Date: Thursday, February 24, 2005
Event: Members’ Meeting
Location: Namm Hall 717 (N-717)
Attendees: Anaika Forbes-Grant, Kaetty Morales, Jivko Pentchov, Sammy Tam, Vinh Tram, Alicia Antoine, Jonathan Rzvena, Laurel Dagrosa, Reneta D. Lansiquot, Sherard Harewood, and Imogen Jones
Purpose: The meeting was held to inform members of planned events for the semester, and to meet with our Region 1 Ambassador, Arlene Casillas.

Presenters

Imogen Jones – Chapter President:

- Imogen opened the meeting with a welcome statement, and gave an overview regarding the meeting. She also mentioned projects worked on during the Fall semester, and of continuing relationships with organizations for service projects, such as New York Cares and P.S. 282.
- Imogen also highlighted the importance of being an active member of NSCS and using the resources made available as members. She closed the meeting by thanking the members for showing up and invited them to socialize and enjoy the pizza and sodas provided.

Laurel Dagrosa – VP Community Service:

- Laurel spoke of a program she introduced to P.S. 282 in conjunction with City Tech’s Hospitality Management Department (her area of study) with NSCS City Tech Chapter as a sponsor, called Days of Taste. The program introduces Elementary school children to different foods and is geared towards illustrating the importance of eating health, and see where food (natural food, fruits and vegetables) come from.
- Laurel also spoke of the RIF – Reading Is Fundamental the chapter wants to implement this semester at the Grand Army Plaza, Brooklyn Library.

Sherard Harewood – VP PFCS:

- Sherard encouraged members to sign up as Math and English tutors at P.S. 282. He also spoke of the need for tutors and the appreciation of the principal at the school for the contribution of NSCS members.
- Sherard ended by letting the group know that he’ll be in contact with the tutoring schedule from P.S. 282.

Arlene Casillas – Region 1 Ambassador:
- Arlene welcomed the NSCS members and gave background information on NSCS (some members were new). She also encouraged the participation in chapter activities, and highlighted the benefits of being an NSCS member, including scholarship, officer positions, and the NLC. Arlene also mentioned the Annual Leadership Summit to be held in Denver Colorado this summer, and noted that it is now mandatory for the chapter president to attend.

IEJ/RDL
Date: Thursday, February 24, 2005

Event: Officers’ Meeting

Location: Namm Hall 717 (N-717)

Attendees: Laurel Dagrosa, Sherard Harewood, Imogen Jones, and Renata D. Lansiquot

Purpose: To inform the NSCS City Tech Officers of the Chapter’s position in regards to the Star Program, as well as to get feedback and offer advice and encouragement, where needed.

PRESENTERS

Arlene Casilals

- Arlene gave an overview of the Chapter’s standing for the Star Program, and detailed what can be done to achieve the Silver Status. She also encouraged the Officers to ensure that all activities are submitted to receive credit.
- The Region1 Conference (held at Cooper Union on February 26) was discussed.
- Participation and registration for the Annual Leadership Summit was discussed, and it was emphasized that the presence of the Chapter President was required.
- Arlene also credited the officers for their efforts in pursuing different paths to ensure that the Chapter remains active.

Renata D. Lansiquot

- Renata is currently designing the logo for the chapter t-shirts, and brought a draft of the logo for officers’ approval. She also asked for the input of the officers regarding her present design.

IEJ/RDL
Date: Thursday, February 10, 2005

Purpose: Officers’ Meeting

Location: Namm Hall 717 (N-717)

Attendees: Dr. Janet Liou-Mark, Imogen Jones, Laurel Dagrosa, Sherard Harewood, and Huixan Wu

AGENDA

1. Regional Conference:
   (i) Three of the officers confirmed their attendance (Imogen Jones, Sherard Harewood, and Laurel Dagrosa)
   (ii) The conference will be held at Cooper Union in the East Village. Officers will arrange to meet at a suitable location for travel to the conference

2. Visit from Arlene Casillas:
   Arlene Casillas will be making a visit on Thursday, February 24, 2005 at approximately 12:15 pm to meet with the NSCS City Tech Officers and members. To encourage attendance, we will order pizza and sodas for the attendees.

3. Service Projects:
   (i) Hands On New York Day: Saturday April 16–along with other groups, NSCS City Tech Chapter will help to revitalize City parks and community gardens in the 5 boroughs by planting flowers and trees, painting murals and rooms, etc.
   (ii) Cell Phones for Soldiers: We will be collecting old cell phones with batters and chargers that will be converted to cash to purchase phone cards for the soldiers abroad. This project was intended for completion last semester, but unfortunately we were unable to do so.
   (iii) Toys and Art Supplies Collection: NSCS City Tech Chapter would like to continue its relationship with the NYU Children Medical Center for Blood Disorders, thus we will make it an annual event.
   (iv) Reading to children through the Reading is Fundamental–RIF program (www.rif.org)

4. PFCS:
   (i) Tutoring: Recruit tutors for Math and English
   (ii) Continue partnership with P.S. 282

5. T-shirts:
   (i) We would like to design a t-shirt for our chapter, and have considered using a design by the Webmaster, Reneta D. Lansiquot, for the front
left pocket and the mission of NSCS on the back. We are currently researching companies for the design including www.directpromos.com and www.branders.com

(ii) The t-shirts will be sold at a discount to encourage members’ purchase and to help regain some of the funds used.
Date: September 14, 2004
Start time: 2:00 p.m.
Ending time: 3:00 p.m.
Place: General Building (G-518)

Officers in attendance: Imogen E. Jones (Chapter President), Laurel Dagrosa (VP, Community Service), Daniel Fictum (Advisor), Sherard Harewood (VP, Planning for College Success), Janet Liou-Mark (Faculty Advisor), and Huixin Wu (Secretary-Treasurer).

DISCUSSION

- **Leadership Training:** Professor Janet Liou-Mark distributed the induction ceremony script to the chapter officers. The organization and presentation of the ceremony was also discussed. Each officer will give an introduction of him/herself during the induction ceremony.

- **Induction Ceremony:** All officers decided to rehearse the ceremony one more time in the Atrium Amphitheater. The second rehearsal ceremony will take place on October 5 from 1:45 p.m. to 2:45 p.m.

- **PFCS:** During the induction ceremony, Sherard Harewood, VP Planning for College Success, will introduce to the NSCS members the PFCS project and encourage them to participate in tutoring project for P.S. 282.

- **Community Services:** All chapter officers elected Imogen E. Jones, Chapter President, to represent us in New York Care. We also discussed the steps in working together with New York Care.

- **Schedule:** The first meeting for all NSCS members will take place on September 23 in N-717 at 12:30 p.m. Imogen E. Jones, Chapter President, is in charge of this initial meeting. Pizza and refreshments will be served during the meeting.

- **Others:** Janet Liou-Mark, Associate Professor, and all chapter officers picked a date to donate the art supplies, collected during the last academic year, to the Stephen D. Hassenfeld Children’s Center for Cancer and Blood Disorders. The donation date will take place on September 30 from 12:30 pm to 1:30 p.m. All officers will meet in N-725.

- **Next meeting date:** Thursday, September 23, 2004 in N-717 from 12:30-2 p.m. will be the first meeting for all NSCS members. The distribution day of the art supplies is schedule for Thursday, September 30, 2004 from 12:30-1:30 p.m.
Date: September 2, 2004

Start time: noon

Ending time: 2:00 p.m.

Officers in attendance: Imogen E. Jones (Chapter President), Laurel Dagrosa (VP, Community Service), Sherard Harewood (VP, Planning for College Success), Janet Liou-Mark (Associate Professor - Advisor), Huixin Wu (Secretary-Treasurer).

**DISCUSSION**

- **Leadership Training:** Professor Janet Liou-Mark introduced Huixin Wu, our new secretary-treasurer, to the chapter officers. We also informed the secretary-treasurer of her duties.

- **Induction Ceremony:** The induction date was rescheduled to October 7th in the Atrium Amphitheater at 6 p.m. The rehearsal ceremony for the officers was decided to take place on Tuesday, September 14 from 2 to 4 p.m. The members of NSCS will be notified by the President about the changes regarding the induction ceremony.

- **PFCS:** Our partner school will be Park Slope High School (PS-282). Sherard Harewood, VP Planning for College Success, plans to encourage City Tech students to build leadership skills by tutoring 4th and 5th grades during club hours or any time that is convenient to them. In order to accomplish this, he is going to make flyers and posts and distribute them around the college.

- **Community Services:** The possibility of working with New York Care was discussed. Laurel Dagrosa, VP Community Service, stated about how important it is to keep a nice and tidy city. She gave the idea to the members to make this proposal a public matter, not only within the College.

- **Schedule:** A monthly meeting for the members was scheduled. The officers were also scheduled to meet twice a month. The monthly schedule for members will be distributed by e-mail on the following week (September 7-10).

- **Others:** As new members join the chapter officers, the website will be updated. Janet Liou-Mark, Associate Professor, will inform the officers to submit the pictures of the new members in order to update the website. She mentioned about the distribution of the art supplies, recollected during the last campaign, to NYU Children Medical Center for Blood Disorders. The date of distribution will be notified.
• **Next meeting date:** Tuesday, September 14, 2004 in G-518 for the rehearsal ceremony (NSCS officers) at 2 p.m. A meeting for all NSCS members is scheduled for Thursday, December 23, 2004 in N-717 at 12:30 p.m.

IEJ/RDL
Date: August 19, 2004

Attendees: Professor Janet Liou-Mark, Mr. Daniel Fictum, Sherard Harewood, and Imogen Jones.

Purpose: Leadership Training, to discuss upcoming Induction Ceremony, and to discuss activities for the fall semester.

AGENDA

- **Leadership Training:** Chapter Advisor, Mr. Daniel Fictum, conducted a training session on the formal way to conduct a meeting. Sample worksheets were provided that would make the preparation of minutes much easier, as it covered all aspects of a meeting. The session included, Call to Order, agenda, voting, motions, and tabling of items on the agenda for future meetings. The goal of the session was to assist the officers in conducting orderly and democratic meetings, by making officers aware of techniques that can be used to ensure that all persons have equal opportunity to voice their opinions, and that no one person dominates the discussions.

- **Induction Ceremony:** The Induction ceremony is scheduled for Thursday, September 30. The induction script, Keynote speaker (Mr. Russell Hotzler, PhD), venue, invited guests, and caterer were discussed. The content of the packets that will be distributed to the new members was also discussed (PFCS poster with planned activities and partner school, Community Service activities, Honors Scholars at City Tech, and any other pertinent information).

- **PFCS:** Our partner school will be Park Slope High School (P.S. 282). Sherard Harewood, VP PFCS will prepare a schedule of activities after visiting with the Principal of P.S. 282.

- **Community Service:** The possibility of working with the American Red Cross, Habitat for Humanity, and Volunteers of America was discussed. The VP of Community Service was unable to attend the meeting, thus these items were tabled for a later meeting.

- **Chapter Scholarships/Rewards:** As our chapter is relatively new, it was suggested that a book voucher of $50 be given to the most active member of the City Tech Chapter. If the Chapter is successful in obtaining additional funds, the amount of the Scholarship/Reward will be increased proportionately, and the number of recipients will also increase. We hope to introduce the scholarship/Reward during the fall semester so that the first recipient would be
able to use the voucher towards textbooks in the spring 2005 semester. A point system was not decided on, thus this item was also tabled.

**Miscellaneous**
1. Possible Hosting of the Region 1 Conference
2. Certification of the City Tech NSCS Chapter
3. Club Fair – having a table with information to make students aware of NSCS on campus
4. Fundraising
5. Business cards for Chapter Advisors and Officers
6. Designing a City Tech Chapter T-shirt

**Tabled Items:**
1. Hosting of the Region 1 Conference in 2005
2. Caterer for Induction Ceremony
3. Point System for Chapter Scholarships/Rewards
4. Community Service events

**Next Meeting Date:** Thursday, September 2, in room G-518 (NSCS Office), a meeting for all NSCS members is scheduled for Thursday, September 23, at 12:30 p.m.

IEJ/RDL
Date: April 29, 2004
Attendees: Professor Janet Liou-Mark, St. Christopher Shaw and Imogen Jones.
Purpose: To make decisions regarding the remainder of the semester.

AGENDA

- **Leadership Summit attendance:** The travel arrangements and accommodations for the Leadership Summit were discussed along with the expectations of the officers. Possible participation in the Leadership Summit (conducting a workshop) by our chapter was also discussed.

- **Induction Ceremony:** Thursday October 21 was selected as a possible date for the Induction Ceremony. The Dean of Student Affairs will let us know if the event can be held on that day. If not, a more appropriate date will be decided on.

- **Distinguished Members:** Candidates for this recognition were discussed and decisions made based on the contributions to NSCS, City Tech chapter.

- **End-of-Semester Award Ceremony/Social:** A tentative date has been set for noon, May 27, in the General Building 600 (G-600).

IEJ/RDL
Date: April 1, 2004

Purpose: To welcome new members and give an overview of NSCS benefits and chapter activities. These students recently received invitation letters to become members and some already replied positively. The Chapter Officers used this presentation to encourage the students to become active members of their City Tech chapter and to make them aware of the upcoming election, as well as other chapter activities.

Location: Namm Hall 723 (N-723)

AGENDA

- **NSCS Benefits:** St. Christopher Shaw, Vice President of PFCS, prepared a PowerPoint Presentation on the benefits available to all NSCS members including scholarships and leadership positions. The history of NSCS, as well as the pillars on which the organization was founded, was discussed. Christopher also introduced the chapter’s website to the students as they can use it to keep up with chapter activities.

- **Chapter Activities:** Imogen Jones, Secretary/Treasurer, presented the activities planned for the semester as well as past activities. The Toys and Art Supplies Drive, PFCS at Park Slope High School, the Summer 2003 Leadership Summit and the Induction Ceremony of October 2003. A PowerPoint slide show was also used to show photographs from the Leadership Summit (including the Day of Service) and the Induction Ceremony. The upcoming Chapter Officer election was also discussed and the new members were encouraged run for the positions.

IEJ/RDL
Date: March 18, 2004

Purpose: How to make the most out of our NSCS@City Tech chapter website

Location: Namm Hall 723 (N-723)

AGENDA

- **The Website:** Webmaster, Reneta Lansiquot, gave an overview of the contents of our chapter website and how members can contribute to its improvement. Ms. Lansiquot also discussed changes she intends to make to enhance the site, thereby making it more interactive. Our campus is a commuter school and most of the students work. To ensure that none of our members feel left out during the election of Chapter Officers, a voting page will be created.

- **April 1, 2004:** Two Chapter Officers will give a presentation regarding NSCS. The aim of the presentation is to remind members of the benefits of being part of the organization, as well as to inform staff and students about NSCS. The presentation will also include mention of moments from the 2003 Leadership Summit and the Induction Ceremony of October 2003. Department Chairs and Deans will be invited to attend.

- **Toys & Art Supply Drive:** More posters will be created to encourage as many donations as possible.

- **PFCS:** We encourage members to sign-up to tutor math at P.S. 282 (Park Slope). Posters have being created and a copy will be posted on the Chapter’s website along with upcoming events.

IEJ/RDL
This Math Club co-sponsored event was intended to reach out to the students on campus. Mr. David Turkiew, Director of Media Services at the college, gave the presentation on “Making Better Presentations”.

Mr. Turkiew illustrated how students can use Microsoft PowerPoint to enhance their presentations and gave helpful information regarding preparation and the actual presentations. At the end of the session, Mr. Turkiew distributed written information on the topics covered during his presentation. "Do your homework", "Determine presentation mode (full electronic support-computer tools, handouts, chalkboard, slides, video or combination of different modes)", "Organize your material", and "Practice, practice, practice" were some of the topics covered.

The presentation was very effective because it not only illustrated using PowerPoint effectively, but also gave students insight into the pitfalls of not preparing for a presentation. Mr. Turkiew was also able to put forth the importance of having a back-up plan, just in case. For example, one might have a location at which the presentation would be held, but on the day of the presentation the power outlets may not work, leaving you without a means to present using electronic devices. In the business world thousands of dollars may be at stake, so a backup plan could be the use of handouts, flipcharts, and other non-electronic materials.
Date: February 19, 2004

Purpose: Discussion of NSCS opportunities and chapter activities

AGENDA

- **NSCS Opportunities:**
  1. Scholarships: Merit Award, Scholar Abroad, Scholar at Sea and Scholar of the day.
  2. Leadership Opportunities

- Events planned for the semester.

- Interests of members: activities that members are involved in that could be incorporated with chapter activities.

- The expectations that members have regarding NSCS and their vision for the chapter.

- February 26 meeting: “Making Better Presentations” presented by Mr. David Turkiew, using Power Point. The event is co-sponsored by the Math Club.

IEJ/RDL
Date: January 15, 2004

Attendees: Professor Janet Liou-Mark, Maksud Lasker, St. Christopher Shaw, William Glenn, Ifeoma Obi, and Imogen Jones.

Purpose: To plan activities for City Tech NSCS Chapter for spring, 2004. The planned activities are tentative and subject to additions and/or changes.

AGENDA

- Leadership Summit attendance

- Pizza Welcome-back Luncheon
  1. The luncheon is scheduled for January 27, 2004 from noon to 2:00 p.m.
  2. The luncheon is being held to welcome NSCS students back to City Tech for the spring semester. An overview of the activities planned for the semester will be given, and reminder of the purpose of NSCS along with the difference between being a member and an active member.
  3. E-mails will be sent to members for this event along with a request to RSVP their attendance to Imogen Jones by January 26, 2004.
  4. To ensure that the luncheon is enjoyable to all, games/activities will be planned.

- Programs and/or Activities
  1. Speakers: Persons will be invited to speak on different topics of interest, including NSCS Officers.
  2. Joint Math tutoring sessions with the Math Club.
  3. During the month of March toys and art supplies will be collected for the NYU Children Medical Center for Blood Disorders.
  4. An Officer lunch is scheduled for February 5.

- NSCS Meetings
  1. Meetings are scheduled for February 12 and 26, March 4 and 18, April 1, 15 and 29, and May 13. Meetings will be held from 12:30 to 2:00 p.m. and 5:00 to 6:00 pm to accommodate both day and evening members.
  2. February 12: NSCS opportunities and Chapter activities discussed.
     Imogen Jones will present NSCS opportunities, St. Christopher Shaw will present PFCS activities, and William Glenn will present Community Service events.
  3. February 26: Power Point presentation for persons with basic knowledge of the application designed to give an effective presentation by incorporating Power Point.
  5. March 18: Speaker – To be announced
8. April 1: William Glenn and Imogen Jones will present topics that will be announced later.
9. April 15: Toys will be delivered to the NYU Children Medical Center for Blood Disorders at noon.
10. April 29: Nominees for Officer Elections will present speeches to NSCS members stating the reasons they should be elected for the positions, their visions for the Chapter, and how they intend to make them a reality. These speeches will be handed in by April 1, for review. Nominees will be narrowed down based on active participation throughout the semester.
11. May 13: Voting will be held for 2005 Officers, and an End-Of-Semester celebration will follow.

- Fund Raising
- PFCS
  1. Park Slope School Mentor Program
  2. America’s Promise
  3. Dirty Dozen
  4. March to College

- Community Service
  1. Toy Drive
  2. Book Drive
  3. Volunteering at NYU Children Medical Center for Blood Disorders

IEJ/RDL