a once deserted floor. She has also been in constant contact with the Hilton St. Louis at the Ballpark on virtually every detail of convention from room assignments to parking to meal planning, all to ensure a smooth Centennial experience for all of us.

Namon's efforts are often invisible as he works behind the scenes to ensure our systems function properly, but he deserves special credit for a couple of innovations. First, he saved us \$9,000 by developing his own bespoke convention registration system, which runs smoothly and is perfectly tailored to our needs. He is also streamlining convention badging, which will allow us to easily make any corrections on the fly.

Katie has taken the lead on several aspects of convention planning, helping keep us all on task. She also onboarded Jessica and deserves credit for how quickly Jessica has gotten up to speed. Finally, Katie planned and launched new merchandise lines for Sigma Tau Delta, NEHS, and the Centennial celebration.

Chris Lockwood is a whirlwind of activity, adding new NEHS and ELA chapters every week; with luck, we'll soon have some new chapters starting in Africa and Asia. Going beyond his job description, he's also helped Katie develop the convention schedule, trained Jessica on AwardSpring, and recruited several sponsors/supporters for convention.

Sheila Byrd just completed an audit for Sigma Kappa Delta, and I'm happy to report she received a clean bill of financial health. This opens the door for greater collaboration between societies. She also secured a commitment for Calhoun College to continue providing SKD with office space and administrative support.

Dawn Jamrog manages the mountain of mail that comes in, especially the new charter requests that come in as Chris and Jeannine recruit new chapters. She has smoothed out the kinks in the digital certificate process, saving us hundreds of hours of labor and thousands of dollars in printing, shipping, and supplies each year.

Jeanette Gommel has been managing our finances and assisting with digital certificates. Our bookkeeping has been much improved since Jeanette joined the team last year. In fact, I owe her special thanks for catching my error that would have overdrawn our bank account.

Please be sure to thank the staff for their hard work at Convention. This is the most dedicated team I've ever been a part of. And of course, we couldn't do anything without the support of the Board. Thank you for all that you do for our societies.

Additional Activities:

I continue to serve as a board member for Alpha Sigma Lambda, the honor society for adult learners.

Concerns:

We are dealing with a lingering IRS issue caused by our previous accounting firm. Jeannine has done an amazing job managing this situation, and our last communication from the IRS said our file is being closed. I would like to wait six months to ensure this is in fact the case before going ahead with our plan to switch our fiscal calendar to align with NIU's.

On a personal level, my wife Liz just completed her last chemotherapy treatment. She is doing well and the doctors believe she is cured. CO staff and Board members have taken on additional work to help me through this difficulty time. Thank you all for your help and well-wishes.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period.

I've broken my responsibilities down into the separate hats that I've been wearing; each could be a full-time job in and of itself.

Director of Society Operations

Forms

I've been trying to streamline all of our forms so that they are editable on a computer and, with Katie's help, accessible on the website and other areas where they will be used, such as the Convention app. Some examples of these include the New Charter and Chapter Reactivation forms; a form that acts as a "cover letter" for Regent award applications, which will eliminate the need for back and forth emails requesting required supporting documentation, tracking down to whom a check should be written/where it should be sent, etc.; online voting forms for Board elections/appointments; dual-registration forms for the New Advisor and the Student Voting Delegate stipends; and a form to use at Convention for advisors to enter a contest by affirming that they've updated their Advisor list in Write Away! with a chance to win one of two prizes I solicited from Levenger. With the approval of the EC, we have added the New Charter and Chapter Reactivation forms to the website to eliminate the need to wait for the form and allow the Faculty/Staff member to get started on it immediately – strike while the iron's hot!

Emails

I also spend a large amount of time answering questions that come into the resource mailboxes. In an effort to save time responding to some of the repetitive emails, I created templates for the more routine questions. I do tweak these templates from time to time with updated information, including "Register for our Convention in [City]." Katie had a wonderful idea about putting in a quick-response email for when someone reaches out to the resource mailboxes; we tailored the busiest mailbox with answers to many of those questions already in that reply so they can get them immediately.

Unfortunately, that only works for about half of the emails; the rest are very specific in nature and require more personalized responses. That was especially true this last month when there was a since-fixed glitch in WriteAway that resulted in people being led to blank screens during payment and not receiving their acceptance letters. While the issue was fixed within a day, any candidates whose chapters that had set up invitation enrollment cycles during that time still received the messages. That resulted in my re-inviting many students with the updated links, confirming payment/active status, sending out welcome letters, etc. Hopefully, as those cycles start closing, we won't have that issue any more; it has been a very time-consuming issue.

We have also had a few emails from very angry advisors, which always require a little more time, thought, and effort in building the response; my mediator training comes strongly into play when those occur. Thankfully, those have all come to a positive conclusion.

We do receive emails with people asking for suggestions on fundraising and recruiting, for us to write letters of recommendation, because they're having issues with a student/Title IX, requesting tutoring, and more. With the exception of Title IX, in these instances, I take the time to research what's available at their university before responding, and whether their situation counts toward membership; with the minute number of Title IX questions, I'm able to let them know that sanctions only apply at their university; when we've not had a situation before, I share them with the EC for a decision.

Of note is that I am seeing larger uptick than in years past with people wanting to get more/back involved/transfer for grad school/updating contact info, including name changes. This is great news as it says, to me, that our outreach is working and people see worth in belonging! It is very gratifying to see the

responses when someone reaches out to change their name/remove their dead name and we just do it. The relief and happiness in their responses is almost palpable; I'm proud to be part of an organization that does the right thing 'just because'.

Financial

- Credit cards - We had a glitch with the credit card and our bank where the account used to pay off the credit cards was detached from the credit card screen and the ability to pay it online vanished from that screen. I worked with the bank for multiple days to resolve the issue. We were hit with hundreds of dollars in fees as a result which the bank, thankfully, waived for us when I asked, and things are in working order now.
- Credit card processing - We've developed a friendly relationship with our bankers; one of them reached out with a suggestion on our credit card processing that may end up saving us hundreds to thousands of dollars a year. We will be meeting to go over more specifics after we return from Convention.
- Certopus - Namon and I worked with the third-party vendor to reduce costs for the digital certificates.
- Phones- Because of the switch to emails, video calls, and cell phones, I reached out to our phone vendor to cancel some of the extensions and save us some money. Dawn Jamrog (card fulfillment), Jeanette Gommel (bookkeeper), and I all still have desk phones in case we need to make outgoing calls; the office line is still directing people to please email as we are still short staffed.
- Software - All of the software subscriptions and most of the office supplies were being purchased on the main Society card, which involved my having to collect a lot of receipts; Jeanete has since been given access to the various software platforms so she is able to pull invoices herself when reconciling the credit cards, which has been an incredible time-saver.
- Office Supplies - The Central Office was purchasing office supplies on our personal Amazon accounts which had Prime to save on shipping and we were having items shipped to our homes to avoid the delay in receiving items via Central Receiving. Jeanette and I worked to get our tax-exempt status on Amazon, and we purchased Amazon Prime on the main account, which will save tons of time with our accounting process as she's able to pull all of the invoices directly. Where the CO was previously ordering office supplies from Quill, Office Depot, and Amazon, we've switched primarily to Amazon – the dollar or two we were saving on a supply was being eaten up by the time it was taking to replace an item, as well as the cost to ship items. We do still check deals on things and always compare when it comes to purchases for printers, etc.
- GMerch - We had a situation with GMerch where we were being "talked to" about late invoices – which we had never received. Chris Lockwood and I worked to resolve the issue by asking that all invoices be sent to him, me, and one of our resource mailboxes. We inadvertently paid one twice, once via check and again via credit card, when they insisted they did not have payment. Jeanette noticed it had been paid twice when she was reconciling the accounts, and I notified them about the double payment. They did send us a refund, so all is well in the end. We are watching that much more closely going forward.
- IRS - We received a Notice to Seize Assets via certified mail from the IRS, which goes back to the improperly filed 990 forms prior to my starting with Sigma Tau Delta. I reached out to the IRS who told me nothing had been documented in our case since March of last year, despite my having correspondence with the IRS Agent (who'd shown up at Bil Johnson's door in summer of 2022) this past September. The gentleman on the phone put a temporary stay on any proceedings and gave me very specific language to put in my reply, along with a specific place to which to send said certified letter. I reached out to said Agent, who told me she would close the case on her end now that we were "in the proper place." Hopefully, this is the last step for this. I'm not fully sure why said Agent was able to get the first year waived but had no luck with the second.

The Great Purge

This is one of my most favorite accomplishments to date. From the day I first walked into the (old) offices of Sigma Tau Delta, I had a goal to clean out the mess that had become the storage areas. Dilapidated boxes stacked on top of other dilapidated boxes, broken printers/computers/keyboards/other bits of

technology, non-working writing utensils, very outdated supplies (from the 60s) piled nonsensically on top of other things, someone's garage sale treasures, general clutter – it was overwhelming. With the help of Cailey and Carrie Szostak, we have now purged much of the junk; some of it was plain old garbage, some of it went to Surplus (in multiple trips) to maybe become someone else's treasure; and some of it—the old Convention T-shirts, Rectangles, and Reviews—are being brought to St. Louis to be distributed to anyone who is interested in them. We did save five copies of each book and one copy of each T-shirt for the archives; those will be brought to the archives after the Convention (once I figure out how to do that). I also found some file and bookcase style cabinets in the empty offices on the floor and in Surplus that we brought into the storage rooms; that allowed the girls space to spread out our paper chapter files, which were completely overloaded. I purchased some translucent bins of varying sizes that we used to sort the office supplies in to like categories, and each bin has a label on it so it's easy to identify what's inside. It is so nice to have places for things and know where to look for them!

Office Space

We were in the process of searching for a Program Coordinator when Elfi Gabriel announced her retirement. Due to the amount of red tape involved in hiring at the university, we asked to change the posting to hire two Program Coordinators simultaneously. Due to some issues we've had previously, we initially wanted the hires to be hybrid, so we set about getting another office on the floor, and involved my seeking out matching furniture for the two individuals to share the office space, with the intention of their both having the same setup which they would have the liberty of changing once they were hired. We did only hire one person out of that search, Jessica McCole, who was absolutely the right choice! Rather than reposting the same job with an extended deadline for a second hire, we opted to write a description that better suits the current needs; it is working its way through HR. Jessica is fully remote, which allows for our student worker to occupy one desk and any visiting remote staff will have access to the second desk as needed.

Right about the time we got things settled, we learned we were having new neighbors on the floor who would be occupying the remaining empty offices. They had asked if they could share our conference room, which was fully decorated in English Honor Society memorabilia and included a dorm-sized fridge, microwave, and Keurig that I'd been given by the previous tenants when their office was abruptly shuttered. For a host of practical reasons, we felt it prudent to shift the conference room and next door shared office, which Carrie and I stayed late to do.

WriteAway/AwardSpring/Certopus

As college and universities go through growing pains, we are working to keep up with keeping names accurate between our systems. As we work with chapters and do research, we notice their changing from College to University or merging with other universities; these changes in the systems all happen manually. Before each award cycle, I pull reports from Write Away and get the data to a useable point for Cailey, who then does the tedious job of going through AwardSpring verifying that all of the chapters on it belong there and adding the ones who need to be added.

Errors occur with WriteAway entries and with the software itself; I have to reach out to Luke Bailey in IT to help us with programming and answers to questions that we've not encountered before. Thankfully, Luke is amazing about responding.

New Chapters

When we do get people who are interested in either chartering or reactivating their chapter, I handle the process from start to finish. (No one is sure why, but Dawn does not have the bandwidth.) This involves the general Q&A with the person attempting to start the chapter, ensuring all the information is collected and forward to Matt for review/approval (as per the By-Laws), waiting for payment to clear, then (for new chapters) assigning a Chapter name, creating the Chapter, the Charter, and the Advisor membership certificate. For both, I either create or update the Advisor user ID in WriteAway, and send multiple documents with an template email I created. It needs a few tweaks (their specific region, their new Chapter name) before it can go out, and I make sure to add the Regent, the SAs, and the Regional SR and ASR. A paper file also needs to be created for new chapters, and AwardSpring needs to be updated for all.

Recruiting

Carrie and Cailey were able to get the email addresses for the English professors, department chairs, and Provosts at universities throughout the US; we were able to get one recruiting email out for each of no-chapter-ever, deactivated, inactivated, and about the deactivate/inactivate chapters. In the case of deactivated and inactive chapters, we also added the last advisor(s) of record to the e-blast. This did result in our getting a few chapters back in the fold; unfortunately, we were not able to keep up with it as the Convention planning began in full force.

Carrie and Cailey, and now short-term, Brendan Szostak, are all working to pull email addresses for principals and English teachers/chairs in middle schools around the country and the territories. Once completed, they will move on to the high school list. This work is also very tedious as many of the websites simply contain one “fill in the form” email address; many others are absolute garbage and require deeper digging.

The three lists will be used to reach out to institutions in an attempt to garner more interest in what we do and hopefully bring more chapters into the fold.

Digital Certificates

The digital certificates have been met primarily with positivity, though advisors do seem to be having a few questions about how to print them, and sometimes they miss the email entirely. We’ve successfully been able to track them all down, much to their delight. Dawn has enjoyed having the flexibility of occasionally working from home, though she is in the office to send pins as well. We do also let the advisors know that they can use the original paper that we had, though at ~\$60/ream, it’s expensive, so we also let them know they can use parchment or bond paper which are much more affordable. One advisor did have a question about our selling the maroon foil seals to put on the certificates; is this something we want to look into GMerch carrying?

SNHU was the first chapter to receive digital certificates. We did offer students the ability to purchase a paper certificate and pin too. The digital certificates were well-received, and only about 1/8 of the students requested the printed certificates, so that was a great “test case” of >800 certificates in one go.

Students posting their digital certificates on social media is another way for us to get free marketing.

Advisor Lists

After the Fall Board Meeting, the Regents Committee requested monthly updates of Lead Advisor email addresses. I have been sending those on the first Monday of the month and have had positive feedback from that. April’s will go out after Convention.

NEHS/ELA

One of the questions I posed during my interview was whether our local high school was a chapter of NEHS; it had been but was no longer. Chris and I have tried everything we can think of - reaching out to my kids’ teachers, to some of their other subject teachers, to the principal, the superintendent, to friends who are new to teaching English in the middle schools - but no one has stepped up to reactivate the chapter. The teachers claim there is no extra pay, that they’re retiring, full on time because of other obligations... I’m at a loss.

I had reached out to the Etsy vendor from the UK who makes the gender buttons that we use for Convention as both Leigh Dillard and Diane Steinberg highly recommended her. During our conversation, I learned she’s a secondary school English teacher! What are the odds?? We had a good chat about NEHS, and she was definitely interested, but is not a decision-maker at her school. She had replied, "Awesome. I'm going to have a look - from experience, our pupils go mental for anything American, so this might be something they can get on board with (it's a bit of a tough school so they don't get on board with

much...least of all Shakespeare as I'm currently finding)." She did tell me she had reached out to the school administration. Stay tuned...

Auditor

I put in a request for the same firm to conduct our audit and our Form 990; they are agreeable to working with us again. The extension for the 990 is being (properly) filed and the audit of our 2022 finances will be scheduled for June. We have received Unqualified Opinions the last two years, which means they agree our finances are in good shape without any qualification; it's the best "score" we can get.

Human Resources

We have staff members who are fully on NIU payroll which include Matt, Jeannine, Katie, Namon, and Jessica; others who are paid as contractors of the Society such as Chris and Sheila, all of the interns, our Editor, our featured speakers, and others who receive stipends; and finally, our part-time people who are paid by W-2 through the Society, such as Dawn, Jeanette, and the student workers.

When I started, payroll involved using paper timesheets with outdated formulas, manually cutting checks, and manually paying payroll taxes based on amounts calculated from said outdated formula. We then utilized a complicated, time-consuming submission process, and extensive work (and cost) to get W2s and 990s processed by a third-party vendor. This combination had resulted in numerous notices from the IRS (separate from the 990-issue mentioned above) insisting we'd not paid enough money for the various tax periods, which meant additional time, payments, and penalties. When I reached out to the folks who had previously done our W2s and 1099s to ask them to look at the formulas, they didn't really answer the question and sent us a bill to boot.

January 1, 2023, we switched to QuickBooks for payroll. I was able to get everyone's information for the W2s, as the system requested W4 information as we entered them, but—because it was not anything I'd ever done before—we issued checks to the contractors with it being a "tomorrow problem" on how to do the 1099s. January 2024 hit and urgency set in as the deadline to issue the 1099s was January 31. For those who were not in direct contact with me on a more regular basis, my emails went largely ignored—a stranger asking you to fill out personal information tends to set off red flags—so I had to enlist the help of Carie King, Diane Steinberg, Kevin Stemmler, and Lexey Bartlett in an attempt to get everyone's information collected. I filed most of the forms on January 30; a few had to be threatened with fines and got things entered on January 31, so I ran a second batch. The software said the IRS received and accepted them all, however the paper forms were delayed in reaching the recipients, so I manually sent them to everyone, and they did get them a few days later.

This year, it is a requirement that anyone who will be on 1099 inputs their tax information prior to our cutting checks... Hopefully this time next year, I'm able to tell everyone how smoothly things went!

PO/Vendor Forms

It seems a lot of schools and universities are switching to online systems to cut checks; we receive at least one, sometimes two or three, requests a week asking for our W9 and other demographic information, even from established chapters. This is time-consuming as each institution uses a different form requesting different information, and some are not editable, so I've been converting them to edit them and then sending them back.

Non-Profit Management Certificate Program

Chris Lockwood and I are completing the final course of our Certificate Program, which began a year ago. Some of the sessions were definitely more informative than others, but I do think it was a good experience overall and has given us a lot of valuable information to do our jobs. The final class is about HR functions; I've learned a whole lot about some things that we are supposed to be doing and have implemented some of them already and found ways to implement others which will take place after we return from St. Louis. This is complicated because *most* of our full-time employees are covered by NIU, but we have a group that are contractors who get 1099s, and we have part-time people who are on W2s through the Society.

Each of these groups has different requirements. The NIU employees are covered under NIU's HR department and trainings, but the rest - annual employee trainings; Unemployment Insurance (which we haven't needed until now); the need for an employee handbook; the increase in minimum wage in Illinois (which we already knew about); the new PTO law in Illinois, which grants all employees full- and part-time 40-hours of PTO per year; OSHA-compliance; and much more – fall to me to navigate, create, and oversee. I recently sat through a QuickBooks training which told me about even more laws that apply to us; luckily, Jeanette Gommel has mastered her position and is looking to take on more responsibilities, which will be a great help as we build the Employee Manual, however she's not sure when she's going back to full retirement, so it is not a long-term solution.

Hiring/Retiring of Employees

NIU has a process for hiring employees which is quite cumbersome. I've spent quite a bit of time navigating the systems and working with the folks in the English Department, Affirmative Action, and other parts of HR to establish all the various justifications and ensure that we've adhered to all of the protocols and all of the appropriate documentation is received.

In checking the references for the two individuals we were interested in hiring, Jessica's all came back with glowing things to say about her, however I was met with quite a bit of resistance on the part of ALL of the other individual's references. They either ghosted me or gave me vague, awkward excuses which basically said none of them wanted to speak with me. I finally used my Jeannine-powers and convinced one to speak with me off the record. Suffice it to say, after what I learned, we were no longer interested in hiring this individual and I understood why they'd all been reluctant.

I worked extensively with HR to navigate a troublesome personnel issue which involved multiple meetings and many sleepless nights trying to ensure the right thing was done for everyone involved and things were properly worded. Thankfully, it forged a bond with a higher-level individual in HR.

We had a situation when we needed to terminate someone's part-time (watered down) University employment and HR insisting we had to interview them for the full-time (full-volume) position anyway, even though they hadn't been able to perform the most basic components of their (watered-down) role (in large part because they spent their time either nesting in their office or crying in the office with the lights out and their door closed). I finally had to tell them to close the search and mark it as failed.

Jeanette had been previously hired as Extra Help through NIU. Due to the limitations with that classification, I onboarded her directly to Sigma Tau Delta payroll in December 2023.

While Elfi's retirement was mostly handled between her and HR, there were multiple components of it where I had to be involved. It was time-consuming, but it ended well for everyone.

Workman's Compensation Audit

For the first time since I've been here, we had to undergo a Workman's Compensation audit. This involved my having to pull all of the information from those paper payroll documents and spreadsheets and was resolved well. The purpose of that audit was to ensure we had the proper coverage for the number of employees we have on staff.

Unemployment Insurance

Where we previously did not need it, the laws state if you have four or more employees for any twenty-week period, you have to have the insurance, even if all of the people are part-time. We will hit that in Mid-April, so I need to apply for a number and sort that out when we return.

NIU Liaison

Floor Mediator

Our offices are in the Health Services building, formerly the University hospital. As such, we have an eclectic group of offices in the building. Recently, we had new neighbors move in and some of what they

planned for space directly conflicted with another existing group's use of the space on the floor. Because I was the known entity, it resulted in my playing mediator and helping to navigate the situation so there was a peaceful resolution for all – so far, several months in, and all is well.

Xi Delta Chapter

I was asked to speak at the Xi Delta Chapter's induction ceremony here at NIU. This was great fun for me as my daughter was formally inducted at the same time. It will probably be the only time in our lives that our names are on the same program!

Homecoming Festivities

NIU initiated a homecoming decorating contest this year; because we had a couple of offices on the floor who are solo-person departments, we entered as a floor, spending time after hours cutting out construction paper and hanging festive décor around the floor. While we didn't win (the university sent a few people to take three photos of the various entries, so they didn't get the "full feel" of our space), it was a great way to bond with the other folks on the floor and their students, some of whom still go out of their way to come and say hello to me.

NIU HR Classes

NIU offers a host of free classes for employees, and, as I'm able, I try to partake in some of the leadership and development classes that are offered. It's a great way to network with other folks on campus and to show that we're involved.

Building Service Workers

At times, we have issues with things from the folks who attend to the building; I've developed a rapport with the Building Services Foreman assigned to our building, which has helped to resolve some of those issues.

Keys

The Sigma Tau Delta offices are all operated by one key; there was one additional office on the floor which, until recently, was vacant but also used the same key. To protect our space and theirs, I had to navigate through getting the locks on that door changed so it didn't cost our department anything.

Police/Protests

Outside of work, I have known our university Police Chief for over 20 years. I recently learned of a student-led protest that was going to happen and, in an effort to keep everyone safe (not to cancel the protest!) reached out to the Chief and the President of the University to ensure they were aware of what was planned. That resulted in multiple phone calls and emails from various departments on campus, identifying where the posts originated, etc. The police department and select university staff do quietly monitor social media groups pertaining to the university; they were not aware of these channels. In the end, the protests were peaceful, and all was well.

Building Safety

While most departments have faculty and students in the building throughout the day, our floor—our whole building—tends to be pretty quiet. The University Health Services office locks the east entrance to the building at 4:30, however the west entrance was left unlocked until midnight, which allowed anyone to access any floor at any time.

In some of my networking conversations with others in the building, we learned of some concerning things that had been occurring—items being taken from offices, people in the building who were not supposed to be there, etc. There were suspicions that an unhoused individual had taken up residence in some of the vacant rooms in the basement of the building and would forage for and consume food (including a large amount of food meant for an open house for another department on our floor) and help himself to other items (including food from their communal refrigerator, a laptop, and office swag upstairs) that were not secured on the various floors after hours. In the early days our having to terminate the above-mentioned

employee, there were also concerns of potential retaliation. Our building also houses Title IX, Ethics, and Compliance, which can develop some enemies.

Because I am here late most nights, sometimes until midnight, and my daughters are here sometimes until 9 p.m. too, I requested that the building be locked after the University offices close at 4:30. That request was met with some push-back by others in the building until I started a group message conversation with the leaders of each department, people started sharing the above stories, and the primarily female staff in the building realized they were often here alone late as well.

Employee Evaluations

Outside of my own and Matt's, I am responsible for writing reviews for all employees on the University's schedule and form. I do feel that these aren't the best way to do this and would like to develop something that has a bit more personalization to it – when we have the time.

In one of the classes that Chris and I took, we were tasked with asking a few people to give us three adjectives they felt described us. I decided to ask everyone, ultimately posting my request on Facebook to get a broader feel. The results were surprising—people universally recognized me for compassion, being caring, helpful, dedicated, and hard-working. Very few commented on my education, which is something that's always been equal parts important to me but something I don't talk much about because I don't want to intimidate people. While I was asking others in the CO, I gave them each three adjectives about them. This unexpected interaction seemed to boost everyone's self-esteem that day and I would like to find a way to incorporate that into a more regular occurrence without making it lose its impact.

NIU Paperwork

NIU requires a lot of documentation of things and that falls to me to sort out – time sheets/benefit usage forms, tagged items that need inventorying, keeping our non-NIU-employee folks registered as “volunteers” so we can provide them with university email addresses and access to software and drives, property control for items to and from Surplus, key control, search-committees, ordering of laptops, consulting with IT, Environmental Health & Safety, evaluations, raises, search committees, etc.

Convention

Supplies

Part of the above-mentioned Great Purge involved going through the Convention supplies and streamlining them to make things more efficient and save money on shipping items to future conventions. To that end, we went through the boxes marked for Convention, eliminated redundancies and broken/non-working items, and I used those same bins I mentioned previously to organize and label things to make them very easy for anyone to find.

In addition, per Diane's request, I purchased items that can be used for the various receptions held in the Presidential Suite; some of the items can be re-used, others will be disposed of at the event. I added a checklist to the reception box so people can add things we might not have thought of and we know what needs to be replaced for the following year.

Each bin or box is labeled with the contents and where it should be brought once in St. Louis. This will hopefully help to save money on shipping for future conventions and save time at the actual convention.

Forms

I updated and created many forms for the Convention, including for reimbursements, voting, etc., which will allow us to go paperless. I also updated the prepaid per diem form and then had to make all of the flight reservations, purchase debit cards for those who requested them, and will have checks and PayPals to distribute once we arrive.

Instruction Sheets

I added instruction sheets and maps for the various items in the event something were to prevent one of us from attending Convention.

Lanyards/Lanyard Ribbons

The lanyard ribbons were a huge hit in getting students involved / conversing with us in Denver, so we knew we wanted to keep them, however that also posed a difficulty with being able to identify someone to ask for help. I came up with the idea of ordering an identical but different colored lanyard for Board members and CO Staff. Because they have to be ordered in bulk, we opted to do black lanyards for the majority of folks this year and red for the Board/CO Staff; next year it will reverse. This idea arose in, what I thought was plenty of time, however when I saw it took 90 days to process an order and realized we were less than 90 days out, I had to reach out to the vendor. Luckily, they were able to make things work for us with some inventory they had on-hand, so we got a mix of black and red.

Hotel Rooms

While the hotel seems to have their act together much better than the last group, there have been some snafus, including one where they put all Board members' extra student rooms onto the master bill. This involved some detective work and emails to sort out the mess.

I was also able to pay the bill from the Fall Board Meeting with much less effort than that of Denver; here's hoping that trend continues for this meeting!

I do spend countless hours working with the hotel, gathering room details, allergies, and more to share with the hotel. This is something I hope the new Event Coordinator will be able to take on once they're hired.

Because the hotel contract included a large number of rooms for Saturday night which we would no longer need because the Gala switched to a Luncheon, I gambled and canceled a large number of rooms for Saturday night. The hotel was not happy about it, but they let the rooms go to general circulation with the expectation that we would be on the hook for paying for them if they were not filled. I also reached out to another hotel to get overflow rooms for Wednesday, Thursday, and Friday for this Convention; I'm happy to report that, due to our increased numbers this year and to the Cardinals home opener week, we have fulfilled both contract obligations for number of rented rooms, which allows us to get our additional perks at the Hilton and not have to pay for empty rooms.

The original contract involved our committee meetings being split between two floors; I worked with the hotel to get adjoining rooms for all of our meetings to avoid the fun of waiting for an elevator or climbing multiple flights.

Restaurant Discounts, Scripts, Chapter and Advisor Anniversaries, Roll Call

I want to take a moment to extend a thank you to Ami for taking on the scripts with Shannin, and to Shannin for her reaching out to me this morning to ask how she could help and shouldering some of the items on my To Do list, allowing me to focus on other things. For those who don't know, my To Do list is comprised of multiple Post-It notes with a word or two scrawled on them – "Scripts," "R Discounts," "Ch Anniv," "Adv Anniv," and on and on. Thanks for allowing me to clear some of the Post-Its!!

Additional Activities

This year, I undertook the Trevor Project fundraiser, which involved walking 45 miles in the month of March to help raise money to prevent LGBT youth suicide. While I started off strong, some newly arisen health concerns and the ridiculous number of hours I've been working have prevented me from walking every day. I am hopeful that I will be able to finish the 45 miles, but I have raised over \$650 for the organization.

Because we had so much fun taking classes together, and because I will soon be an empty nester, Chris and I looked into an online PhD program through NIU. We attended the introductory session and learned that,

unfortunately, it was geared toward those who want to be high school principals. We will keep looking – there would not have been time anyway.

By the time of the Board meeting, Chris and I will have completed the Certificate in Non-Profit Management program and will “graduate” while I’m picking him up from the airport. We ordered maroon mortarboards for the occasion.

While I was previously employed at NIU, I had completed my Ally training; I left the University and went private sector for a few years just prior to my taking Trans Ally training. I was finally able to take my Trans Ally training this year.

Concerns

Maroon foil seals

We had a request for embossed seals for the digital certificates. Is this something we want to consider stocking at GMerch?

Bank Accounts/our Federal Employer Identification Number (FEIN)

We’ve received inquiries from several chapters asking for our FEIN and certificates of insurance, etc. so they could open chapter bank accounts. I spoke to Matt Hlinak about this; ACHS message boards have questions from other honor societies about what to do with this as well; the concern about giving it out involves fraud as well as any implications or liability on our part for chapters having overdrawn accounts, financial issues, etc. I know that our FEIN is public knowledge, being published on our 1099 forms, vendor forms, and shared with folks who request copies of our W9 for their tax purposes. In speaking with other members of the Board their chapters did have access to that information for starting their bank accounts from years ago. I’m not sure where to go from here but feel it’s something that needs to be discussed and a consensus reached.

Chapter / Advisor Anniversaries

We did send out certificates for these in 2022, but haven’t since. This is, in part, a time issue, but it’s in part because the data has not been reliable in terms of chapters and advisors who’ve gone inactive, deactivated, retired, etc. We have one final inactivation/deactivation to do after convention and then things will be more accurate. The bigger issue will be finding the time to process them; as soon as we get back, the arduous task of paying the hotel bills starts, unpacking the convention supplies, then the financial audit, the search committee tasks, and before you know it, we’re rolling right up on preparing for the fall board meeting and all that it entails. From my end, the Fall Board Meeting is just as time-consuming as the Convention as the tasks are nearly identical.

Recruiting

Part of what drew me to this job was recruiting; I’ve frustratingly and disappointingly not had much, if any, time to do that. The English Honor Societies as a whole would benefit greatly from someone whose sole focus was on recruiting. While there are some similarities, marketing and sales are very different; sales is something that we are sorely lacking but none of us has the bandwidth to tackle with our current workloads. This individual could utilize the spreadsheets that have already been/are being created and start reaching out to universities and schools by phone as well as by email to forge relationships, create new chapters, and grow the societies, making us bigger and better than ever. I strongly urge that we consider hiring someone who could solely focus on recruiting – done right, they would soon cover their salary and it would take much of the stress off of especially Chris and I, who are already insanely busy and feeling guilty for not growing and further developing the chapters.

Overall

I’ve come to realize that my roles here are divided into three main categories, with a fourth “miscellaneous category”; much of which FAR exceeds the job description under which I was hired. This is, in part, due to Angie Gasero’s retirement in June 2022 and her position not being filled (due to the above-mentioned

termination of the subsequent hire), but it is also due to the fact that we are growing, and HR laws are changing, and we lost another work horse.

The number of sedentary hours that I am spending working here since I started has had some significant effects on my health, some of which are quite scary. I actually started contingency planning for the Convention because I didn't know if I would make it there this year. My mother, my kids, and my kids' friends repeatedly text me to go home when they see me working late at night. Sometimes the only time I see my daughters is when they're working.

I've tried to keep telling myself that we just have to get through this next [noun] and it will get easier from there. Somehow, that's not happened. It's why Karen left, it's why Angie left, why Natasha left, why Efi left – there's too much to do and not enough people to do it.

We are required by the State to list our hours worked. This is the time that I RECORDED working; it doesn't count the "extras" that I don't account for, and it doesn't count my answering emails and texts while I'm at doctor's appointments, right before and after two surgeries I had during this time period, on vacation, visiting my dad in the hospital, on weekends, etc. It also doesn't count the week before Convention, which will likely be 16-hour days every day, as well as during the week of Convention itself. I am sad to say I learned that I can't list 24 hours in one day on the form; the max is 23 hours and 59 minutes. I shouldn't know that.

Pulled from the required reports, here are the hours I was supposed to work (including my "vacations" and time I needed but couldn't take after surgeries), the hours I did work, and how many extra hours I LOGGED that I worked. Note that this is through midnight, March 25, and does not count the rest of the time leading up to Convention or the hours spent AT Convention, which will make this next few weeks staggering – as of right now, my hours for March are nearly double what I should have worked and climbing.

Month	Hours I was Paid to Work	Hours I Worked	Donated Hours
September	135.00	186.00	51.00
October	131.25	178.75	47.50
November (includes holidays)	120.00	138.00	18.00
December (includes holidays)	105.00	120.50	15.50
January (includes 1 week of "vacation: and a few holidays)	127.50	155.25	27.75
February	127.50	182.75	55.25
March (through midnight March 25)	94.00	172.25	78.25
Total	858.75	1,133.50	274.75

Often, when I'm still working late into the night and on the weekends, I see my colleagues' green "active" lights on Teams going too. I find Chris – whose time one is an hour behind us this time of year – having had three meetings before 7:30 a.m. When we have our Monday Morning Meetings, we take a moment to ask about each other's weekends. I have yet to attend a meeting where at least one (usually more) person says they worked over the weekend. We make it a point to check in when we see each other, so we know we're not alone. This is not sustainable, it is not right, it is not acceptable. We need change.

I am beyond burned out as are my colleagues. Jobs shouldn't make people (plural) IM me that they're on the verge of tears at the start of the work week (or any other time) because of the workload let alone have me responding that I'm about to join them. Jobs shouldn't have people not able to take lunch or go for a walk for months because there's too much to do. Jobs shouldn't have people working seven days a week. Fun fact – Illinois has a protection titled the One Day Rest in Seven Act (ODRISA), which states that employers must allow employees at least 24 hours of rest within one 7-consecutive day work period. While we are not *scheduled* to work seven days a week, we regularly do because there's not enough time

otherwise. In the past, I had a goal of leaving a 12-hour gap in between when I left the office and when I returned the next day – that's no longer possible.

In the last 2.5 years that I have been here, I have seen this office change, grow, and evolve into doing and being so much more than we'd done in the past; this is largely because of the dedication of the staff in the Central Office. We are not the same organization that we were when I started and outside of Katie, Namon, and Dawn, the organization is made of entirely new people. Our staff is INCREDIBLE and we work hard, but we have our limits. I urge you to consider more staff so that we don't have the amazing people in the Central Office leave for greener pastures over untenable work conditions.





Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

The period September 2023 to March 2024 has provided the Central Office, Advisory Council, and I the opportunity to continue making small, but significant, changes to processes and to further witness the enthusiasm of Chapter Advisor teachers and students from across the nation and around the world for both the National English Honor Society and the ELA Honor Society.

NEHS success is due, in no small measure, to the Central Office. Since Elfi's retirement, many of us have had to take on extra responsibilities to ensure the continued success of English Honor Societies activities and programs; we all underestimated the amount, and diversity, of work that Elfi was doing. Big thanks need to go out to Katie and Namon, who have gone above and beyond in many ways, for all their help with webinars, society communications, the website, and our social media presence, and the bigger picture work they both collaborate on with me (including marketing and outreach strategies) – and for their patience, support, good ideas, feedback, and friendship. Dawn has literally worked her fingers to the bone to ensure that new charters are processed quickly, student certificates are mailed out, and to ensure that every Chapter Advisor with a question gets a quick and complete response. Jeanette has taken over working on ELA Honor Society issues and is now the point-person for Chapter Advisors and deals with all their doubts and issues with our evolving technological solutions and has been a great support with ensuring a successful first year for ELA. At the whole-organization level, Matt and Jeannine have continued to be wonderful listeners, sharers of ideas, and big supporters of both ELA and NEHS: thank you both!

Finally, welcome to Jessica! I have known Jessica for several years as an excellent NEHS Advisory Council representative and knew that she would be a great addition to our team (NEHS people are great, in general). She is always full of good ideas and new ways of approaching issues. Thanks for your enthusiasm thus far, Jessica!

Chapter Growth & Development:

NEHS outreach and growth:

NEHS has seen 66 new chapters successfully chartered in the period September 2023 – March 2024. The period January – December 2023 saw 133 new chapters successfully chartered into NEHS. NEHS now has chapters across the US and in the following countries: American Samoa, Armenia, Bahrain, Brazil, British Virgin Islands, Burkina Faso, Chile, China, Costa Rica, Côte D'Ivoire, Dominican Republic, El Salvador, Germany, Guam, Guatemala, Guinea, Kenya, Lebanon, Liberia, Mexico, Nicaragua, Pakistan, Panama, Peru, Puerto Rico, Rwanda, Singapore, Tajikistan, Tanzania, Turkey, Venezuela, and Vietnam. NEHS is about to welcome its first school in India and a new chapter in Denmark as well as several new schools in the United States.

In the period March 2023 - March 2024, NEHS enrolled 32,528 new students. This is a marked increase on the 27,000 students enrolled the previous year.

I will be working with Tec de Monterrey in Mexico to add more NEHS chapters at its campuses later in the year. Previous discussions have concluded that in August 2023, all 35 of its campuses should have an NEHS Chapter (we currently have 17 chapters).

We continue to send out monthly outreach emails, which bring in significant interest from international and US-based schools. Dawn and I also send out regular emails to inactive and suspended chapters so as to ensure their continued participation in NEHS. An outreach attempt in February this year resulted in 20 or so chapters reactivating. We will continue to reach out to schools in this category to ensure that payments are made, and schools do not, unintentionally, become inactive or suspended.

We are significantly behind on the data mining required to ensure that a planned, personalized general marketing campaign takes place in mid-April, and for a separate marketing campaign that will involve all schools that are located within school districts with either an ELA or NEHS presence, i.e., any school that does not have a chapter will receive an email highlighting the presence of ELA/NEHS in the district and listing the other schools with active chapters. We feel that knowing that other schools have already successfully implemented our program will encourage other schools to participate, too. The only part of the planning process to complete is the data mining mentioned above. Through our second campaign, we aim to reach over 1,700 schools across the nation. Our general marketing campaign should reach many, many more.

NEHS membership, affiliation, and new chapter targets:

NEHS surpassed all its financial targets during 2023. NEHS received 88% more new charters than expected, 130% more-chapter reactivations than anticipated, and 8% more annual affiliations than normal. NEHS membership fees were 51% more than expected during the 2023 calendar year. NEHS will be working to continue growth in all areas this calendar year, although in some of those areas (such as reactivations) this may be more difficult as we have less chapters to work to reactivate.

The only area in which targets were not met was NEHS merchandise sales. Katie and I have worked to create a new line of merchandise, which will supersede current apparel. This new merchandise (along with ELA Honor Society merchandise) is being photographed at Pattonville High School in Maryland Heights on April 1, 2024. Examples of the merchandise (those which are not donated to the student models) will be added to inventory in the G-Merch Convention Pop-Up store. We hope for increased merchandise sales this year.

The way that the budget has been set-up for this year may make these sorts of calculations difficult in the future, but I will try to ensure that the data is presented as clearly as possible in up-coming Board Reports.

NEHS scholarships, awards, and grants:

For 2023-2024 NEHS implemented a series of new awards and grants and made significant changes to the NEHS scholarship competition. The first change was to offer a wider variety of opportunities to students. The Advisory Council did this by implementing a performative poetry competition (based on *The Hurting Kind* by Ada Limón), a script-writing competition based on Shakespeare's *The Tempest*, and an up-coming documentary filmmaking competition. While we have seen less entries than in previous years (when the stimulus was "please write a poem"), we have seen a sharp increase in the quality of the submissions made. Feedback from student members shows that they enjoyed the performance aspect of the poetry competition, they were positively challenged by having to update a scene from *The Tempest* to 2024 and their own particular geographic and cultural context, and they have been encouraged to reach out into their community and engage with them to create their documentary films.

We aim to continue offering a variety of opportunities to student members in the coming school year. We also aim to ensure that our poetry competition reflects the work of a contemporary poet who, like Ada Limón, is willing to give a webinar to our student members at all levels. Final decisions about the content and direction of student opportunities will be made in St. Louis.

Our new NEHS-Harvard Crimson Student Journalism Awards are coming up soon and we hope to see a good selection of entries for both the publication and article categories. Harvard was excited to engage with us on this competition and is willing to maintain a long-term relationship with NEHS. Harvard is offering remote internships at the *Harvard Crimson* for competition winners.

The NEHS Scholarship competition now features a webinar by the Common Reader author, a question set by the author, and an agreement from the author that they will send congratulations cards/messages to the top three winners. We also asked, for the first time, for students to submit video responses to questions about an inspirational book that they have read and about the impact of NEHS on their lives. These videos

can be used as promotion for NEHS on social media as well as counting toward the overall scholarship application evaluation. There is some way to go to make the video submission process seamless (many students seemed blissfully unaware of repeated requests to ensure that their video was visible to evaluators).

We have also widened the scope of awards and grants to NEHS Chapter Advisors. April 1 marks the deadline for teachers to apply for our Smithsonian Summer Institute scholarships. NEHS is working with the Smithsonian to provide full scholarships for two educators to attend a summer professional development course at the Smithsonian American Art Museum in Washington. I hope that our educators take up the opportunity. Again, the Smithsonian is happy to work with NEHS long-term.

We have also worked with NCTE to create an NCTE-NEHS ELA Innovation Award, which celebrates innovative approaches to English Language Arts teaching, and a new Chapter Advisor Enrichment Grant, which works in a very similar way to the Sigma Tau Delta LIT Grant (the only difference is that the activities undertaken by winners must positively impact their teaching during the next school year).

The NEHS Advisory Council will be spending part of their time in St. Louis reviewing all NEHS scholarships, awards, and grants with the aim of making any necessary updates and changes prior to the start of the next school year.

On a final note, the Advisory Council decided to rename the NEHS Classroom Library Grants the David Wendelin Classroom Library Grants in honor of Dave's service to NEHS over almost 20 years. Dave was very happy to receive news of this and may have even shed a tear!

NEHS Advisory Council:

The NEHS Advisory Council continues to be staffed by truly amazing educators who give a lot of their free time to the program. Chris Tamarri, who joined the Advisory Council last summer, has settled in well and has made a number of significant and thought-provoking contributions. Following the departure of long-term Advisory Council member Donna Mitchell in the fall, Bethany Seal, from Harrison High School in Gulfport, MS, stepped into Donna's shoes and is working with Jessica McCole to support Chapter Advisors in more than 500 schools in the Southern Region.

As Jessica has taken on the role of Program Coordinator for the English Honor Societies, she will (sadly) at the end of the semester be leaving the Advisory Council. We will actively begin searching for a replacement in mid-April. I would like to see participation from a Chapter Advisor in Florida (we have a lot of Chapters there) and someone who represents the community they serve.

ELA Honor Society outreach and growth:

ELA has taken a little bit of time to get off the ground and, because our messaging about the Society came out late in the school year, growth has been a little slower than predicted – although we are way ahead of the “worst case scenario planning” that Elfi and I undertook last year. We currently have 20 active chapters of the ELA Honor Society in the US and also at two schools in Panama.

Luckily, because we were able to plan and develop a strategic financial plan for the ELA Honor Society this year, we will make a profit regardless of how many new chapters and student members we enroll. This is because of a plan that involves giving very little cash back to students and chapters (we don't offer large scholarships, for example). We also offer high-quality pins and certificates to competition winners rather than cash prizes. As purchases of pins, marketing materials, and honor cords, and payment for the website were all completed last year, there are no large financial outlays predicted for ELA in the near future.

We have had some sales from the new line of ELA Honor Society merchandise that was put together by Katie and me, which is nice to know. Because our member population is small, income from ELA sales has not been excessive; however, as the legwork on this part of the project is complete, we don't need to do anything else to the merchandise collection other than promote it via newsletters and social media.

Again, because of the QuickBooks set-up, it is difficult to separate financial statistics about each Society from the overall total, but I hope to be able to present some positive numbers at the Board Meeting in September.

ELA Honor Society awards and grants:

In order to ensure the financial stability of the ELA Honor Society we have decided to maintain a very focused system of awards and grants, which will appeal to both our student members and Chapter Advisors. These include a series of writing competitions (for next year these may incorporate other creative opportunities), Professional Support Grants for Chapter Advisors, and Chapter Showcase Awards (which allow chapters to highlight the community service work they have been doing). As mentioned before, winners receive special pins or plaques, which are low-cost prizes for the organization. The only financial outlay for awards and grants is for Professional Support Grants.

ELA Honor Society Advisory Council:

Part of the continued growth of the ELA Honor Society will require further voluntary support for Chapter Advisors and for programming. I envision this coming from a very small Advisory Council made up of dedicated Chapter Advisors. The search for potential candidates to serve on this team will begin in mid-April.

Social Media and Technology:

Katie and I have worked closely to develop plans to systematically communicate with chapters through NEHS social media channels, the NEHS Museletter (blog) and NEHSXpress (newsletter), and to focus content on upcoming opportunities for both students and Chapter Advisors. Our strongest outlets are Facebook and Instagram. Now that Jessica has joined the team, we have a third creative mind to support our social media postings.

Our blogs for the spring semester (January-June 2024) are many and varied and feature a lot more student and Chapter Advisor participation than in recent years. Katie and I have reached out to our international chapters to ask for blog submissions providing recommendations for texts written by authors from their different respective countries. Thus far, we have received over 60 submissions from around the world and as far afield as Armenia, Kenya, China, Tajikistan, Burkina Faso, and Chile. We hope that this will allow our student members and Chapter Advisors to look beyond the western canon of literature and gain meaningful experiences with literature from other places.

This year, as part of the Common Reader Survey for both ELA and NEHS, we have asked Chapter Advisors to make suggestions for the 2026 text. This will take a little bit of pressure off the Advisory Council and will allow the AC to read through texts with more time than before, hopefully resulting in improved questions and stronger choices.

Katie and I have successfully put together some social media challenges for Banned Books Week, Chapter Life, Best Graduation Photo, etc., which have brought in lots of images that we can use for future publicity and to populate our social media so potential Chapter Advisors can see exactly what NEHS and ELA students get up to. Jessica is making huge strides in reaching out to chapters and actively asking them to submit photos.

The NEHS website will be pared down during the summer so as to remove any repeated information and hidden pages (that pop-up once in a while to surprise everyone). This will, hopefully, make navigation much easier for student and Chapter Advisor users. This removal of old information will also make the transition to a new website (hopefully ready for the 20th anniversary in 2025) easier.

Luke, our web developer at NIU, is making significant changes to NEHS Connect and the ELA Gateway to ensure they are running at their best for the coming school year. We are successfully using ELA Gateway as

a trial for technological advances that can be incorporated into NEHS Connect and Write Away! in the future.

Jessica and I have been working together to set-up NEHS and ELA AwardSpring platforms for the spring awards cycle. Jessica is doing a great job and is learning very quickly. She will be ready to take the reins on ELA, NEHS, and Sigma Tau Delta awards in the summer.

Communications:

NEHS awarded more grants, awards, and scholarships to students and Chapter Advisors than ever before in the 2023-2024 academic year. Recipients were very excited and grateful to receive this support from NEHS and all agreed to provide written reports and photographic evidence of the impact these awards are having. These reports are being turned into blog posts (for the NEHS Museletter). Our plan is that all recipients of NEHS awards, grants and scholarships will produce written and photographic evidence of the impact the funding they have received so we can generate further content for NEHS social media channels, blog and newsletter thereby allowing us to publicize our philanthropic work more effectively to candidate groups and individuals. I am particularly hoping to see increased interest in the Chapter Spotlight program, which allows chapters to submit evidence of the projects they are undertaking within their community.

As we gain more and more pieces of photographic evidence of students and Chapter Advisors actively participating in NEHS activities, we will be able to update the website (and change out the old photos that exist there) and generate new publicity materials. This will allow us to market NEHS more efficiently and effectively on a wider scale.

Additional Activities:

Our booth and presentations at the NCTE Convention in Columbus in November 2023 were wonderful opportunities to meet and greet current and potential NEHS and ELA Chapter Advisors. We were surprised by the number of Sigma Tau Delta alumni who came by our booth to say hello and share their memories of conventions and awards they had won. The NCTE Convention was attended by Chris, Elfi, Cami Badman, and Dave Hebestreit (the Midwestern Region Advisory Council members). Our stand looked the best it ever had, and we had lots of wonderful ELA and NEHS merchandise to give away, too. In return, I managed to snag hundreds and hundreds of books which NEHS will be donating to Sigma Tau Delta students who attend its Roundtable presentation. Chris, Katie, Michael Penna, and Chris Tamarri (the two Eastern Region Advisory Council members) will be attending the 2024 NCTE Convention in Boston in November and hope for the same level of success. Also, Emily Kirkpatrick (the NCTE Executive Director) likes working with us, so we can look forward to a strong relationship with NCTE going forward.

This year, NEHS has supported two grassroots literacy initiatives, one in New Orleans that provides free books to children in the Seventh Ward, and one in St. Louis that creates Literacy Labs in elementary schools. Katie and I were lucky enough to visit Jackson Park Elementary School on April 1 to meet the principal, teachers, and students there, and to see the wonderful work undertaken by St. Louis Black Authors of Children's Literature to create a successful Literacy Lab (the 11th they have created). The President of St. Louis Black Authors of Children's Literature will be speaking at the Business Meeting. We supported the Literacy Lab along with other organizations such as the Build-A-Bear Foundation. Katie and I are working with the Build-A-Bear Foundation to put in place a program of mutual support between NEHS and the Build-A-Bear Literacy Program.

Kevin and I have reached out to a number of organizations representing the diversity of our membership at all levels (NAACP, Lambda Literary, GLAAD, NCAI, NCAPA, and LULAC) with the aim of working together to encourage and support further recognition of our student members. We had an immediate response from LULAC asking to work with us and we have submitted a proposal to them.

I am working on an article for English Journal with two award-winning Chapter Advisors (Katie Burnett from Edgewood High School, CA, and Justin Hitchcock from Danbury High School, CT) about the importance of making innovative use of diverse and representative classroom libraries. This will not only provide a publication opportunity for all involved but will also allow these teachers to share their knowledge and skills with a wider audience and promote our Classroom Library Grants.

Last semester we had two very successful webinars, one with Ada Limón (current Poet Laureate) and one with Kayte Nunn (author of the NEHS Common Reader). Namon pulled some statistics and said that they were among the best attended webinars ever! The NEHS Advisory Council will be working to put together a schedule of webinars for fall 2024 and spring 2025 during the St. Louis Convention. Thanks to Namon and Katie for setting up the webinar and subtitling the events – both huge, behind-the-scenes jobs that don't get enough credit.

NEHS just finished its first (and hopefully) annual Chapter Fundraising Week, in partnership with Double Good. Many chapters participated and, at the last count, a grand total of \$16,500 had been raised by chapters to support their community service projects. We look forward to promoting this opportunity further for 2025 and helping chapters raise even more money to support their community service projects.

I have evaluated Convention Award papers, Stemmler/Dennis LGBT& Awards submissions, Fall Chapter Project Grants, and Study Abroad Scholarships for Sigma Tau Delta.

Concerns:

This is not so much a concern, and rather an announcement: NEHS will be celebrating its twentieth anniversary during the summer and fall semester of 2025. The Advisory Council will be working on a series of events and activities for students. The fall semester was chosen so as not to overlap with the end of the Sigma Tau Delta Centennial year celebrations.

Elfi's retirement has revealed just how much Elfi did and now how much extra work has had to be taken on by other members of the team. Katie and Namon have borne the brunt of this and have divided Elfi's marketing, technology, and convention planning duties. Aside from those roles, Elfi did a huge amount of work to support NEHS and ELA that was not listed in her job description and, thus, was not part of a planned division of work. Those responsibilities I have taken on. While I don't wish to compare my new workload with that taken on by Katie and Namon, it is clear that the current staffing situation is not viable long-term. We all work to support each other and do a great job at that. I have the support of my colleagues and I hope they know they have mine. However, the organization needs to make some strategic decisions about short-, medium-, and long-term staffing needs to ensure that everything continues to run to the high-standards we expect.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

In January 2024, in the wake of Elfi Gabriel's retirement, my position shifted and grew to assume Elfi's marketing and convention planning responsibilities. At the same time, our new Project Coordinator, Jessica McCole, joined the team and has taken over social media. A shockingly large amount of my time is now spent responding to student and Chapter Advisor inquiries submitted to the sigmaoffice, englishconvention, and sigmatdapply resource inboxes. I also continue to serve as house copy editor for the Central Office. At the time of writing this report, we are still waiting on HR to approve my new classification, job description, and salary. Befitting the 2024 Convention Theme, my job has very much been "in flux" these last six months.

Human Resources

- Drafted revised job description for the new Director of Marketing and Communications position, combining essential responsibilities from the existing Director of Communications and Director of Marketing and Technology job descriptions
- Spearheaded all onboarding and training of new Project Coordinator
- Identified best classification for new Event Coordinator position and, in collaboration with Namon Kent, crafted a job description best suited to satisfy our current CO needs

Marketing

- Assumed responsibility for the Society's marketing plan
- Scheduled meeting with G-Merch on April 2 to discuss direct marketing
- Maintain and update branding, licensure, and trademark
- Conducted preliminary research into resuming exploration of a comprehensive marketing platform and CMS

Electronic Communication

- Promoted Society opportunities (convention; Penguin Random House, NCTE, and W. W. Norton internships; internship stipends; study abroad; summer programs; scholarships, awards, and grants)
- Content creation, editing, and layout of Footnotes/NEHSXpress/ELA Bookworm, blogs, and social media
- Assumed primary role in updating and managing website content across all Society websites

Merchandising

- Planned and launched new literary pun merchandise line with Chris Lockwood for Sigma Tau Delta and NEHS
- Coordinated design and launch of centennial merchandise line
- Finalized orders of centennial graduation merchandise
- Ordered new marketing merchandise such as branded tablecloths and an ELA upright banner, as well as two centennial-specific banners
- Planned, designed, and marketed three limited edition designs with Chris to highlight Banned Books Week, *Ballad of Songbirds and Snakes* release, and Black History Month
- Planned photo shoot with Chris of G-Merch products in St. Louis for Sigma Tau Delta, NEHS, and ELA
- Negotiated pop-up store inventory list for convention with G-Merch

Sigma Tau Delta *Rectangle and Review*

- Collaborated with Managing Editor Carie King on copy editing and design of the 2024 journals
- Worked with Carie and Robert Wexler on proofing and finalizing layout of PDF and ePub files
- Disseminated electronic *Rectangle* and *Review* through Prolific Works
- Drafted a quick reference editorial guide for Carie and next year's interns to further streamline editorial process
- Established journal timeline with Carie for 2025 journals
- Coordinated and marketed journal internship and journal submission Q&As with Carie

Convention

- Collaborated with Elfi/Namon to update 2019 Convention website for this year, revising, drafting, and posting content across site
- Marketed convention opportunities through email blasts, special convention issues of Footnotes, convention blogs, and social media ads
- Collaboratively led weekly convention planning meetings with Namon and the convention chairs, starting in January
- Managed convention presenter RSVPs and final submissions
- Coordinated convention schedule planning with Namon and convention chairs
- Built out and published the convention schedule in Ex Ordo with Chris
- Coordinated judging for convention awards with convention chairs and Kevin Stemmler
- Designed and compiled supplementary pages for a PDF convention program
- Coordinated with vendors
- Worked with Jessica to set up and design convention app

AwardSpring

- Finalized follow-up on the Fall Awards Cycle
- Collaborated with Jessica on designing new awards program tracking spreadsheet to improve awards program processes and procedures, including tracking of follow-up steps, mailing information, and cutting and mailing of award checks
- Updated and tested Winter Awards Cycle with Namon; facilitated review of applications and subsequent award/deny notifications and follow-ups
- Planned and hosted webinar on the Spring Awards Cycle with Jessica and Namon
- Updated and tested Spring Awards Cycle with Jessica and Namon

Communications Committee

- Discussed Outstanding Literary Arts Journal Award and Sigma Tau Delta Journals display at convention, including plan to highlight journal interns; sadly the print copies of the 2023 OLAJA recipients have been misplaced
- Collaborated with committee members and Student Leaders on developing a scavenger hunt-type game to promote the journals at convention

Centennial Task Force/Planning

- Proposed revised centennial timeline, launching celebrations at the 2024 Convention and running through May 2025, with official closing ceremony at 2025 Convention
- Built centennial webpages, including banner ad that will remain on the homepage throughout the duration of the centennial celebration
- Collaborated with Shannin Schroeder on a series of promotional centennial emails to release over the two months leading up to the 2024 Convention

- Spearheaded swapping out new centennial seal across all websites and platforms in March
- Participated in conversations and voting regarding the 1924 donation, 1924 scholarship, and 100 for 100 campaign

Central Office Liaison to Student Leadership

- Proctored monthly video chat meetings with SLs
- Worked closely with SAs to assist in setting deadlines, planning activities/assignments, and planning convention
- Collect/track/edit & distribute all SL work (blogs, Meet the Deltans survey, Common Reader videos, Humans of Sigma Tau Delta posts, social media takeovers)
- Worked with SAs in continued revision of SL social media contributions
- Established regional Instagram accounts to help take the place of the regional Facebook groups
- Collaborated with Student Leadership on plans for SL Social and Workshop and developed prize list and activities

Central Office Liaison to Alumni Representative

- Met bi-weekly with DeAndra Miller to discuss planning and execution of AR goals
- Worked with DeAndra to add Jessica to the Discord admin team; Jessica's daily #qotd (Question of the Day) prompts are generating continued engagement and value to the server—we have a flourishing community, which was our hope from the beginning
- Collaborated with DeAndra on re-envisioning the alumni newsletter
- Worked with Deandra on drafting a new Alumni Representative Handbook following the reworking of the position after the dissolution of Alumni Epsilon

Social Media

- Trained Jessica on social media posting/scheduling across all social media platforms, including maintaining brand awareness on social media graphics
- Oversee social media plan and campaign strategies
- Banned Books Week 2023
We had a unique occurrence, for us, during Banned Books Week in October 2023, and had several posts go viral. As a point of reference, most of our Facebook posts don't exceed 300 impressions. Our farthest reaching BBW post exceeded 1.3 million impressions. Unfortunately, this was due largely in part to troll accounts targeting and attacking posts promoting access to diverse books. On the first day, I recruited our SAs and Chris to help monitor and we blocked and banned where necessary; however, as the week progressed, we quickly became unable to keep up. After careful consideration within the CO, we decided it went against the message of Banned Books Week to shut down the conversations that were happening. Our members were showing up in droves to fight the good fight. We did continue to monitor as able and blocked and banned where our community guidelines were being egregiously breached. We have experienced slightly elevated engagement since October on Facebook and have had a higher than normal number of spam join requests to the regional groups. This is an issue Jessica and I will need to consider carefully as we plan our 2024 BBW campaign.

[2023 Banned Books Week Facebook Engagement Statistics](#)

NEHS

- Promoted World Teachers Day by collecting videos from Board and Advisory Council members to post to YouTube and share across social media throughout the day
- Collaborated with Chris and Jessica to promote our first ever NEHS Chapter Fundraising Week
- Featured NEHS Scholarship recipients on social media through NEHS Scholars posts

- Featured the Advisory Council members through Meet the Advisory Council posts on NEHS Museletter
- Collaborated with Chris on promotional posters for NEHS opportunities
- Grew NEHS blog content with regular weekly topical and opportunity-based posts—future growth includes blog submissions from AC members and international chapters

ELA

- Branded and launched new ELA newsletter, titled ELA Bookworm
- Collaborated with Chris on promotional posters for ELA opportunities
- Set up and promoted social media/photo competitions

Additional Activities:

On April 1, Chris and I will visit Jackson Park Elementary School. During our meeting with the principal, teachers, and students there, we will tour the new Literacy Lab built with the funds donated by the NEHS Literacy Initiative Grant to St. Louis Black Authors of Children's Literature. The Jackson Park lab marks the eleventh they have created to date.

On April 2, Chirs and I will have the opportunity to visit the Build-A-Bear Foundation's World Bearquarters in a continued effort to establish a program of mutual support between NEHS and the Build-A-Bear Literacy Program.

Concerns:

It has become abundantly clear in the wake of Elfi's retirement how desperately understaffed the Central Office is. Namon and I, already possessing full-time workloads of our own, found ourselves splitting up and taking on the entirety of Elfi's job. This has been an overwhelming undertaking, to say the least. Jessica's long-time familiarity with the Society enabled her to hit the ground running and her contribution has been invaluable as we work toward not only keeping the Society afloat during this transitional period, but as we gear up for the launch of our centennial celebrations. Similarly, Chris's contributions have stretched far beyond the reach of NEHS and ELA, becoming an essential sounding board, copy editor, marketing collaborator, and convention planning aid. In short, we could not have managed without the support of our fellow Central Office staff, yet even so, the hours we currently are maintaining are untenable.

It is imperative that the Central Office become fully staffed in the coming year. With luck, our forthcoming Event Coordinator search will be successful, but we also desperately need a full-time office manager. With an office manager in place, efforts again can return to chapter recruitment and growth for Sigma Tau Delta.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

In this report, I will outline the pivotal duties and responsibilities that fall under my purview as the Technology Director. With the absence of a key person, Elfi Gabriel, additional roles have been entrusted to me, necessitating a more comprehensive oversight of various technological initiatives. The recent inclusion of two honors societies, Sigma Kappa Delta and ELA, has led to rapid growth. Specifically, the growth of NEHS has resulted in an expansion of my duties. From managing projects and overseeing website development to supervising board activities and ensuring seamless technical support amidst organizational expansion, each aspect plays a critical role in advancing our technological capabilities and meeting the strategic objectives of the organization. This detailed breakdown aims to provide a comprehensive overview of my enhanced duties and the strategic direction I lead in leveraging technology for organizational success.

Project Management

- Deployed effective strategies for managing projects
- Sourced, configured, and managed specialized application software
- Initiated projects, determined scope, and planned for implementation
- Identified project issues and created successful action plans
- Provided technical expertise in designated areas such as computer programming, database administration, data analytics, web services, network administration, other designated tasks
- Process of developing standard operating procedures common annual projects

Website/Information Technology and Applications Design and Development

- Formulated, implemented, and enforced website presence
- Optimized online content for maximum visibility and ranking
- Provided essential support for improving web user experience
- Applied analytics and usability tests to evaluate websites and digital applications
- Evaluated and recommended new web application features
- Oversaw technology operations, security, policies, and systems
- Researched and proposed cost-effective technology solutions
- Developed registration system for annual convention

Board Supervision and Communication

- Communicated effectively with team members and stakeholders
- Developed a specialized technology plan
- Documented project milestones and provided status reports
- Identified and recommended upgrades and configurations
- Provided input and actively participated in developing and adjusting strategic plans to determine future operational needs

Administrative Duties

- Managed databases, email distribution, and scholarship application system
- Managed convention registration for the annual convention
- Assisted with content management and managed WordPress sites

Technical Support Duties

- Managed technical support to members and Central Office staff
- Managed hosting account support
- Managed social media, app management, and digital certificate support

Additional Activities:

In addition to handling our main responsibilities like project management, website design, board supervision, administrative tasks, and technical support, I also took care of some additional activities to enhance our operations. I conducted thorough reviews of completed projects, implemented a new system to streamline website content management, and automated certain email processes for increased efficiency. Moreover, I led training sessions to introduce our team to new communication tools, fostering better collaboration and information sharing within the organization.

Furthermore, I focused on enhancing our technical support by introducing a new system to streamline the convention committee process of managing paper assignments to the convention schedule. These initiatives not only improved our workflow but also reinforced our technological infrastructure, ensuring we stay agile in adapting to emerging tech trends and effectively meeting the evolving needs of our stakeholders.

Concerns:

Looking ahead, the departure of a key team member has got me a bit worried about the future workload. With one less person on board, it means the rest of us have to step up and take on more tasks. This could lead to a lot more on our plates, especially in areas like project management, website stuff, board activities, admin work, and tech support. Juggling all these extra responsibilities might put a strain on our resources, possibly affecting project timelines and requiring us to put in extra effort to get things done right. It's going to be a bit of a juggle to handle the increased workload while making sure we keep up the quality of our work. So, we'll need to figure out how to manage the load, reshuffle tasks, and come up with ways to fill the gap left by our departed team member to keep things running smoothly and ensure we stay on track with our goals.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

My work as Program Coordinator is focused in Society communications and scholarships. The communications side of the position includes posting Society updates and items of interest to engage members across all social media platforms (Instagram, Facebook, Twitter, Pinterest, LinkedIn, Discord, and YouTube). Other elements include monitoring engagement across each platform and editing blogs, newsletters, mailings, and webpages. Instagram sees the most engagement from our members while Twitter and Pinterest have the least amount of activity. The Sigma Tau Delta Facebook page is regularly active, but the regional groups in Facebook continue to have low engagement. Meanwhile, LinkedIn and YouTube are low but growing.

The scholarships side of the position includes updating scholarship information in AwardSpring and on English.org for each cycle, testing the platform before scholarships open, and communicating with with applicants before, during, and after award cycles. Generally, the internships, grants, and scholarships receive much attention from our members. One focus for future cycles is organizing the flow of the application in AwardSpring to offer a more user-friendly experience for members.

Additional Activities:

Electronic Communication

- Promoted Society opportunities (Convention, Penguin Random House, internships, study abroad, scholarships, awards, and grants)
- Content creation, editing, and layout of social media, blogs, and newsletters
- Sent Society emails promoting Convention, webinars, and scholarships
- Tracked, edited, and distributed SL work (blogs, Meet the Deltans, Common Reader/Society Recruitment videos, and Humans of Sigma Tau Delta posts)
- Edited/proofed Society content shared broadly via website or email communication
- Updated members as needed through MailChimp

Convention

- Worked with Katie on app design and functionality
- Worked with Katie to edit and create app content
- Worked with Katie to edit the Program in ExOrdo
- Communicated with members attending Convention to provide roommate possibilities
- Attended weekly meetings to discuss developments in planning the Convention

Scholarships and Awards Committee

- Met to discuss opportunity for MLA internship
- Met to discuss work with LULAC

Social Media

- Increased focus on Instagram Stories to highlight content from blog and newsletter articles to boost clickthrough engagement
- Transcribed Society videos and webinars for accessibility
- Monitored and created content for engaging Alumni in the Society-owned Discord server.
- Created Humans of Sigma Tau Delta posts which highlight the diversity of our membership and show many ways in which members can remain active

- Created advertisements for new merchandise, Convention, and scholarship opportunities
- Created content to engage members in daily involvement across all social media platforms

Scholarships

- Collaborated with Chris to create and publish award cycles for NEHS and ELA
- Communicated with Study Abroad students to verify their arrival and distribution of award
- Communicated with Jeannine and Jeanette on sending checks to scholarship, grant, and internship winners
- Tracked payment and follow-up requirements for scholarship, grant, and internship winners (submissions for Society blogs)

NEHS & ELA

- Collaborated with Chris on creating content by creating a plan to boost engagement by focusing more on student-centered posts
- Created and posted content across all social media platforms for NEHS Scholars and Advisory Council. This has a similar function and purpose as Meet the Deltans: to show the diversity of NEHS and the opportunities available to members
- Edited, posted, and promoted blogs for NEHS
- Created and posted content to increase member activity through social media platforms
- Worked with Chris to publish the award cycles for NEHS and ELA through AwardSpring, including notifying applicants of the results
- Promoted NEHS and ELA merchandise

Concerns:

- Engagement with Pinterest should be evaluated to determine its effectiveness
- Evaluate the need for social media creation and engagement for Sigma Kappa Delta
- Evaluate the need for NEHS to have separate Instagram account from Sigma Tau Delta
- Adapt award cycles in AwardSpring in 2024-2025 to provide a more user-friendly application experience



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

- Completed an audit for Sigma Kappa Delta in January and February: All is well!
- Hired a new parttime position for QBO
- Finished moving all offices so that all personnel can be together in a circle of offices
- Prepared for the convention.
- Secured the two venues needed for our *Meet and Greet* and *Awards Luncheon* in St. Louis—cleaning up details and arrangements now.
- In the process of inviting local community colleges (around St. Louis) to join us at the *Meet and Greet*.
- Training/overseeing a new interim regent.
- I have helped supervise the awards categories.
- I have asked the board to add a new board member as the editor of publications—the decision will be determined by board vote during the board meeting this week (3/3/24). The potential board member has been collaborating with us on publishing our *hedera Helix* magazine.
- Chapter Status/Recruitment:
 - 81 Active Chapters
 - 73 Inactive Chapters (we have a new interim regent). We will vote at the chapter meeting at the convention.
 - No new chapters have been added since September.

Additional Activities:

We have held 1 virtual advisors meeting and 2 board meetings. We will have 1 more virtual advisors meeting next week (3/2024).

We have a board meeting before the conference on Friday, 3/22/24.

However, we will meet during the convention also.

Concerns:

We do not have as many people as usual attending the conference.

Inactive chapters (I have worked on a plan for addressing this issue to discuss with the board after the convention).

Travel from the Central Office at Calhou CC:

Some board members and the SKD Central Office will travel by way of Calhoun Comm. College Vehicles. We will arrive on Wednesday by 4pm.

Some of our board members will leave on Saturday morning. Some of us will attend the Sigma Tau Delta Awards Luncheon.



Immediate Past President—Diane Vanner Steinberg

Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Since the fall board meeting, I've basically done whatever tasks I've been asked to do: read convention submissions, read Norton internship applications, help compile the ballot on By Law and Constitution changes, look over centennial merchandise, attend Executive Committee meetings, and undertake another reading of the Bylaws and Constitution to make sure that they continue to reflect the Board's actions.

Additional Activities:

I have really been pushing NEHS here on this campus. Using materials sent by the CO, I have put together a bulletin board with brochures and information for future teachers. The English Secondary Education part of our English major dominates our numbers.

New Jersey is changing state law for the worse. Prior to fall 2025, students in NJ who wished to study early childhood or elementary education could not graduate without a second academic major, and English was the second choice on this campus for pre-K to 6 teachers (after psychology). That law changes for the Fall 2025 entering cohort. Since last summer, I have been part of the creation of an English Language Arts mini major – a series of 9 literature, linguistics, and writing classes designed to supplement the early childhood or elementary education majors so that students can enter the pre-K to 6 job market with a BS in education and as “highly qualified in English language arts.” These students are also positioned to easily switch to a BA in English Liberal Arts if they are unhappy as student teachers (otherwise, they simply leave college with no useful credentials).

Concerns:

I personally continue to despise the convention app, and believe that (1) it contributes to the difficulty all 21st C people have with listening attentively; (2) it is too easy for attendees to suddenly discover that they have missed an event they would have attended; and (3) students have reported being bullied on the app by others who are trying to amass attention on it.

Today's undergraduate does not need to be encouraged to spend more time on their phone and less time chatting with others they've met at convention.

A “paper schedule” need not be the paper schedule of pre-pandemic days. The convention chairs should continue to produce a web-based schedule of the convention that is easily searched and updated. The paper version of convention should list only large group events, with empty spaces into which attendees could jot down their own choices for the Breakout Sessions they wished to attend. A paper version could also note chair and moderator duties, and also introduce the student leadership team, the convention theme, the keynote speakers, the CO staff, and the Board.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

While the substance of the Executive Committee’s work is covered in its report, my responsibilities included planning agendas for and leading each of our Zoom meetings between Fall Board and this report, including our first meeting after Fall Board late in October and meetings in February and March. In between these meetings, we have used emails, text exchanges, and Google surveys and docs to continue our work. In addition, a primary focus, as described below, was on preparing for the Centennial.

After the Board meeting, Jeannine Szostak and I spoke about the Board contracts, prompting her to track down those not returned. I also initiated a Web Redesign Task Force to work with Matt as CO liaison and received updates on the progress and extended timeline for that Task Force. And in October, I was a virtual attendee at the Southwestern Regional Conference; I also attended the Ada Limón webinar asynchronously.

Shortly after the Fall Board, I returned to my summer revision of the Executive Director evaluation questions, first soliciting feedback from staff members on the CO-specific version of the evaluation (new this time). In December I completed revised drafts of the two versions of ED evaluation questions, received Executive Committee approval of the questions, and coordinated final bylaw changes. In January I orchestrated an electronic vote of the Board over Bylaw changes, as well as conducting the evaluations for Matt Hlinak. My role in the evaluation itself included creating the survey, contacting Board members and affiliates, and then reviewing the anonymous scores and feedback in detail with the Board officers, and in an overview with Matt. In our very positive meeting, we discussed the officers’ recommendations based on the strengths and areas for improvement identified by those who completed the evaluations.

In February I represented the Society at the Association of College Honor Societies one-day leadership event and three-day conference. The experience was intense, and enlightening. I came away with pages of handouts (which I shared with the Executive Committee) and pages of notes that I still need to organize into a useful document for key Board members and CO staff. A small sampling of my takeaways: a renewed desire to fundraise (while abiding by individual state restrictions), a better appreciation of the number of honor societies and the work they’re doing, ideas for partnerships between our and other societies, a true understanding of our convention’s scale and professionalism, and a love for the coined term and action “the singular applau.”

In addition to the work that went into February and March meetings with the Executive Committee, I also began working with Katie Mudd in the CO, offering feedback for Centennial merchandise, marketing, and planning that the Task Force had set in motion. After my email February blast in anticipation of our Centennial celebrations appeared (see “additional activities”), I also responded to an Advisor/chapter letter of concern in my capacity as author of the message and of the abbreviated history and on behalf of the Executive Committee.

Most recently, I reviewed and contributed to a draft of a proposal for the League of United Latin American Citizens for Chris Lockwood, after which I asked the Executive Committee to review and approve the proposal in principal; I have agreed to participate in the next meeting. I was also looped into an earlier email exchange regarding an MLA internship and hope to continue offering assistance with any initiatives that provide our students more equitable and broader opportunities.

Early this March, I met with Lexey Bartlett to discuss the ways in which the Executive Committee and Centennial Task Force had met or were in the process of meeting Strategic Planning goals. As a capstone for two years of work as president, that conversation was encouraging—and inspiring.

Finally, I worked with Jeannine on the draft of this Taume before sharing it with the Board.

Additional Activities: Since the Fall Board meeting, I have contributed to the work of other committees and to the Society as a whole as follows:

- I began work on a voice-over script for a Prezi on creating letters of recommendation (aimed at Advisors), with the help of Carrie King, who trimmed and combined the audio and visuals.
- Leigh Dillard and I began meeting about Research in the Round, which we agreed to coordinate for the 2024 Convention; we also met with Student Leaders to secure their insights and help. Since that time, Leigh and I have read two separate rounds of submissions, worked with conditionally accepted proposals, and put Student Leadership mentors in touch with Table Hosts. I created a flyer for SL mentors, helped to connect Table Hosts with their SL mentors, and followed up with some mentees. I will also be assigning participants to tables in RITR, will soon be printing materials for registration and tables, and will work the event at the Convention.
- I provided feedback to Amy Gates and the Scholarships & Awards Committee regarding essay questions.
- Since our appointment as co-chairs, Leigh, Kevin Stemmler, and I have been in consistent contact, including multiple Zoom calls, to discuss possible speakers, brainstorm convention themes, gather feedback about a Common Author [to be renamed], and recommend and read numerous Common Reader options. We also reached out to the members of the current Convention Committee, asking for input and advice.
- Late in the fall semester, I crafted a letter to Advisors on behalf of the Board about the value of serving as a Regent and, more broadly, as a member of the Board. I also did some recruiting based on my positive experience at Southwestern Regional Conference.
- Co-chair Kevin Stemmler and I called and orchestrated the November meeting of the Centennial Task Force (see that report). My personal work to bring the decisions of the TF to the CO has included a) creating an updated, concise history for the website, b) writing language for email blasts about the Centennial, c) bringing a new scholarship to the Executive Committee and then to the full Board for approval, d) putting Centennial decade stickers in motion and working with my family to provide those to the Society, and e) working with Katie and the CO on decisions about the launch, merchandising, and other details of the Centennial celebration.
- In March, I practiced for and participated in a webinar dedicated to educating students about our scholarships, awards, grants, and internships. I also read for Convention awards, including all possible submissions for the LGBT& Awards.

Special Concerns: This year, I served on my campus's committee to create policy about generative AI for faculty, staff, and students—and am paying close attention to ongoing conversations about the ethical and legal implications of AI use. I also brought the MLA/CCCC joint task force working document on AI in writing to the Executive Committee's attention. Sigma Tau Delta should take a stand on behalf of authors, artists, and other creators among and beyond our membership and to be proactive in the conversation about AI around education within English-related disciplines.

Of particular concern is the repeated refrain of our CO staff being overworked. With two additional positions added/in the works, we need a clear process for shifting responsibilities to new employees—with oversight to ensure that the shift is successful in addressing this serious concern.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns. The duties of the Vice President/President Elect outlined in the Constitution are as follows:

- *The Vice President/President-Elect* shall preside in the absence of the President and shall assume duties at the request of the President.

Since September, most of my activity has been my participation as a member of the Executive Committee and of the Centennial Task Force and as chair of the Strategic Planning Committee, as well as a few additional activities in support of other committees or in my role as an Advisor.

Additional Activities:

As a member of the Executive Committee, I have actively participating in meetings and responded promptly to any requests for action in between them. I have actively participated in the Centennial Task Force, primarily by providing timely responses in online discussions and requests for input. As Strategic Planning Committee chair, I implemented the process for collecting progress reports on strategic plan objectives for the 2023-2024 year, detailed in that committee report.

In more general work for the Society, I evaluated Convention submissions in the fall and judged for Convention awards this month.

As a chapter advisor, I took members of my chapter and other FHSU students on a trip to see *A Midsummer Night's Dream* at the Flint Hills Shakespeare Festival in October and supported their campus presentation for Banned Books Week in early October in a partnership with the American Democracy Project. We had a great time participating in the High Plains Regional Conference, and many of our members submitted to present at the Convention, so we will have our usual vanload of attendees! We have an online Common Reader event planned for March 19 with the Dighton High School NEHS chapter, sponsored by former High Plains SR Tristan Wilson Haynes, who is also bringing eight students with her to Convention (she was HP SR the last time we were in St. Louis). We're looking to round out our chapter year with some poetry events in April.

Concerns: None at this time.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

- Reached out to the STD financial advisor for information pertaining to the financial health of the society and assisted the Central Office in identifying information needed for a State of Giving Report.

Additional Activities:

- Served as Co-Chair of Communications Committee.
- Worked with Executive Committee on assigned tasks.
- Chaired new task force on societal website redesign.
- Judged literary arts journal submissions for spring awards.

Concerns:

N/A



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Since the fall Board meeting, the duties of the Officer at Large have been revised and they continue to evolve. As the Officer at Large is now the liaison between Student Leadership and the Regents, I have been attending the regular SL meetings and submitting reports of activities to Leigh. I have worked with the Jr. and Sr. SA to contact Left Bank Books for convention donations and door prizes (thanks to Felicia's help with introducing us!) I drafted and submitted a short survey to SL, asking for responses about favorite authors. This information has been shared with the Convention Co-chairs, to assist in exploring possible Convention speakers for 2025. Likewise, I have asked SL to provide suggestions for the Author Spotlight (name to be determined by Convention Committee) for 2025. Regent suggestions and other Board members suggestions were also considered. I also worked with Kaitlynn on making the convention assignments for Student Leaders, making sure everyone knows in advance where they are scheduled to be and what they are expected to do for the event. I also contacted the individuals who are responsible for the speaker introductions and have arranged for them to submit their drafts to us for suggestions, revision and praise. (In the past, this role has been randomly assigned each year. Shannin has asked that it be made a permanent part of the Officer at Large's duties, since that individual is already working with Student Leadership—and for the sake of continuity.)

I have worked regularly with Leigh and Shannin since the Pittsburgh Convention co-chairs were announced. Now that preliminary meetings are taking place, we have begun to work with the existing Convention Committee, asking for feedback on Convention theme suggestions and sharing the Author Spotlight selection with them. (On the subject of conventions, as part of my recent Executive Committee work, which I'll discuss shortly, I have requested that the Executive Committee revisit the way the Convention Committee is set up, to allow the current members who are not busy chairing the current/upcoming convention to work with the next year's chairs to begin working early on speakers, themes, programs, instead of waiting until June when the next year's committee would be announced. This will allow crossover for members, but will allow two teams of chairs to be working separately on the society's events.). We have already done intense work on researching potential authors for Pittsburgh and will keep the Board informed when any decisions are made.

I have attended regular Executive Committee meetings and have participated in discussions of important work that is being done on this committee and in the Central Office.

I volunteered to promote Jeannine's commitment to LGBT& issues by asking people to consider donating to her fundraising endeavor for Trevor. (Check out her Facebook progress!). Many thanks to for either moral or financial support of Jeannine's activity.

I participated in the Q&A portion of the March webinar on Scholarships and Awards. Likewise, I have attended all of the webinars offered through NEHS (which have been wonderful).

Since October, I have been working closely with Chris Lockwood on finding ways to establish and fund new scholarships, awards, essay contests, and internships for STD, SKD, NEHS, and ELA. As a promise to Eunice at the September Board Meeting, we are exploring additional options that will celebrate our Societies' diverse membership. Chris and I have reached out to Trevor, GLAAD, NAACP, LULAC, NCAPA, and LAMBDA, to name a few, asking for meetings to discuss potential partnerships, projects, ideas that will benefit our students and faculty advisors. We are currently in talks with LULAC's CEO/Executive Director and the Director of Educational Programing. They are very enthusiastic about a partnership and we are continuing to work out details (perhaps in time for St. Louis). Once we complete exploratory meetings, Felicia will be working with us on any benefits to the Service and Partnership Committee.

I have been working on ways to continue to seek commitments from Past Presidents and Delta Award winners (work I started last year when I was covering for Diane). To further explore, and to take the financial burden away from the PP/Deltans, I am working with Chris on a form to gather information from these individuals so that we could contact potential donors. We have reached out to the family of Beth DeMeo (both a Past President and a Deltan) to see if they would like to participate in the honoring her as part of the 20th anniversary of NEHS (since Beth signed off on the paperwork to create the society). This is continuing the work that Larry and I hoped would follow in the creation of the Stemmler-Dennis LGBT& Award. This is also the reason why I have been working extensively with Chris on trying to create new convention awards (best work in any category to honor diversity), which was the intention of our original award.

I recently submitted (for Katie's benefit and for the benefit of future CO Convention use) the original guidelines for the LGBT& Award. The award was created because of a history of LGBT themed work/LGBT identified students being discriminated against in the judging process. We offered to privately fund the award to allow for a special rule that ALL LGBT& themed work accepted for Convention is eligible for the award and that ALL submissions (not just the ones with the highest rankings) will be read by an appointed panel of judges who either identify as LGBT& or are allies of LGBT students. This was the only way to level the playing field for our membership.

I am asking to work with SL, Regents, NEHS, SKD, ELA, etc., to create informal webinar Book Clubs that will center around the year's Author Spotlight. These informal book discussions may provide activities for chapters that cannot attend conventions and conferences, and they would promote the mission of the Society/Societies. Monthly discussions of poetry, an essay, or a short story, could coincide with monthly celebrations (Hispanic Heritage Month, Black History Month, Women's History Month), or offer a way to celebrate any identities that have not been allotted a "month" or celebration—yet. In a meeting with Shannin recently, we discussed how this might also continue the work of our annual Convention authors. Chris and I have suggested that future contracts might also request a post-convention webinar in the following year. This would also be a way of furthering the idea that Leigh has suggested, that the Common Reader text and author should be discussed and celebrated for a two-year cycle. (Think: Toni Morrison Book Club)

I have supported Shannin as the Centennial Committee co-chair and we have been discussing ways to continue this year's launch of the Centennial year's celebrations, taking it from St. Louis to Pittsburgh.

I have tried to live up to the title of my office, making myself available—at large—to any group, individual, committee in our Societies that may require additional help. I am attempting to literally live (at) Large.

Additional Activities:

I attend virtual and in-person speaking events for vetting authors and activities for the Pittsburgh 2025 Convention (and random Society events and purposes).

Concerns: My only concern is with people taking time to respond to messages. We all get busy, but not answering an email or not responding to a question creates disorder and slows down the work of individuals and entire committees.



Eastern Regent–Felicia Steele

Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Since the fall board meeting, I have disseminated information about scholarship programs, internship opportunities, and other information through quarterly communications to chapter advisors and leaders. I have offered repeatedly to record welcome messages for newly inducted members at chapters, but, to date, no one has taken me up on this offer.

Much of my effort to "encourage and stimulate active chapters" has come through my communication with chapter advisors through unrelenting and unrelenting requests for volunteers for readers for the two publishing internship programs. Rather than relying solely on repeat volunteers, I have made a practice of contacting faculty advisors for all applicants for the previous cycle (except those I know are active readers for other programs, although Carie King has been brought into my pool of readers) from the previous cycle and inviting them to participate. This has spread the wealth and responsibility around and faculty advisors have thanked me for the opportunity to participate.

At the 2024 MLA Convention in Philadelphia, I presented on an ADE hosted panel about Career Outcomes for English majors attended by approximately 120 people. My PowerPoint presentation promoted Sigma Tau Delta's career blogs and provided information about the society as well. The presentation is public: https://bit.ly/MLA_SigmaTD. In the presentation, I also provided access to a Diigo Outliner that classified the blogs available through wordbynature.org by career type so that the blogs could be used in Career Preparation classes. The link to the outliner is ridiculously long, so it is best shared through the presentation. A number of faculty spoke to me after the session and said that they hadn't realized that these opportunities were available through Sigma Tau Delta and that they would go back to their institution with a different attitude toward the society. I don't know if this has resulted in the chartering of any new chapters or the reinvigoration of the chapter, but it did provide a point of contact between the MLA and Sigma Tau Delta. The final slide in the presentation encouraged attendance at the Sigma Tau Delta convention as a pre-professional activity that could help students professional development.

This year, a new chapter at Lafayette College in Pennsylvania has been chartered. This charter was directly related to my participation in an ADE new department chairs training session that I participated in as associate chair in 2022. Since I become the chair of my department July 1, I have asked to participate again in this ADE training and will again sing the praises of Sigma Tau Delta. Since Janine Utell (Program Manager, Professional Development & Staff Liaison to the Association of Departments of English) from the MLA is coming to our convention, I think that we are on the road to a closer relationship with the MLA; this connection was one of my major goals.

Along with Janine Utell, I'll be co-editing an issue of the *ADE Bulletin* on advising and mentoring. The Call for Papers is available at https://bit.ly/ADE_Bulletin_CFP and will be shared widely throughout the convention. Please share this call for papers announcement in your regional network sessions. We will have flyers to share with you all.

I serve as the chair of the Service and Partnerships committee and as a member of the Scholarships committee and the Regents Committee. As chair of the Service and Partnerships committee, I have worked to cement our connection to W. W. Norton and to explore new partnerships. I cultivate, identify, and communicate with readers and with representatives from the partners and coordinate the scoring of Internship applications for all three programs (Penguin/Random House, W. W. Norton, and the Internship Stipend program). I was one of the readers for the NEHS intellectual freedom essays in October

2023. Finally, I've assisted the Convention organizers by serving as the contact with Left Bank Books. In this capacity, I generated the book list for onsite book sales.

Once again, we circulated a call for proposals for an Online Regional Symposium and received exactly ZERO proposals. Even though I think that the Symposium is a terrific idea, I don't think my region thinks it is a terrific idea, and we should put it aside. There will be a regional conference at Mount St. Mary's University in Maryland, Saturday, September 14, 2024.

On April 29, I will be the keynote speaker for the first induction ceremony for Holy Family University in Philadelphia. This is the first chapter to take me up on that standing offer.

Additional Activities:

Concerns:

I think that I have the same concerns that many of us have. My first concern is how we guarantee academic integrity in the application process for internships. What expectations do we have about the use of AI technologies in the generation of resumes and coverletters? Or in the generation of papers for convention or for scholarships?

My other major concern has to do with the increased pressures on faculty advisors, particularly at small schools that are seeing increased teaching loads. How can we help advisors cultivate active and engaged chapter officers who can carry some of the weight that faculty advisors have typically shouldered? How can we generate models that draw the responsibilities of Sigma Tau Delta away from service and into teaching and scholarship loads?



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

- Remained in contact with Eastern Regent Felicia Steele and ASRs Sofia Escobar/Katherine Berube
- Assisted Eastern Regent, Dr. Felicia Steele, with the call for the Eastern Region Virtual Symposium
- Served on the Service and Partnerships Committee
- Served on the Centennial Committee
- Submitted two Humans of Sigma Tau Delta Posts
- Engaged with Society Facebook and Instagram posts via comments/reposts/shares
- Created a Student Leader Workshop Station
- Assisted with the curating of Student Leader Trivia Night

Additional Activities:

- Facilitated an unexpected transition in the ASR position
- To further service on the local, regional, and national level, I worked at various levels to curate the “Hundred for Hundred”, which serves to have chapters celebrate the Centennial through their own acts of service. This included making graphics, crafting language, and prompting other student leaders to create their own version in other chapters. Piloting at my own chapter, I organized and led The College of New Jersey to do 427 recorded hours of service as the submission of this Board Report).
- Wrote the introduction for author Donika Kelly
- Served as the Publicist for the Alpha Epsilon Alpha Chapter
- Encouraging National Student Leadership and Scholarship Opportunities at the local level

Concerns:



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Since my last report, here is a list of my activities.

- Sent out e-mails to advisers to let them know about opportunities for funding for multi-chapter activities, sharing notable chapter events, attending Convention, and applying for scholarships and grant money.
- Updated the adviser list for those who let me know they were no longer advisers.
- Reached out to historically struggling chapter advisers to provide support.
- Evaluated outstanding chapter applications.
- Worked with the Regents on the new process for Regent applications.

Additional Activities:

- Most of my work this year has been on co-chairing the St. Louis Convention and the weekly meetings and duties that attend planning Convention.
- I also met with the members of the taskforce for re-designing the society website to create an opening plan for moving forward with that important next step.

Concerns:



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Since stepping into the Student Representative position in September, I have been fortunate to receive so much support from my fellow Student Leaders, Student Advisors, Regents, and the Central Office. Thanks to our wonderful Regent, Ami Comeford, we also welcomed a new Far West Associate Student Representative, Charlotte Beale, in late September. Charlotte has brought so much passion and energy to our team, going above and beyond to get caught up and stay involved as a leader, including by facilitating an excellent social media takeover.

Both Charlotte and myself have attended all monthly meetings of the Student Leadership Committee, continued to comment upon the society's social media posts on Facebook and Instagram, created Common Reader Spotlight videos, and submitted pictures and quotes for Humans of Sigma Tau Delta. We have also both contributed to the planning team for the Student Leadership Workshop, each proposing and taking the lead of a table for the event.

In preparation for Convention, I have served as mentor for Research in the Round and prepared an introduction for this year's Common Reader, Carl Phillips. I have helped brainstorm ideas for the journal display, with the goal of increasing readership and engagement. Last fall, I also wrote about my experiences in St. Louis for the Food and Fun in St. Louis blog post.

Regarding the 2025 Convention in Pittsburgh, I filled out all surveys for suggested Common Readers and suggested titles and creatives for the Spotlight Author or Common Author. I am very excited about Student Leadership's involvement with this and am glad that I could help even in the smallest of ways.

Additional Activities:

I am beyond excited to be serving as an Editorial Intern for Random House Children's Books this Summer 2024. I am also thrilled to share my publication this March 2024 in *Scribendi*, the journal of the National Collegiate Honors Council.

Concerns:

Many, many thanks again to all of you for making my transition so smooth and seamless. I wouldn't have traded this experience for the world.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Our regional conference was Nov. 3-4. Candice Gilmer, NYT and USA Today best selling author, was our keynote speaker for the event, and we had seven schools from our region and beyond as part of the program. Several chapter advisors from the region served as moderators. Both graduate and undergraduates presented at the conference. Some alumni members also talked about how to stay involved beyond graduation. During a lunch rountable some students discussed their current jobs with other members. Like last year, the conference was free, online, and open to all regions and students that want to submit proposals.

I continued to meet with my SL as needed to provide mentorship or advice.

I, along with my co-chair Caroline Fitzpatrick, met with the communications committee to determine the winners of the literary journal submissions. We also discussed the other areas of foci tasked to our committee this year in regard to the strategic plan. We were unable to discuss some of our foci at this time because we have not received a report on the usability test, but we look forward to discussing that at a later date.

I met with Lexey Bartlett to discuss the strategic plan through zoom.

Additional Activities:

My chapter is planning to do a common reader event in April.

Concerns:

None at this time ☺



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Met with Student leaders, put together student activities and assignments for the conference, created social media and blog posts to advertise for the conference. Helped to create the regional conference for High Plains, read proposals, organized, moderated, and generated interest in the national conference locally. Did fundraising through Barnes and Noble for local chapter to send students to both Sigma Tau Delta and the SWAPACA conference. Discussed MLA proposal for internship.

Additional Activities:

N/A

Concerns:

N/A



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

I have used the mailing lists Jeannine Szostak has sent (and which I very much appreciate) to communicate with advisors via e-mail several times about upcoming opportunities. I have also shared the link to the monthly podcast created by SR Elle Hardoin and ASR DeAni Blake-Britton to keep Midwestern Region chapters informed and engaged. We three communicate as needed, generally through WhatsApp. I will send one more e-mail to advisors prior to Convention.

I also welcomed a new advisor to the chapter at University of Minnesota Morris and worked with her and the CO to ensure her students are receiving Sigma Tau Delta emails.

I awarded nine Regents' Common Reader Awards to the following: the Alpha Chi Alpha chapter at Southern Illinois University-Edwardsville, the Gamma Beta chapter at Morningside University, the Eta Phi chapter at Northern Michigan University, the Alpha Delta Tau chapter at Evansville University, the Lambda Xi chapter at Missouri Southern State University, the Alpha Nu Nu chapter at College of the Ozarks, the Alpha Mu Gamma chapter at Rockhurst University, the Alpha Tau Iota chapter at University of Iowa, and the Alpha Epsilon Eta chapter at Stephens College.

Additional Activities:

Co-chair of the Scholarships and Academic Awards Committee and a member of the Regents Committee and the Convention Committee. When I became co-chair of the Scholarships and Awards Committee, I came off the Centennial Ad Hoc Committee. I believe I have attended all meetings held to date.

Concerns:

My circumstances have not appreciably changed since the fall 2023 board meeting, and I continue to be spread thin personally and professionally. I am unable to do anything as fully or as well as I would like, but I carry to be best of my ability.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Summary of activities:

Since the Fall Board Meeting, Gabrielle (SR) and DeAni (ASR) have executed or continue to execute the following expectations:

- Attended each monthly Student Leadership (SL) virtual meeting as representatives of the Midwestern Region, which includes:
 - Participating as an active member within meetings and providing availability for use in planning meetings
 - Sharing strategies with fellow student leaders during meetings
 - Helping plan and develop convention programming such as trivia night and the Leadership Workshop
- Maintained an administrative position on the Midwestern Region Sigma Tau Delta Facebook page, which includes:
 - Engaging with posts via reactions and comments at least twice a month
 - Adding new members and managing content
- Routinely communicated within the Midwestern Region team (SR, ASR, and Midwestern Regent Dr. Amy Gates) including:
 - Scheduling times monthly to work together on the Sigma Tau Delta Midwestern Regional News Podcast
 - Reaching out via WhatsApp and email in regards to questions, concerns, and advice in serving within our positions
- Fulfilled duties and obligations as members of the Communications Committee and the Convention Committee, including:
 - Communicating via email regarding updates and plans for convention
 - Reviewing convention processes and modifying the schedule and registration fees
- Sustained the online presence of Sigma Tau Delta by contributing to resources such as:
 - Planning social media takeovers
 - Submitting posts for Humans of Sigma Tau Delta
 - Promoting the common read with videos and readings

Concerns: None thus far.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

In keeping with the expectations of the Constitution, I completed the following tasks:

Sent multiple messages to Advisors through email, including information about Convention, upcoming deadlines, leadership opportunities, etc. Communications have been improved by monthly updates from the CO (through Jeannine) of the Lead Advisor list, which allows Regents more direct contact with Advisors and fewer bounce-back messages. I'm not using WriteAway! for correspondence.

Engaged in direct email correspondence with Advisors and distributed Regents' Funds to two chapters – one for event support (a multi-chapter symposium \$500) and one common reader award (\$100).

Served on the Convention Committee, Regents Committee (chair), and Scholarships Committee. Have volunteered to co-chair the 2025 Convention in Pittsburgh with Shannin Schroeder and Kevin Stemmler. Have also volunteered to chair the ad hoc Website Committee, assuming that position after the 2024 Convention.

Efforts to reactivate inactive chapters and encourage the formation of new chapters remain sluggish, in large part because of the carryover effects of the pandemic and decreased enrollments, especially in the humanities.

The Southern Regional Virtual Conference, hosted by my home chapter at UNG Gainesville, has become a consistent and welcome addition to our October calendar. Now in its fourth year as a virtual event, the 2023 edition featured 74 registered participants, including 29 presenters from 13 schools across three time zones. Seventeen students presented for the first time. Participant schools included:

- Arkansas Tech University (AR)
- Augusta University – alumni (GA)
- Berry College (GA)
- Chapman University (CA)
- The College of New Jersey (NJ)
- Florida State University (FL)
- Georgia Southern University (GA)
- Lander University (SC)
- Loras College (IA)
- Northwestern State University of Louisiana (LA)
- Texas A&M University, Commerce (TX)
- Union University (TN)
- University of North Georgia, Gainesville (GA)

Student leaders Eunice Tan (also a presenter) and Ja'Vontaye Gagum both assisted with the virtual sessions. For additional details, access this link:

<https://sites.google.com/view/unggsigmataudelta/southern-regional-conference>

Additional Activities:

Met nearly every month with student leaders Tan and Gagum, but even when we didn't meet, we maintained contact through Slack and email.

I actively recruited volunteers to replace me as Southern Regent, since I'm vacating my second term early to run for Society VP/President Elect and in turn encouraged Advisors to consult their chapter leadership to vote during the February election period. That activity will be addressed in the Regents Committee Chair's report.

Concerns:

n/a





Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

1. I have attended the Student Leaders training, the Student Leadership committee's August meeting, and the Convention committee's August meeting.
2. I have met on a one-hour conference call with the Southern ASR to chart our vision and plan for our region this year. I founded our word of the year: Connection, and we identified ways we will use our Facebook group page and leadership roles in our own chapters to advance this vision of connecting better with each other and the wider student body online, in joint virtual inter-chapter activities, and Convention.
3. I inducted fourteen new students into Sigma Tau Delta's Theta Omicron Chapter at Union University, led a city-wide reading event displaying English students' original writings to the community, and guided students in submitting to convention and other society opportunities.
4. I initiated the creation and posting of introductory videos on our region Facebook group page, offering direct ways we can help students in our region.
5. I have advertised our regional conference on both our region Facebook group page and to my chapter members and potential attendees.
6. I have commented on at least two Sigma Tau Delta social media posts each month.
7. I have written a blog post for Wordy by Nature.
8. I have made and submitted a video promoting our society and its specific benefit of internship opportunities in my personal experience as a Penguin Random House intern via Sigma Tau Delta priority candidate applications.
9. I have maintained regular contact with my Regent and ASR at least once a month.
10. I initiated the creation of a Convention Committee student leaders chat to collaborate on ideas and communicate clearly with one another.
11. I have offered ideas for the 2024 Convention hashtag.
12. I filmed a video reading a poem in the Common Reader for social media promotion.
13. I contributed a Humans of Sigma Tau Delta quote for the Fall and another for the Spring semester.
14. I did a social media takeover featuring the Southern Regional Conference.
15. I helped ten of my chapter's students submit and get accepted to present at Convention.
16. I initiated and attended monthly/bi-monthly check-up meetings with the Southern Regent and ASR.
17. I volunteered to lead an SL workshop table and began preparation work on that for the Convention.
18. I joined several calls to help the Research in the Round committee as a student leader consultant, offering ideas for promotion and conducting of the event, as well as volunteering to help set up the Research in the Round room at the convention.
19. I volunteered to model Sigma Tau Delta merch at the convention.
20. I attended all SL meetings for the Spring, with the exception of two—one which occurred during my Thesis Defense and the other during a class.
21. I wrote up an introduction to welcome Maryfrances Wagner onto the stage at the Convention and sent it to Kevin Stemmler for feedback.

Additional Activities:

Concerns:



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

I have attended monthly meetings and acknowledged Sigma Tau Delta and my school’s chapter through the use of social media. I have attended various events on my own campus as well as present during the annual Southern Regional Conference that was held in October, 2023. In addition to what I have done in the past few months, I will participate in the one-hundredth annual International English Convention being held in St. Louis, MO and assist in the projects assigned as well as greet other fellow Deltans in a unique and warming manner.

Additional Activities:

I have brainstormed ideas to bring community service in as a way to give back to our community, utilizing the love and adoration of English and how universities can partner with each other in a combined effort.

Concerns:

Certain life events have prevented me from achieving every goal I had set earlier in the school year, however I greatly appreciate the efforts and consideration of all my fellow constituents and peers for making this year a successful one.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

The Beta Xi Chapter at Midwestern State University, with a virtual assist from the Alpha Psi Nu Chapter at UT Dallas, hosted the Southwestern Regional Symposium on October 8.

The Southwestern Region also elected a new Regent, Dr. Sonia Mae Brown from Philander Smith University.

Additional Activities:

None

Concerns:

None.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

- Attended and participated in monthly Student Leadership meetings.
- Checking the regional email and facebook often.
- Filled out all surveys intended for Leadership.
- Left comments on Sigma Tau Delta's Instagram account to increase engagement.
- Left reviews of some places in St. Louis.
- Uploaded my common reader video to the Teams file.

Additional Activities:

- The Southwestern Associate Student Representative Irelyn Coker and I have had multiple meetings, including regarding helping with Research in the Round and being mentors.
- We have contacted our individual Research in the Round hosts and are currently helping them with their one page visual-aid.
- For my own chapter, I initiated and helped organize our Banned Books Week activities and participated in our fundraising (Mystery Date with a Book) to support children's summer reading program and public school Scholastic fair grants).
- Started and monitored chapter's own Instagram.

Concerns:

N/A



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

Between our 2023 fall Board Meeting and April 2nd, 2024, I have successfully executed, or continue to execute, the following responsibilities:

- Co-chaired the Student Leadership Committee alongside Junior Student Advisor Autumn Koors Foltz, Central Office Liaison Kaite Mudd, and Officer at Large Kevin Stemmler, including the following:
 - Routinely checked in with other Student Leaders and committee members to ensure consistent communication and follow-up on all committee affairs.
 - Created monthly meeting agendas and WhenIsGood polls ahead of each SL meeting in October, November, January, February, and March.
 - Facilitated these same monthly meetings.
 - Headed one of two December task forces to plan and facilitate Literary Pub Trivia to be run at the convention.
 - Wrote the majority of the trivia questions to be used at the event and uploaded all questions to the society's Kahoot! site.
 - Curated a convention schedule to fairly assign duties to all Student Leaders and ensure all members knew where to be and when during the event.
 - Worked with Kevin Stemmler to secure donations for door prizes from Left Bank Books.
 - Aided Leigh Dillard and Shannin Shroeder in continuing the mentoring process for Research in the Round participants by assigning SLs, routinely checking on communication between SLs and participants, and mentoring four participants myself.
 - Assisted Kevin Stemmler in assigning SLs to introduce speakers at convention, both in keynote sessions and workshops.
 - Crafted my own introduction for Janine Utell.
 - Gathered Common Reader video submissions and supported SLs in their filming efforts.
 - Submitted my own video promoting the 2024 Common Reader that received attention on Instagram from Carl Phillips.
 - Sent routine reminders of overdue or missing assignments.
 - Supported SLs as needed in their service to committees and task forces, in submitting the assignments listed above, and in submitting their spring 2024 Board Reports.
 - Monitoring the SL Teams channel and sending reminders of approaching due dates and upcoming meetings.
- Participated as an active member of the Service and Partnerships Committee, Communications Committee, and Professional Development Task Force by attending meetings, helping to brainstorm new ideas, and assisting in fulfilling committee charges.
- Managed my own teaching and research load as a first-year teaching associate and PhD candidate at Indiana University of Pennsylvania.

Additional Activities:

Concerns:



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

- Held monthly meetings in October, November, January, February, and March to share updates and stay in communication about all committee operations and responsibilities.
 - Took minutes for those meetings.
- Led the Student Leadership Workshop asynchronous task force beginning in December.
 - Coordinated student leader workshops and produced the bingo boards for use.
- Coordinated with Kaitlynn Sass to review and proofread student leadership convention schedule/
- Mentored Research in the Round participants.
- Filmed an introduction of Carl Phillips for social media.
- Lead discussions and consideration for 2025 Spotlight Author with Student Leaders.
 - First, student leaders were briefed on desires for a spotlight author such as relevancy, regional interest, and multiple points of entry for discussion/critical engagement from chapters and regions at large.
 - Personally, I began my own search by going to the University of Southern Maine archives. I visited the LGBTQ, Judaica, African American, and Sampson General Collections. I was looking to broaden my own perspective on culturally, socially, and academically relevant figures who may not be in my purview.
 - Following this visit, I consulted with Dr. Stephen Fredrick Grandchamp, Dr. Misty Krueger, and Dr. Noelle Dubay to present some of my ideas and get feedback. For Dr. Misty Krueger, my chapter's advisor, we talked specifically about different ways that a chapter could engage the choices presented.
 - Following this process over the course of a few months, I made the recommendation on behalf of student leaders to Kevin Stemmler of James Baldwin, bell hooks, Gertrude Stein, and August Wilson.
- Took part in the Meet the Deltans survey.
- Submitted three Humans of Sigma responses.
- Recommended and helped acclimate newly appointed Eastern Region Associate Student Representative, Katherine Berube.
- Researched potential regional Instagram handles so Katie Mudd could begin the process of creating and intertwining the accounts with the society's Meta account.
- Created a guide for Instagram account etiquette and expectations.
- Attended committee meetings and strategic planning meeting.
- Prepared for the spring Board meeting and convention by submitting Board reports, making travel arrangements, and meeting in advance of the in-person meeting to go over expectations and guidelines.
 - Assisted student leaders with questions and concerns.
- Prepared materials for various convention activities such as the student leadership workshop and the abecedarian meeting.
- In my own chapter, activities have been dense and exciting! Some of particular note is the planning of a centennial event: a surrealist workshop and keynote speech by Dr. Michael Johnson about the 1924 text by Andre Breton, *The Surrealist Manifesto*.

Additional Activities:

I'm pleased to update everyone that following an intense application process, I accepted a fully-funded offer to Colorado State University to pursue my MFA in poetry, where I will begin in the fall.



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period.

Report not yet submitted



Using the duties of your position as described in the Constitution as your guide, please provide a summary of your activities during this time period and note any special concerns.

The Managing Editor of Publications hires and manages Summer Interns and oversees the publication of the *Sigma Tau Delta Rectangle* and *Sigma Tau Delta Review*. Between September and March, I completed the following:

September–December 2023	Finalized issues of the <i>Sigma Tau Delta Rectangle</i> and <i>Sigma Tau Delta Review</i> , working with Katie, Elfi, and Robert (graphic artist)
November	Communicated with interns, proofread blog posts, collected photographs
December	Communicated with <i>Rectangle</i> poetry authors about 2024 Convention Reading
January	Released issues with Katie Began internship applications Hosted 1-hour Q&A for members applying for internships
February	Reviewed internship applications Worked with reviewers on applications
March	Hired interns Began submissions for <i>Sigma Tau Delta Rectangle</i> and <i>Sigma Tau Delta Review</i> Enlisted reviewers for journal submission faculty peer review

Additional Activities:

- Co-chaired (online chair) the SW Regional Conference, October 5–6, 2023.
- Maintained/advised growing chapter (Alpha Psi Nu at The University of Texas at Dallas) and inducted 14 new members in Fall 2023
- Participated in committee work for Scholarship, Centennial, and Communication Committees
- Co-chaired 2024 Centennial Convention with Dr. Glen Brewster and Dr. Ami Comer (weekly meetings, webinars for marketing, decisions, contact with poet, etc.)

Concerns:

We are seeking a new graphic artist this year. (I hope by the Spring Board Meeting, we have someone skilled in ePubs to fill this role.)



Communications Committee–Carrie Fitzpatrick / Kassia Krone

Committee Chair: Co-Chairs – Carrie Fitzpatrick/Kassia Krone

Committee Members: Ja’Vontaye Gagum, Elle Hardoin, Katie Mudd, Carie King, Kaitlynn Sass

Summary of Committee Activities:

- The committee reviewed the Sigma Tau Delta style guide for consistency [e.g., capitalizing “Advisor” and “Region” but not “member” or “chapter”] and usability. The committee concluded that no changes need to be made at this time, but everyone is encouraged to download the style guide from the website to stay consistent with correspondence.
- Committee members discussed possible ways for advisors to be more involved with convention in collaboration with Service and Partnerships. It was suggested that advisors be given a panel at a future convention to discuss best practices (possibly the winners of Outstanding Chapter Award, Literary Journal Award, and Service Award). Another suggestion is for advisors to be recognized or spotlighted on social media or at convention in some way.
- Mudd noted that Facebook may be an outdated platform for the society to use, but that it did help with alumni relations, many of whom still use it. Instagram may be a better choice moving forward for more undergraduate engagement. Twitter or X is still on shaky ground, and some of the new platforms like Threads have not gained enough traction yet to be considered but may be useful in the future.
- A new task force on website redesign was established in October. Fitzpatrick will serve on the task force.
- Fitzpatrick, King, and Krone judged the literary journal awards for the December deadline.
- Since the societal journals are now electronic, the committee shared ideas for the convention display such as images of the journal covers with QR codes to the journal sites, photos of the student editors, and acknowledgement of the journal award winners.

Recommendations or Resolutions:

No recommendations at this time.

Special Concerns:

No special concerns at this time.



Committee Chairs: Glen Brewster, Ami Comeford, Carie King

Committee Members: Leigh Dillard, Amy Gates, Autumn Koors Foltz, Diane Steinberg, Kevin Stemmler, Namon Kent, Katie Mudd, Destiny Jones, Eunice Tan, DeAni Blake-Britton, Kelly Taylor, Joan Reeves, Leigh Ann Rhea

Summary of Committee Activities:

Since Elfi Gabriel retired at the end of 2023, Katie Mudd and Namon Kent (and other Central Office staff) have made a seamless transition to implementing the myriad tasks involved in putting on this massive convention. With their help, since fall 2023, I and co-Convention chairs, Ami Comeford and Carie King, organized the hundreds of student presentations into panels, communicated with the speakers and the local bookstore partner, revised and fine-tuned the schedule as needed, corresponded with many students and faculty, developed and revised convention event scripts, and coordinated the final evaluation of the papers eligible for Convention awards, among other duties. We secured poet and former Sigma Tau Delta student member Donika Kelly as an opening night speaker, along with a presentation on St. Louis literary history by representatives of Left Bank Books. Katie and Namon currently are developing and testing the app.

During our weekly Wednesday 11am (Eastern) Zoom meetings, we have followed our original planning schedule as closely as possible while also trouble-shooting the many issues that have arisen with an enterprise of this size—currently 900 registrants, roughly back to the size of the largest pre-Covid conventions. We anticipate that the convention will be a successful anchor to the celebratory Centennial year—thanks to the contributions of so many of you.

Recommendations: None at this time.

Special Concerns: None at this time.



Committee Chair: Shannin Schroeder

Committee Members: Lexey Bartlett, Carrie Fitzpatrick, Matt Hlinak, Diane Steinberg, Kevin Stemmler

Summary of Committee Activities: The Committee continued its work directly out of the Fall Board meeting. Each of our three Zoom meetings included individual officer reports/updates and thorough agendas. Our asynchronous work included two separate voting periods and the ongoing review of documents and materials for the Society.

At our late October Zoom meeting, we created a timeline for a Bylaws review and vote, with a Constitutional review set for January and a later planned vote. After working in November and December, the Exec Committee chose to meet and vote asynchronously. We agreed on proposed Bylaw changes to forward to the Board; we approved revised Executive Director questions and authorized Matt Hlinak to combine the banking and investment accounts of Sigma Tau Delta and NEHS; and four Executive Committee members approved the 2025 Convention co-chairs (Kevin Stemmler, Leigh Dillard, and Shannin Schroeder), given that the president was one of the proposed chairs.

Continued December efforts, by email and in Google docs, allowed us to prepare and launch an electronic vote and an ED evaluation for the Board in early January. On behalf of the Centennial Task Force, the Executive Committee sought the creation of the 1924 Scholarship, in the amount of \$1,924 and to be awarded to a student who exemplifies the mission of the Society; the Bylaw changes also appeared before the voting members of the Board, with time for feedback from all members and affiliates. The 1924 Scholarship and Bylaw changes passed successfully, and the CO was charged with posting the most recent versions.

Four CO staff and sixteen Board members (eleven voting Board members and five affiliates) completed ED evaluations. The remainder of the Executive Committee read and reviewed all comments and scores; Matt and Shanin then met in a thirty-minute call where she provided an anonymous overview of the comments—Matt was particularly receptive of the constructive criticism, and the Executive Committee has every expectation he has already put changes in motion for his work with his Board and CO colleagues.

At the February meeting for our Committee, in addition to the officer review of ED evaluations, we voted to remove the requirement for “formal transcripts” from any remaining scholarships or awards. We also discussed fundraising concerns raised at the Association of College Honor Societies annual conference, which Shannin attended as the Society’s delegate in late January/early February. We moved the discussion of the Constitutional review to our March meeting and discussed the ongoing progress of the Regent elections.

Between the February and March meetings came assurance from Matt that our fundraising registration is either taken care of or waived in the states represented by current donors; going forward, we will actively review state-by-state requirements as fundraising progresses.

Our March 5 meeting we reminded Matt that the CO needed to post final copies of the approved Bylaws. In addition, we voted to approve Editor Carie King’s summer 2024 internship selections, raised concerns about the donation page—which the CO will review after Convention, addressed potential problems with the use of the app at Convention, and continued discussing revisions to the Constitution; Diane Steinberg has shared a Google doc highlighting recommended changes.

Our most recent work was to offer Exec Committee approval of the proposal Chris Lockwood and Kevin Stemmler have been working on for the League of United Latin American Citizens [LULAC]. While their outreach (in their roles as NEHS Director and on the Partnerships Committee, respectively) to this organization specifically benefits Latine students, their proposal may become the blueprint for our efforts with other DEI outreach.

Recommendations or Resolutions: none at this time.

Special Concerns: none at this time.



Committee Chair: Leigh G. Dillard

Committee Members: Ami Comeford, Kaine Ezell, Amy Gates, Kassia Krone, DeAndra Miller, Felicia Jean Steele

Summary of Committee Activities:

On the heels of the Fall Board Meeting and decisions made there to change the Regents election process, we have worked with Jeannine Szostak to launch that process. This included revision of the online application form <<https://www.english.org/about/leadership/regents-application.shtml>> per discussions at the Fall Board Meeting, recruitment efforts by each outgoing Regent, constructing the Google-based voting form, encouraging chapters – through emails sent to Lead Advisors and a message from the CO – to participate in the voting process, and verifying /tallying the results (all with Szostak’s help). Results from the Regents elections appear below:

Region	Winner	Number of candidates	Votes cast
Far Western	Dr. Michaelann Nelson, Utah State University (UT)	1	4
High Plains	Dr. Mary Clai Jones, Chadron State College (NE)	1	1
Southern	Dr. Heidi Williams, Tennessee State University (TN)	2	53
Southwestern	Dr. Sonia Brown, Philander Smith University (AR)	2	27

Nine Eastern Region Advisors signed in to complete the ballot, where they were greeted with the message “The Eastern Regent role is not up for election this year; stay tuned in 2026!”

In general, we tried to promote this new system as an opportunity for ALL chapters, not just those attending Convention, to have a voice in the leadership of the Society. That approach seemed to resonate, particularly after multiple ties in the Southwestern Region got chapters who might not typically attend Convention casting votes. The same was true in the South. Final voting numbers in these regions were good, but they did require multiple reminders to reach those totals. Despite the concerns with this new method, it appears to have worked for this first iteration. We’re working with Szostak to continue revisions to the Voting Form in preparation for the next Regents election.

Chair Leigh Dillard worked with Szostak to create a new Regents Fund Request Form to standardize the process for Advisors seeking funding. Regents will send this form to Advisors when they request funding. Chapters will return the form to the Regents who will evaluate the application. Approved forms and supporting documents will be forwarded to the CO. The full committee will discuss this form at the meeting in St. Louis and recommend revisions so that we can implement the form in AY 2024-25.

The Committee has worked with Ami Comeford in her capacity as co-chair of the St. Louis Convention on ideas for the Advisor Workshop, including topical breakout sessions facilitated by Regents. We’ve also worked with Comeford and others to schedule an informal meeting with all incoming and outgoing Regents at the 2024 Convention. One Regent-elect is unable to attend, so we’re hoping to allow her to Zoom in. This meeting, along with the pre-Convention elections, aims to improve the onboarding experience for incoming Regents and will be supported by the Regents Retreat again in Fall 2024. Moving forward, as agreed, the Regents Retreat will be held in even years.

Continued pulling examples of induction ceremonies for the website, but given the current uncertainty about website development, we have not requested that those documents be uploaded.

Continued improvements and revisions to the Regents Handbook, in preparation for the four incoming Regents. The Regents-elect have received a working draft of the document with the understanding that the committee will resolve revisions at the Spring Board meeting.

Met on 26 February to discuss progress on objectives and plan for St. Louis meeting.

For Alumni-specific developments, see DeAndra Miller's report.

Recommendations or Resolutions:

- Continue improvements to the Regents election process and consider how this model might be useful for other leadership positions.
- Implement revised Regents Fund Request form for AY2024-25.
- We made a recommendation at the Fall Board meeting to add a recruitment/enrollment webinar to the calendar in January but for various reasons didn't follow up on that request. We'd like to add it to the 2024-25 calendar.
- We will have at least one motion regarding a bylaw change, but those details will be solidified when we meet in St. Louis.

Special Concerns:

With the change to the Regents election process, I wonder how the Board will support travel for Regents-elect to the Convention *before* these Regents officially join the Board. Since we didn't discuss this in detail at the Fall meeting, the Regents did not want to impose a large, unexpected expense on the Board. Regents have asked Szostak about the possibility of reimbursing the Registration fee for those traveling to St. Louis but welcome Board discussion on this topic.



Committee: Scholarships and Academic Awards

Committee Chair: Amy Gates

Committee Members: Kaine Ezell, Leigh Dillard, Carie King, Christopher Lockwood, Jessica McCole, Shannin Schroeder, Felicia Steele, Kevin Stemmler

Summary of Committee Activities: Following the fall Board Meeting, the committee worked via e-mail in early October to workshop and craft two scholarship essay questions that connect with the 2024 Convention theme and—for the first time ever—a third question option, which connects to the Centennial year. We also crafted language for the new First-Year Graduate Scholarship and made appropriate adjustments to the Senior Scholarship and Graduate Scholarship language:

Senior Scholarships (up to \$4,000) [Updated]

Next Due Date: April 15, 2024

Sigma Tau Delta offers the Senior Scholarship in honor of Elva Bell McLin, past Southern Regent and Historian for the Society. Students who are currently in their senior year of undergraduate study are eligible to apply for this scholarship. Applications should demonstrate both academic achievement and campus, community, or chapter service; applicants should explain the relevance of their program of study to fostering the discipline of English, including literature, language, writing, and literacy.

Applicants for the Senior Scholarship should plan to continue their enrollment as ongoing seniors in their undergraduate English-related program the fall semester after the scholarship is awarded. Before receiving this scholarship, successful applicants are required to provide proof of registration as full-time students in the programs described in their applications. Should winners not be able to provide such verification at the beginning of the fall semester following their application process, their awards will be presented to runners-up.

Scholarship Eligibility Criteria

- [General Eligibility Criteria](#)
- Currently an undergraduate student in senior year
- Plan to continue their enrollment as a full-time undergraduate student during the academic year that begins next fall

First-Year Graduate Scholarships (up to \$4,000) [New]

Next Due Date: April 15, 2024

Sigma Tau Delta offers the First-Year Graduate Scholarship to support students who plan to begin a first year of graduate school in the fall. Students who are currently in their senior year of undergraduate study and will graduate this year or members who have previously earned a baccalaureate degree but have not previously been enrolled in a graduate program are eligible to apply for this scholarship. Applications should demonstrate both academic achievement and campus, community, or chapter service; applicants should explain the relevance of their program of study to fostering the discipline of English, including literature, language, writing, and literacy.

Applicants for the First-Year Graduate Scholarship should plan to be enrolled in a graduate English-related program the fall semester after the scholarship is awarded. Before receiving this scholarship, successful applicants are required to provide proof of registration as full-time students in the programs described in their applications. Should winners not be able to provide such

verification at the beginning of the fall semester following their application process, their awards will be presented to runners-up.

Scholarship Eligibility Criteria

- [General Eligibility Criteria](#)
- Currently an undergraduate student in senior year
- Plan to be enrolled as a full-time undergraduate student during the academic year that begins next fall

Graduate Scholarships (up to \$4,000) [Updated]

Next Due Date: April 15, 2024

Sigma Tau Delta offers the Graduate Scholarship in honor of Edwin L. Stockton, Jr., Past-President, who served for 18 years. Members are eligible for this scholarship if they will be enrolled in an English-related graduate program during fall of the next academic year. Applications should demonstrate both academic achievement and campus, community, or chapter service; applicants should explain the relevance of their program of study to fostering the discipline of English, including literature, language, writing, and literacy.

Before receiving this scholarship, successful applicants are required to provide proof of registration as full-time students in the programs described in their applications. Should winners not be able to provide such verification at the beginning of the fall semester following their application process, their awards will be presented to runners-up.

Scholarship Eligibility Criteria

- [General Eligibility Criteria](#)
- Currently a graduate student who will be continuing graduate education
- Plan to be enrolled as a full-time graduate student during the academic year that begins next fall

In that same fall round of e-mail discussion, we discussed evaluators for the fall scholarship cycle, and I subsequently affirmed those individuals' willingness to participate.

Also, in mid-October, Carie King edited and made a link to a video recorded by Shannin Schroeder about Recommendation letters. Katie Mudd posted "Writing Effective Letters of Recommendation" as an "unlisted" video to YouTube, which can be accessed here: <https://youtu.be/JxEBjJPxnIA>

In December, Shannin Schroeder and Amy Gates met virtually to determine the winners for the fall scholarships. Short-term Study Abroad and Study Abroad—and winners were subsequently notified via AwardSpring by Elfi Gabriel, who retired shortly thereafter. In January, we welcomed Jessica McCole to the Scholarship and Academic Awards Committee as the new CO liaison.

In January, the committee discussed via e-mail the requirement that Study Abroad Scholarship recipients submit an official transcript in addition to unofficial transcripts. As Katie Mudd informed us, the Study Abroad Scholarship is the only award Sigma Tau Delta offers that required a printed, official transcript be submitted after the scholarship has been awarded. The Committee agreed that we would like to drop that requirement. Shannin Schroeder presented this to the Executive Committee at their next meeting, and permission was granted to drop that requirement, revise the process on the website, and revise the processes in AwardSpring.

The new 1924 Scholarship was proposed by the Centennial Task Force and approved in a Board vote early this year; the Committee will craft language for this scholarship, which recognizes a student who embodies the mission of Sigma Tau Delta, during the Spring Board meeting.

Committee members Amy Gates, Kevin Stemmler, and Shannin Schroeder participated in the 2024 Scholarship/Internship webinar on Tuesday, March 5, which seemed to be well-received and to inspire many questions and comments.

As preparations for the first cycle to include the new Regents' Equity Award, we clarified the hierarchy for consideration for the Regents' Awards and the Regents' Equity Awards and the number of Equity Awards (one per region).

Recommendations or Resolutions: Not at this time. At the committee's meeting during the spring Board Meeting, the committee may wish to consider how the recommendation letter video link is being distributed and how scholarships are named.

Special Concerns: At the time I write this, I am looking ahead to my first spring awards cycle ending and the challenges that may present as I work through a much larger batch of applications than I have dealt with thus far, and I anticipating and very much appreciating the help of past chair Shannin Schroeder and Central Office personnel who have been learning the intricacies of AwardSpring: Katie Mudd, Namon Kent, and Jessica McCole.



Committee Chair: Felicia Steele

Committee Members: Kassia Krone, Kaitlynn Sass, Kevin Stemmler, Chris Lockwood, Jeannine Szostak, Rachel Harvey, Zoe Talbot, John Pruitt, Donna Newsome (Kaine Ezell as able)

Summary of Committee Activities:

The committee is responsible for providing guidance related service projects and strategy for service projects and for developing and maintaining connections with partners in industry and the non-profit sector.

Since our fall board meeting, members of the S & P committee have worked to develop a partnership with the MLA that would provide another internship opportunity for Sigma Tau Delta members and that might provide presentation or publication opportunities for members. Janine Utell, the professional development officer, is attending this year's convention in St. Louis and is providing a program on career readiness for members and will be publicizing the special issue of the *ADE Bulletin* devoted to mentorship. The committee has agreed to put a proposal before the board regarding establishing the MLA internship. Please see the resolution for the language related to the motion.

Individual members of the committee also worked within their operational spheres to explore partnership opportunities and service project designs. Zoe Talbot brought the "100 for 100" proposal to Student Leadership and a blog describing this project went out through Footnotes on March 4, 2024. Chapters were encouraged to use Instagram to publicize this initiative using the tags: #Deltans100for100 and #HonorYourHundred.

Chris Lockwood and Kevin Stemmler have been working tirelessly to identify potential partners and have made a proposal to LULAC that suggests a number of different possibilities. Chris has also set up a meeting with the Library of Congress to see what possibilities exist there.

The NCTE, Penguin Random House, and W. W. Norton internships are ongoing. In addition, we received applications for the Internship Stipends in all rounds. Katie Mudd provided the following information regarding our recent internships.

A	B	C	D	E	F	G	H	I	J	K	L	M
Award Description	2024 Applicants	2024 Awarded	2024 Award \$	2023 Applicants	2023 Awarded	2023 Award \$	2022 Applicants	2022 Awarded	2022 Award \$	2021 Applicants	2021 Awarded	2021 Award \$
PRH - Spring (through 2023)	N/A	0	0	70	0	0	89	1	350	225	1	350
PRH - Summer (through 2023)	N/A	0	0	138	0	0	60	3	2,250	**	4	3,000
PRH - Fall (through 2022)	N/A	0	0	N/A	0	0	79	0	0	247	3	1,050
PRH - Fall-Spring (new 2023)	289	pending	pending	32	1	0						
PRH - Summer (for next year)				73	2	1,400						
Internship Stipend - Spring				2	2	2,250	2	0	0	2	1	1,500
Internship Stipend - Summer				7	2	2,250	8	3	1,800	5	3	3,980
Internship Stipend - Fall				2	1	1,000	4	1	750	3	2	1,951
NCTE Internship - Summer (beg. 2020)				21	1	300	9	1	300	27	1	300
W. W. Norton Fall (beg 2023)				49	1	500						
W. W. Norton Spring (beg 2023)				138	0	0						
W. W. Norton Summer (beg 2024)												
DPIL Marketing (21-22)	N/A	0	0	N/A	0	0	13	1	800	36	1	800
DPIL Serv Project (2022)	N/A	0	0	N/A	0	0	6	2	1,600			
	289	0	0	532	10	7,700	270	12	7,850	545	16	12,931

Felicia Steele recruited readers for each of the publishing internships. NCTE evaluates their own pool of interns, the committee expects they will ask for help once they see the number of internship applications increase. They refocused their internship this year on publication, so we anticipate they will see a four to five fold increase in the number of applications that they receive. In order to expand the pool of potential reviewers, all faculty advisors who were mentioned in applications in the previous cycles were invited to participate. This has renewed the pool slightly so that we do not have to rely on the same people in each

and every cycle. The short turnaround for internships is still a problem, especially since the only people who procrastinate more than students are faculty.

Before the convention, I will touch base with all the internship coordinators with our three existing partners to get feedback on the alignment between our selection process and our placements. The Penguin Random House internship has become increasingly competitive as they have extended their number of partners. Nonetheless, we placed two of our four applicants for the 2024 Penguin Random House Summer Internship; the internship coordinator made an extra effort to tell us how extraordinary one of our candidates was. For the spring round at W. W. Norton, we did not have a placement, although we received positive feedback about the pool we forwarded to them.

Three chapters were awarded Project Grants as well in the Fall round of awards: Ursinus, FSU, and Langston University.

Recommendations or Resolutions:

The Service and Partnerships Committee moves that the board appropriate \$1500 toward an internship with the MLA. Procedures and the duration of the internship will be negotiated with MLA directly. We will reevaluate the program at the conclusion of the internship and renew the program if satisfactory.

Special Concerns:

The website describes two programs, the Washington Institute Scholarship Program, and the Washington Center Internship. Felicia Steele asked Jeannine Szostak for more information or a contact to follow up on these programs and she didn't have a sense of whom we should address. We need to determine whether these are active programs and how to promote them. If they are no longer active, we should remove them from the website.



Committee: Strategic Planning

Committee Chair: Lexey Bartlett

Committee Members: Shannin Schroeder, Carrie Fitzpatrick, Jeannine Szostak, Matt Hlinak, and Chris Lockwood

Summary of Committee Activities: The primary tasks for Strategic Planning in the spring are collecting reports from committee chairs on their progress toward assigned strategic plan objectives and using that information to record progress and consider revisions to objectives and their assignments and timeline. To that end, as committee chair, I have updated the reporting form and have coordinated with committee chairs to collect reports and other feedback through Zoom meetings.

As of the date of this report, I have met with Communications co-chairs Kassia Krone and Carrie Fitzpatrick; Student Leadership co-chairs Kaitlynn Sass and Autumn Koors Feltz; Executive Committee chair Shannin Schroeder; and Service and Partnerships chair Felicia Steele and members Chris Lockwood and Kevin Stemmler. I have a meeting scheduled with Regents chair Leigh Dillard in March after the due date for this report, and I have received written reports from Ami Comeford on behalf of the Convention Committee and the Professional Development Task Force, so the process of reporting from the committees is essentially complete. (Some committees did not have strategic plan objectives assigned to them, such as the Scholarships and Academic Awards Committee.)

Once the reports are collated, they will be shared with the full committee, and the information gathered will be used after the Board meeting in consultation with the committee to revise objectives and assignments for 2024-2025. We will also begin planning the upcoming Strategic Planning retreat for late fall 2024.

Recommendations or Resolutions:

1. This year and last year have been experiments in reporting on strategic plan implementation, which has not been done systematically before. It appears that the next step is to roll strategic plan reporting into the reporting for the Fall and Spring Board meetings, rather than having it be a separate process, although the face-to-face meetings have been beneficial and efficient for participants. I will work with next year's chair to design the process that they want to use, which may mean working with the Central Office to combine these processes into the report forms already being completed by committee chairs.
2. Another recommendation coming out of these conversations is to limit assignment of objectives to one committee at a time. Committees can then seek help from others when they develop an idea that would require input or designate a task for another committee or group. This is partly to help avoid redundant conversations or actions.
3. For future strategic planning, designing objectives with more measurable outcomes or goals would help clarify when an objective has been completed. Some objectives might require further subdivision to match them with the appropriate committee for implementation.

Special Concerns: None at this time.



Committee: Student Leadership

Committee Chair: Autumn Koors Foltz and Kaitlynn Sass, co-chairs

Committee Members: Zoe Talbot, Katherine Berube, Kelly Taylor, Charlotte Beale, Rachel Harvey, Elle Hardoin, DeAni Blake-Britton, Eunice Tan, Ja’Vontaye Gagum, Destiny Jones, Irelyn Coker, Katie Mudd, and Kevin Stemmler.

Summary of Committee Activities:

Between the 2023 fall Board meeting and April 2nd, 2024, the Student Leadership Committee has successfully executed, or continues to execute, the following responsibilities:

- Held monthly meetings in October, November, January, February, and March to share updates and stay in communication about all committee operations and responsibilities.
- Worked as two asynchronous task forces throughout the month of December to plan both our Student Leadership Workshop and Literary Pub Trivia events to be held at convention.
 - SLs planning the Student Leadership Workshop curated the design of what we envision the event space to look like, solicited plans for each individual workshop station, and planned the timing of the event.
 - The Literary Pub Trivia team designed signage for the event, wrote and uploaded questions to our society Kahoot! site, and planned for the layout and timing of the event itself.
 - We also created a sign-up form with the help of Central Office staff.
- Secured donations for door prizes from Left Bank Books with the help of Kevin Stemmler.
- Prepared for various duties at convention, including but not limited to:
 - Asking a number of Student Leaders to introduce speakers at convention, both at keynote presentations and at various workshops.
 - SLs assigned to these responsibilities worked with Kevin Stemmler to draft their introductions.
 - Manning book signings and other author events as needed.
 - Judging various events, including Chapter Displays and Bad Poetry Night.
 - Setting up and running the Student Social Salon during common hours.
 - Staffing various social media sites throughout convention to ensure viewers have access to both live streams and up-to-date posts through the event.
- Some SLs mentored Research in the Round participants to help them prepare for their presentations at convention.
- Created ‘Join Student Leadership’ flyers to be posted at convention in order to increase interest in running for open positions.
- Filmed and submitted Common Reader videos, which were published to society social media, to encourage engagement and discussion of *Then the War*.
 - Some of these videos even saw engagement from Carl Phillips!
- Had members serve on various committees and task forces as assigned within the Society, working toward their respective goals and charges.
- Submitted both blog proposals and blog drafts to be published on WORDY by Nature.
- Filmed and submitted Society Recruitment videos to encourage participation and engagement at both the international and chapter levels.
- Took part in the Meet the Deltans survey, with individual responses to be highlighted on the Society’s social media pages.
- Gathered and submitted Humans of Sigma Tau Delta submissions from various members, advisors, and alumni of the society.

- Continued to discuss the role of SLs in relation to social media, moving toward the creation of regional Instagram pages in the hopes that a different platform will allow for more engagement with content created by Student Leaders.
- Started to promote Sigma Tau Delta's "100 for 100" initiative to encourage chapters to engage in a range of service activities while celebrating Sigma Tau Delta's Centennial.
- Prepared for the spring Board meeting and convention by submitting Board reports, making travel arrangements, and meeting in advance of the in-person meeting to go over expectations and guidelines.
- Stayed in consistent communication with one another to ensure prompt response to all committee affairs.

Recommendations or Resolutions:

Special Concerns:



Joint Service & Partnerships and Student Leadership Committees
Felicia Steele, Kaitlynn Sass / Autumn Koors Foltz



Committee Chairs: Felicia Jean Steele, Autumn Koors Foltz, & Kaitlynn Sass

Committee Members: Matthew Hlinak, Kassia Krone, Kaitlynn Sass, Kevin Stemmler, Christopher Lockwood, Jeannine Szostak, Rachel Harvey, Zoe Talbot, John Pruitt, Kaine Ezell, D. Newsome. Katie Mudd, Elle Hardoin, Rachel Harvey, Destiny Jones, Tonie Stewart, Zoe Talbot, Eunice Tan, DeAni Blake-Britton, Irelyn Coker, Sofia Escobar, Ja’Vontaye Gagum, Kelly Taylor.

Summary of Committee Activities: Met with Student Leaders, put together student activities and assignments for the conference, created social media and blog posts to advertise for the conference. Helped to create the regional conference for High Plains, read proposals, organized, moderated, and generated interest in the national conference locally. Did fundraising through Barnes and Noble for local chapter to send students to both Sigma Tau Delta and the SWAPACA conference. Discussed MLA proposal for internship.

Recommendations or Resolutions: N/A

Special Concerns: N/A



Committee: Past Presidents' Advisory Council

Committee Chair: Diane Vanner Steinberg

Committee Members: Glen Brewster, Sarah Dangelantonio, Carrie Fitzpatrick (Board), Gloria Hochstein, Kevin Stemmler (Board), Mary Sidney Watson

Deltans: (also invited to the luncheon meeting at convention)

- [link](#)

Summary of Committee Activities:

I am holding a meeting of Past Presidents at the convention at an informal Friday luncheon in the Hospitality Suite after the Business Meeting. First, I would like to reach out to Past Presidents with any updated information on targeted giving for the Centennial Scholarship Award. Second, I would like the Advisory Council to formally entertain a motion to expand its membership to include all Delta Award winners, perhaps also changing the Advisory Council's Name to Deltans/Past Presidents.

In addition to past presidents, we are inviting Shannin Schroeder in her role as current Board President and in her role as ex officio Advisory Council member; Matt Hlinak in his role as Executive Director, Chris Lockwood in his role as NEHS Director, Jeannine Szostak in her role as Director of Society Operations, Bil Johnson in his role as ED Emeritus, and all Delta Award winners in attendance at the convention. Not all Past Presidents or Deltans have had a chance to work closely with Matt, Chris, and Jeannine as the CO has experienced some significant staffing changes in the last few years. Also, of course, NEHS has launched ELA and that is a big expansion.

Recommendations or Resolutions:

None at this time

Special Concerns:

Committees are listed [here](#) on the english.org page, but the Advisory Council is not. Every year the chair of the council has to brainstorm "Who exactly is on the Advisory Council?" I think it could be added to a public spot on the english.org web.



Centennial Task Force—Shannin Schroeder / Kevin Stemmler

Committee Co-Chairs: Shannin Schroeder & Kevin Stemmler

Committee Members: Lexey Bartlett, Autumn Koors Foltz, Diane Steinberg, DeAndra Miller, Matt Hlinak, Katie Mudd, Zoe Talbot, Irelyn Coker, Bil Johnson (non-Board)

Summary of Committee Activities: Since its work at the Fall Board meeting, the Task Force conducted a Zoom meeting in November—as well as hosting virtual votes via email.

In November, we reviewed the list of merchandise that TF members agreed would be most engaging (including stoles and medallions with the new logo, which the committee also approved). Members agreed that students would have access to decade-specific stickers for free (as a PDF suitable for printing) or as nicer vinyl stickers through G-Merch. The task force also narrowed to two possible options funding in part by Centennial donations: a new award given to a chapter for sending one person to convention, or a Centennial scholarship awarded to a student who exemplifies the Society mission and in the amount of \$1924. Katie Mudd confirmed that the actual charter date was May 1, 1924. The TF members also brainstormed ways of highlighting student winners, donors, and chapters or other stakeholders, including in a rotating feature on the homepage. Finally, we considered a revised draft of Zoe Talbot’s “100 for 100” language.

In January, the TF exchanged emails after a virtual check-in, approving the final decades sticker designs, as well as gathering additional recommendations about loose ends (as the TF was wrapping up) and ideas and language to include in future Centennial publications. [NOTE: Originally planned for January, these rounds of emails moved to February and March when the CO staff recommended that the 2024 Convention “kick off” the Centennial year, especially given the May 1 founding date, and that the Centennial celebration would wrap up at the 2025 Convention.]

At the end of January, a final email exchange called for more specific feedback about merchandise options, as Katie Mudd had taken over as the liaison for G-Merch. We also surveyed the TF for interest in Centennial banners that could be used both at Convention and at our table at NCTE, at the National Humanities Conference, etc.

Recommendations or Resolutions: We want to thank the CO staff, and especially Katie Mudd, for going above and beyond with ideas for marketing the logos and other designs that came out of this task force—in addition to her work through social media in promoting the many Centennial initiatives we participated in or helped on in other committees.

Special Concerns: None at this time



Committee Chair: Fall 2023 – Carrie Fitzpatrick; Spring 2024 – Leigh Dillard

Committee Members: Lexey Bartlett, Ami Comeford, Autumn Koors Foltz, Namon Kent

Summary of Committee Activities:

The task force was established in late October, and members met several times to complete for discussion and to outline a plan for website redesign:

1. The task force met with an NIU website design team to discuss steps/expectations in the process of a website redesign.
2. The task force will work to put together a website redesign proposal (audience, goals, design/navigation requests, website analytics, user survey/feedback; try to answer the questions--Who/What are we? What do we want our website to do?) that will be shared with the NIU website design team and at least two other website design companies to acquire estimates.
 - a. All materials will be saved to a Dropbox folder “Website 2024” set up by the CO for easy access.
 - b. From December through early summer, the primary efforts will be to gather data and develop a proposal that can be sent to website design companies for estimates. The actual website redesign will take place from the summer 2024 through the fall 2024 when the CO and task force members have time to dedicate to the project (like the approach taken for ELA website). Each task force member will consider the audience(s) and proposed goals of the website redesign. Who/What are we? What do we want our website to do? The Executive Committee will be asked for input too.
 - c. Each task force member will gather ideas from other websites and create screen shots for future design considerations, navigation suggestions and discussion.
 - d. Task force members will try to locate sample proposals for website redesign so that the task force has a template to reference.
3. Fitzpatrick reached out to the Executive Committee to convey the proposed timeline for the website redesign and additional task force members who will need to be in place for next year (several task force members will be leaving the Board or taking on new roles in April).
4. The CO will collect data on website traffic/google analytics and relevant information from chapter reports.
5. Namon will investigate options for best website platforms.
6. Bartlett will investigate the potential to hold focus groups for data collection on website user preferences and needs.

Recommendations or Resolutions:

The website redesign project will likely require a timeline that is much longer than originally anticipated. The goal is to have the project completed in late 2024/early 2025.

Special Concerns:

The time and effort needed for the website redesign is significant. The ELA site was ushered through by a full-time CO staff member dedicated to the project; the ELA site contains about 30 pages. The Sigma Tau Delta site contains approximately 300+ pages that each need to be reviewed, and then either archived or revised.



Budget

To view the budget, please click [here](#) to be taken to the Board page.
It will be posted shortly before the Board meeting.