**ALPHA CHI SIGMA FRATERNITY**

##  Minutes of the Supreme Council Meeting

 **Indianapolis, IN**

 **January 13 – 14, 2012**

 The Supreme Council convened in the Order of Altotus Library. Present were GMA Jennifer M. Showerman, Z ‘92; GCA Randy Weinstein, AK ’90; GPA Mistti Ritter ’; GMC Mark Evaniak ’80; GR Patrick J. Johanns, ’81; and AGR Marena Humphress. Present for all or parts of the meeting were staff members Teresa Clark and Donna Sheline, Christy Gesell, ’; Chuck Carroll, Z ’90; John Becker, I ’86; Merryn Cole,  ’03; Michael Clager, I ’89; and Information Technology Administrator Harold Cowan, I’88.

 It was a very cold and snowy morning but all Council members safely made it to the National Office by 11:50. After a meal of delivered Pizza Hut pizza, GMA Showerman called the meeting to order at 12:53 PM. She welcomed all members who were present, checked for any conflicts of interest, and asked members of the council to review their activities.

1. Conflict of Interest – No conflicts of interest were noted with the items on the agenda.

GMA Showerman

1. Model Bylaws – Headed by Geoff Giarmo, the model bylaws committee is charged to draw up a set of bylaws that would serve as a good sample document for chapters. The replacement/removal of chapter officers seems to be an area were some chapters seem to be deficit in their bylaws. The goal is to have a document ready for conclave.
2. Constitution and Bylaws Review – John Adams sent a copy of the constitution and bylaws marked up to indicated their proposed changes. The proposed changes will be discussed later this weekend as well as how to prepare legislation for conclave regarding changes.
3. Social Media Guidelines – A set of guidelines for the use of social media were developed. The council discussed the guidelines and approved the guidelines. They will be placed in the policy manual.
4. Alpha Chi Sigma Educational Foundation – The Foundation is doing a solicitation this spring. They will have a meeting in conjunction with conclave.
5. Video History Project – OA Gary Anderson is continuing to work on gathering interviews. We are looking for a video editor to transform the raw footage to a form that can be made available to our members and the public. Several more interviews are being planned.
6. Nominations Committee – A better timeline will be attempted this year for Professional Representatives’ election. The committee has found candidates to stand for three of the Supreme Council offices and are waiting on acceptance from potential nominees for the fourth office. The nomination process was discussed.

GCA Weinstein

1. Chapters at risk
	1. Alcorn Colony – Nonpayment of initiation fees from 2010 and 2011 are an issue. The GMC is going to work with them on taking care of this issue.
	2. Gamma Pi – They have not submitted their paperwork since 2009 and need to respond soon or risk being declared inactive.
	3. Beta Phi – They have some ongoing problems with the payment of fees.
2. Colonies
3. Widener University – Randy will visit and make a recommendation after that trip.
4. Toledo – Their petition to become a chapter has been approved by the subordinate chapters and are now the Gamma Psi chapter.
5. Alcorn State University – Alcorn State is having some problems with submitting paperwork and owe some initiation fees.
6. Pre-colonies
	1. Georgia Southern University – Georgia Southern has encountered a few pitfalls with getting a chapter advisor in place and are working to overcome them. They have had 5 brothers initiated there.
	2. Stanford, Boston University, Berea College are some of the best candidates to become colonies. There have been over thirty contacts from campuses about bringing an Alpha Chi Sigma chapter to those schools.
7. Alcohol Awareness Training – This program has gone well. About 2/3rds of the chapters have gone through training. There have been a few glitches but otherwise it has been going well. We have been sending out a small token gift to people who have completed the program. Risk management training related issues were discussed and how and when we might tackle them.
8. Expulsions – Proposition 4359 was approved. It expelled three members for the non-payment of pledge and lifetime membership fees.

Brad Hulse with Morgan Stanley Smith Barney reviewed our financial investments at 2:00 pm.

1. Economic Outlook – Brad discussed our investments and the economic outlook. Europe is probably in a recession and that will likely cause a mild recession in the US as a result. They believe that the global GDP will grow by 4% with most of that coming from emerging markets. Inflation will be relatively tame. Things are not rosy though the US markets are probably doing the best of the developed world.
2. Portfolio Returns – 2011 was not a good year for portfolio. Over the long run though, the Fraternity has achieved a good return given the risk (volatility) of the portfolio.
3. Asset management – The Council approved the Morgan Stanley Smith Barney financial advisor discretion asset allocation option that would permit the shifting our asset allocation within agreed upon guidelines without prior consultation. This will allow our assets to be managed in a more tactical fashion. We will be notified when our assets allocation is changed.

GPA Ritter

1. Scouting Committee – A chair has not been found yet. Two Brothers are being contacted to see if they would be interested in trying to head this up.
2. Professional Representative Ratio Formulation – PR Michael Clager, Gamma Iota ’89 is heading this up and will have a report including possible recommended legislation changes for Conclave.
3. Professional Representative Elections – The PR candidates appreciated being contacted in person regarding the results of the election. An odd voting situation occurred when a Brother donated within the last few months but not during the current campaign. The Brother was allowed to vote.
4. PR Committee Report – The PRs have expressed interest in serving in more leadership roles including committee chairs at Conclave.
5. IYC 2011 – Some chapters that did events had those reported in the Hexagon and some are still doing events. The balloon molecule demonstration kit showing p-orbitals in water molecules was not mailed out to chapters last year. They will be distributed to all chapters this year to help encourage continued chemistry-related outreach .
6. Professional Luncheons – The AICHE Luncheon in Minneapolis was attended by 8 Brothers. The ACS meeting luncheons were also well attended. Local members were contacted and that had a positive impact on attendance. Due to other online conference resources, we will consider discontinuing the literature table after the Indianapolis ACS meeting in 2013. Merryn Cole offered to host a luncheon in Indianapolis at the National Science Teachers Association meeting this spring in Indianapolis. Luncheon opportunities at other meetings will be explored. The GPA will look for an interested person to help plan and host these luncheons.
7. Professional Chapters and Groups – Wisconsin and Boston Groups will likely request to petition to become chapters as soon as they meet the requirements including a six month period as a group.
8. New Jersey Professional Charter Petition – The following SC proposition was passed: “A petition having been received and certified by the Grand Recorder as containing the signatures of at least 8 active professional members, the New Jersey Professional Chapter is granted a charter.”
9. Solicitation – The total donations for the calendar year were $8,000 lower than projected. Solicitation costs were also lower because a planned mailing to all members and a follow-up mailing were not conducted. An email follow-up replaced the postcard follow-up that was done in the past. Approximately 400 Brothers who donated in 2011 campaign have not yet donated in the 2012 campaign. These brothers will be sent a postcard early this year to see if they can be encouraged to donate. Several other groups of Brothers were potentially identified for targeting in the future. Brothers continue to support the Reserve Fund and two members completed the requirements to become Reserve Fund Members.

GMC Evaniak

1. Ritual Committee – A shopping list, for items not provided by the Fraternity was formulated to assist new chapters. The list includes possible suppliers. A green chemistry process for part 6 has been investigated. The procedure for adopting a change in the ingredients into the ritual was discussed. The Grand Historian will be consulted.
2. Ritual Difficulties – The GMC lamented the problems that Brothers have in memorizing their parts.
3. Alpha Chi Sigma Scholar Committee –Steve Schneider is chairing this committee. Joe Jacobs has been re-appointed to the committee. Nicole Lorenz, Alpha Sigma 2008 is the 2011 Alpha Chi Sigma Scholar.
4. Source Book – About $1,500 was saved in printing costs by printing only one edition of the Source Book for the year.
5. Electric Candle Rebates – Seven chapters took advantage of this offer. Five chapters sent thank you notes for this program.
6. Trademark issues –We will look into getting a trademark for “The Hexagon”.
7. Rhode Island Colony – The trip to the colony went well and should be a strong chapter.
8. Toledo University – An installation date in late March or early April is being considered..
9. Plaques – The saga of getting plaques done is almost complete. We have not gotten our originals back but we also have not been billed for the plaques received. We will not work with this company again.
10. Argent Consulting – Argent Consulting is using a near copy of our crest. This will be followed up on.

GR Johanns

1. **S**taff – We are fortunate to have an experienced and professional staff.
2. The Internet – The Internet continues to grow as a means to communicate with and inform members of happenings within the Fraternity. We use email, the national website, and social media sites like Facebook and LinkedIn to connect with and communicate with members. Our Twitter account is AlphaChiSigma. The constant evolution in how people connect and communicate will require us to keep investigating new technology and networks.
3. Email - We have email addresses for 2,745 of our 2,792 active collegiate members and 12,853 of our living professional members. One aspect of our current email communication with our members is the limitation of 600 emails per day that we can send out. We will be exploring expanding this number.
4. Blackbaud – We are in the third year of a three year contract with Blackbaud for offsite hosting of our database and website. This is a considerable expense for the Fraternity and I suggest we consider alternatives during the coming year.
5. Budget – The Fraternity took in $341,763 in 2011 compared to expenses of $287,888. Some of the major differences between the projected budget and the actual are listed below.
	1. Line 42: Professional Contributions were well below our budget $85,320 vs. $93,300. We are looking into ways we can improve our professional contributions.
	2. Line 4371 GEICO: The first year of the affiliation agreement with GEICO was a rousing success financially. Even with no mailing, $24,075 was received in direct compensation with $2,500 of that being sponsorship dollars.
	3. Line 532 Data Processing: A $5,400 expense that we no longer incur was mistakenly budgeted for last year.
	4. Line 545 Solicitation Expenses were lower than expected because a planned postcard mailing was not sent. This reduced costs by approximately $4,000 – 5,000.
	5. Line 551 Professional Associations (PFA &CHF): OA Gary Anderson had higher than expected expenses on this line. In addition, CA Herb Sipe won the PFA Award for Outstanding Chapter Advisor. GMC Evaniak attended the PFA meeting also.
	6. Line 552 Ritual and Regalia: Two installations were budgeted but only 1 was conducted.
	7. Line 553 Collegiate Programs: In addition to 2 Chemistry of Color programs that were planned for, a special token costing a total of $2,500 was given to Collegiate students who completed the Alcohol Awareness program causing the budget line to run over.
	8. Note that our total expenses were about $40,000 below projected. On one hand this could be a good thing as it could indicate more efficient operations. On the other hand, it indicates that we could have delivered more programs and services to our members within the budget and we fell short of that goal.
6. Web Donations – The use of the web to make donations has grown steadily from 16.6% of total donations in 2008 to 19.4% in 2011. I expect this trend to continue and think it will be worthwhile to review the possibility of monthly contributions in 2012. The ability to make monthly donations could increase the total amount people donate annually.
7. Solicitation Trends – With the exception of using the Internet to communicate with Brothers and collect some donations, very little has changed with regard to the raising of money for the general fund each year. The GPA selects groups to target, formulates letters to send these groups, and the letters are mailed out in the fall. Reminders are sent out later in the year for those who have not donated yet. Examining our donations over the past years uncovers some observations that we need to address:
* The burden of supporting the Fraternity has increasingly shifted to the collegiate branch.
* 63% of our donations come from Brothers who are over 59 years old.
* Donations over the last 4-year period are about 20% lower than the previous 4-year period when adjusted for inflation.
* In 1995 we had 2,870 Brothers donate. That number was 1,525 in 2010 and 1,141 in 2011.
1. Investments – The total that the Fraternity has invested has gone down slightly from $644,960 as of December 31, 2010 to $642,728 on December 31, 2011 despite adding $25,000 to our investment account in February of 2011. Our financial policy allows us to move 4% of average quarterly balance for the last 12 quarters into our annual operating budget. This policy will allow us to transfer $24,300 from our investments to our general budget for 2012.
2. Insurance – We have insurance policies to provide liability coverage for the staff, officers, and members of Alpha Chi Sigma when they are engaged in legitimate fraternity activities. We also have property insurance for the National Office Building, Workman’s Compensation, and Director’s and Officer’s insurance. Our insurance would like to do an assessment of our property to recommend an appropriate building insurance amount.
3. Beta Nu House Corporation Loan – The Beta Nu House Corporation paid off their loan in 2011.
4. As of January 1, 2012, the Federal Business Mileage Rate was $0.555 per mile. In accordance to SC Proposition 4048, the Fraternity rate will be adjusted to $0.555 as of January 1, 2012 and expense forms will be updated to reflect the increase.
5. IRS E-Postcards – All professional and collegiate chapters submitted their E-Postcards to the IRS this year. This helps maintain our 501-(c)(3) status.
6. 50th Biennial Conclave Motion 7 – The Supreme Council approved a contract with GEICO in Supreme Council proposition 4306 to allow them to send mailings to our membership list in exchange for $2500 in annual event sponsorship and payment for each quote that is requested. In 2011, we received $24,075 for requested quotes, $2,500 of which is to be used at the 51st Biennial conclave. I have conferred with the leaders of other professional fraternities and the partnership with GIECO generates the most money for them by a large margin. My research indicates that any other affiliation agreements that we enter into will most likely need to have a focus on providing goods or services to our members rather than generating revenue for the Fraternity.
7. 50th Biennial Conclave Motion 10 – A committee has been formed to develop guidelines for collegiate chapters on how to enter contractual obligations with third party organizations. A policy covering outside contracts was presented to the Supreme Council for consideration.
8. PFA’s President’s Academy - One thing that many Fraternities, social and professional, do is leadership training. As such, a President's Academy is being planned by the PFA.  This would be a weekend long workshop designed to enhance chapter leadership skills. The event is being planned for August 3 & 4 with the program starting the morning of August 4th. Attendees could drive in for the day or find alternative lodging. Some of the other fraternities indicated that they would be sponsoring the attendance of some of their members. The program will be limited to professional fraternities.

New Business
9. Relocation of the National Office – Discussed extensively. Passed proposition directing the Grand Recorder to investigate the relocation of the National Office.
10. Hall of Fame nomination – The report of the General Advisory Committee was accepted. The 2012 inductees into the Alpha Chi Sigma Hall of Fame will be Dr. Paul K. Kuroda, Alpha Sigma, 1996, deceased and Dr. Harry B. Gray, Upsilon 1958. The inductees or their representatives will be invited by the GPA to participate in the Induction at the 51st Biennial Conclave at Grand Chapter expense.
11. Kuebler Nomination – The Supreme Council discussed the generation of nominations for the Kuebler awards. It was suggested that the committee prepare information about the characteristic of a strong candidate.
12. Document Retention Policy – The document retention policy was discussed. The file retention policy dated 1/13/2012 is adopted.
13. Outsides Contracts Committee Policy proposal – The Chapter Outside Contracts Policy dated 1/13/2012 is adopted.
14. Constitution and Bylaws Committee – The suggested changes to the constitution and bylaws were considered. A lengthy discussion of audits at chapters ensued. A professional chapter audit form needs to be developed.

At 9:59pm we adjourned to brush the snow off our cars and head to the hotel. Following breakfast in the dining area of the Hampton Inn, the council met in the Order of Altotus Library at 8:00 am on January 14 to discuss risk management and staff issues in closed session. The Supreme Council reconvened at 8:59 am in open session.

1. Conclave – The schedule for conclave was discussed. The issue regarding the early arrival of professional members and the arranging of a location for meeting to discuss legislation was considered. The budget was approved and registration fees were set. The registration fee, paid by all attendees except invited awardees and the National Office staff, at the 51st Biennial Conclave will be $90 until May 14, 2012; $110 from May 15 to June 30; and $140 after June 30. For members who are not elected delegates or invited guests, room(double occupancy) and board charges will be $280 per person. Registration for single rooms with board will be $340. Individual tickets to the Kuebler Banquet for non-registrants will be $35.
2. PFA Leadership Academy – A proposition indicating that Alpha Chi Sigma supports the PFA Leadership Academy and will sponsor the attendance of collegiate members up to a total of $2500 was passed.
3. Conclave Budget – The budget was discussed and approved.

A lunch break was taken at 12:10pm to eat carryout orders from Olive Garden.

1. Happy Birthday Michael Clager – A birthday cake was served at 12:52pm. In keeping with current fraternal best practices, flameless candles were used on the cake.
2. Districts – The splitting of East Central District was considered to reduce the number of chapters in the district. The GCA will propose boundaries, a district name, and a district counselor.
3. PFA Awards – The Fraternity will identifying a worthy nominee for PFA Collegiate Program award.
4. Fraternity Budget – The attached budget for 2012 was approved. The budget projects spending about $8,000 less than what is brought in. Some of the planned expenditures and assumptions used in the budget are highlighted below.
	1. 1,240 pledges and 1,116 new members were used estimate income from these sources.
	2. $44,300 can be moved from the Reserve Fund to be used in the 2012 budget and finance conclave.
	3. 3 collegiate chapter installations and 2 professional chapter installations were budgeted for SC travel in 2012.
	4. The Collegiate Programs line has been funded to allow the Tie-Dye Chemistry program to be presented at 2 District Conclaves in 2012, $2,500 for alcohol awareness training, and $2,500 for PFA Leadership Academy.
	5. $5,500 in the Misc Programs line has been earmarked for preparing for conducting video histories in 2012.
5. The next Supreme Council meeting will take place on July 24, 2012 at the University of Iowa, Iowa City, Iowa at Grand Chapter Expense.
6. Website – Website options were discussed at length. It was decided to allow the GR and the National Office to renew the contract with Blackbaud with an exit clause and use their discretion to improve the system within the budget.

There being no more business, the meeting was adjourned at 3:34 pm.

 Respectfully submitted,



Patrick Johanns, 

Grand Recorder

**Propositions Passed at the January SC Meeting**

**Proposition 4357 1/13/12**

Maker: Grand Collegiate Alchemist Randy Weinstein

The following persons listed below be expelled from the Fraternity for non-payment of mandatory pledge and life time membership fees. There is no need for a further attempt to contact as all have stated they will not pay and/or desire to be expelled.

Kevin Phu, Pi April 2011, $185

Brian Chan, Alpha Epsilon April 2011, $185

Tyler Eck, Gamma Tau April 2011, $185

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4358 1/13/12**

Maker: Grand Master Alchemist Jennifer Showerman

The Social Media Guidelines dated January 13, 2012 were approved.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4359 1/13/12**

Maker: Grand Recorder Patrick J. Johanns

The Fraternity approves financial advisor descretion within the Select UMA platform within Alpha Chi Sigma's Investment Policy.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4360 1/13/12**

Maker: Grand Professional Alchemist Mistti Ritter

A petition having been received and certified by the Grand Recorder as containing the signatures of at least 8 active professional members, the New Jersey Professional Chapter is granted a charter.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4361 1/13/12**

Maker: Grand Master Alchemist Jennifer Showerman

The Grand Recorder is directed to investigate the relocation of the National Office within Indianapolis Metropolitan Area and the sale of the current location. It is felt that long term concerns about the current location indicate that a better site is desireable.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4362 1/13/12**

Maker: Grand Professional Alchemist Mistti Ritter

The report of the General Advisory Committee is accepted. The 2012 inductees into the Alpha Chi Sigma Hall of Fame shall be Dr. Paul K. Kuroda, Alpha Sigma, 1996, deceased and Dr. Harry B. Gray, Upsilon 1958. The inductees or their representatives will be invited by the GPA to participate in the Induction at the 51st Biennial Conclave at Grand Chapter expense.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4363 1/13/12**

Maker: Grand Recorder Patrick J. Johanns

The file retention policy dated 1/13/2012 is adopted.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4364 1/13/12**

Maker: Grand Recorder Patrick J. Johanns

The chapter outside contract policy dated 1/13/2012 is adopted.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4365 1/14/12**

Maker: Grand Master Alchemist Jennifer Showerman

The following officers of Alpha Chi Sigma Fraternity:

President (Grand Master Alchemist): Jennifer M. Showerman

1st Vice- President (Grand Collegiate Alchemist): Randy D. Weinstein

2nd Vice-President (Grand Professional Alchemist): Mistti M. Ritter

3rd Vice-President (Grand Master of Ceremonies) Mark N. Evaniak

Secretary-Treasurer (Grand Recorder): Patrick J. Johanns

And staff members of Alpha Chi Sigma Fraterntiy:

Assistant Grand Recorder Marena Humphress

Administrative Assistant Teresa Clark

acting as herein after provided, are authorized to make deposits to, and to withdraw from, and/or open or close checking and/or savings accounts in the name of the Alpha Chi Sigma Fraternity and to invest in and make withdrawals from, appropriate investment institutions, all in accordance with the regulations and requirements of each of the respective institutions.

BE IT FURTHER RESOLVED, that all checks, drafts and orders on the above mentioned accounts exceeding $5,000 must be signed by at least two of the above mentioned officers or staff members, one of which must be the Grand Master Alchemist or the Grand Recorder.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4366 1/14/12**

Maker: Grand Master Alchemist Jennifer Showerman

The registration fee, paid by all attendees except invited awardees and the National Office staff, at the 51st Biennial Conclave will be $90 until May 14, 2012; $110 from May 15 to June 30; and $140 after June 30. For members who are not elected delegates or invited guests, room(double occupancy) and board charges will be $280 per person. Registration for single rooms with board will be $340. Individual tickets to the Kuebler Banquet for non-registrants will be $35.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4367 1/14/12**

Maker: Grand Master Alchemist Jennifer Showerman

The Supreme Council will meet at Grand Chapter expense on July 24, 2012, in conjunction with the 51st Biennial Conclave of the Fraternity on the campus of the University of Iowa, Iowa City, Iowa to conduct the business of the Fraternity.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4368 1/14/12**

Maker: Grand Collegiate Alchemist Randy Weinstein

Alpha Chi Sigma supports the PFA Leadership Academy and will sponsor the attendance of collegiate members up to a total of $2500.

*For: 4 Against: 0 Result: Passed Unanimously*

**Proposition 4369 1/14/12**

Maker: Grand Recorder Patrick J. Johanns

The attached budget for the Fraternity for 2012 be adopted.

*For: 4 Against: 0 Result: Passed Unanimously*

|  |  |  |  |
| --- | --- | --- | --- |
|  |   | ACT. | **2012**  |
|  |   | No. | **Final** |
| **INCOME** |   |  |   |
| **COLLEGIATE CHAPTERS** |   |  |   |
|  Pledge Fees |   | 411 | 49,600  |
|  Initiation Fees |   | 412 | 161,820  |
| COLLEGIATE |   |  | 211,420  |
|  |   |  |   |
| **PROFESSIONAL MEMBERS** |   |  |   |
|  Contributions |   | 42 | 67,150  |
|  Web donations |   | 421 | 17,850  |
|  Xtra SC donations |   | 422 | 2,200  |
|  |   |  |   |
| **OTHER INCOME** |   |  |   |
|  Dividends & Interest (Bank) |   | 431 | 200  |
|  Sales |   | 432 | 6,000  |
|  Misc. Income (FD reimburse FR) |   | 433 | 9,998  |
|  Conclave Receipts |   | 434 | 59,910  |
|  Extraordinary Donations |   | 436 | 5,000  |
|  Partnerships - GEICO |   | 4371 | 25,000  |
| FROM RESERVE FUND |   |  - | 44,300  |
| SUBTOTAL |   |  | 150,408  |
|  |   |  |   |
| **EXPENSES** |   |  |   |
| **MEMBER SERVICES** |   |  |   |
|  Pension |   | 511 |   |
|  Staff Salaries |   | 512 | 89,875  |
|  GR Management Fee |   | 513 | 8,200  |
|  Benefits |   | 514 | 2,696  |
|  FICA & IN Unemployment |   | 515 | 7,370  |
| Members Services |   |  | 108,141  |
|  |   |  |   |
| **NATIONAL OFFICE** |   |  |   |
|  Professional Service |   | 521 | 5,500  |
|  Insurance |   | 522 | 11,300  |
|  Communications |   | 523 | 1,600  |
|  Telephone |   | 5231 | 600  |
|  800 Readyline |   | 5232 | 400  |
|  FAX/email |   | 5233 | 600  |
|  Utilities |   | 524 | 3,020  |
|  Gas |   | 5241 | 720  |
|  Electricity |   | 5242 | 1,800  |
|  Water & Sewer |   | 5243 | 500  |
|  Grounds Maintenance |   | 525 | 3,200  |
|  Office Supplies |   | 526 | 1,000  |
|  Building Maintenance |   | 527 | 2,000  |
|  Equip. Rental & Repair |   | 528 | 5,000  |
|  Postage |   | 530 | 2,000  |
|  United Parcel Service |   | 531 | 1,000  |
|  Property Taxes |   | 536 | 7,800  |
|  Data Processing |   | 532 | 4,500  |
|  Annual fee for hosting |   |  | 7,700  |
|  Training |   | 533 | 1,000  |
|  Bank,Misc. & CrCd Fees |   | 534 | 7,500  |
| National Office Operation |   |  | 64,120  |
|  |   |  |   |
| **PROGRAMS** |   |  |   |
|  Purchase-Resale/Gratis |   | 541 | 10,000  |
|  Miscellaneous |   | 542 | 5,500  |
|  Publications |   | 543 | 57,200  |
|  HEXAGON |   | 5431 | 48,000  |
|  HEXAGON Editor Fee |   | 5432 | 8,000  |
|  Web Site Serv -comcast/apollo |   | 5433 | 1,200  |
|  Solicitation |   | 545 | 16,000  |
|  Chapter 5% |   | 5451 | 3,500  |
|  25-50 yr pins |   | 5452 | 150  |
|  Awards-star (annual) |   | 546 | 1,000  |
|  Supreme Council |   | 547 | 5,500  |
|  SC Expansion Trvl |   | 5471 | 6,600  |
|  OA Travel |   | 5472 | 2,000  |
|  District Counselors |   | 548 | 6,500  |
|  Dow |   | 5481 |   |
|  Expansion |   | 549 | 1,500  |
|  Conclave Fund |   | 550 | 124,900  |
|  Professional Assoc. |   | 551 | 3,000  |
|  Ritual & Regalia |   | 552 | 4,000  |
|  Regalia Installation |   | 5521 | 6,000  |
|  Ritual Re-Issue |   | 5522 |   |
| \*\*Collegiate Programs |   | 553 | 8,000  |
| \*\*Professional Programs |   | 554 | 1,000  |
|  Professional Branch  |   | 556 |   |
|  Professional Representatives |   | 5562 | 3,000  |
|  Professional Chapters |   | 5563 | 0  |
| \*\*Program Development |   | 557 | 1,000  |
|  Legal Expenses/ DO |   | 559 | 1,500  |
|  Special Needs |   | 561 |   |
|  *Sedlak Fund*  |  | *560* | *1,000*  |
| Programs |   |  | 268,850  |
|  |   |  |   |
| **TOTAL GF INCOME** |   |  | 449,028  |
| **EXPENSES** |   |  | 441,111  |
| **RESERVES** |   |  | 7,917  |