

# Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

Office of the  
ASSISTANT  
GRAND RECORDER



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Friends,

It is wonderful to be able to serve Alpha Chi Sigma in this capacity. This makes for my first annual report as Assistant Grand Recorder after being appointed at the beginning of the 55<sup>th</sup> Biennium. Br. Ken Busch, OA, left some pretty big shoes to fill. Since the inception of the office of the Assistant Grand Recorder, over the decades this title has been used as volunteer position, a paid consultant position, as a co-title for the full-time National Office Manager, or has been left vacant. Consequentially, the role of the Assistant Grand Recorder has some fluidity. For at least a decade prior to the 54<sup>th</sup> biennium, the title of Assistant Grand Recorder, when and if used, was a co-title for the National Office Manager. During the 54<sup>th</sup> biennium, following assessing the position of Grand Recorder, it was the determination of the Supreme Council at the time, that it would be helpful to have a Brother hold the office of Assistant Grand Recorder in a consultative capacity, to both provide general assistance to the Grand Recorder, given how the demands of that position have grown, work on special projects, as well as provide be watchful in oversight in operations.

It has been a remarkable few months working for Grand Recorder John Stipp, OA, and Grand Master Alchemist Helen Webster. It has taken some time for me to get up to speed in this new role and to be ancillary help to the National Office operations as they continue to evolve and improve due to the hard work of National Office Manager Erin Goodwin. In this time, the position is becoming more defined as more work is assigned and at this point it is important to report the progress that I've observed, assisted in, as well as set goals for 2019.

For this fall, I spent a day at the National Headquarters visiting with the office staff to gain a better understanding of how member and associated financial data is processed, as well as hear the concerns and ideas of the staff. In the 54<sup>th</sup> biennium, it became evident during the transition of the staff as well as the astute observation of for various national office managers, that data processing needed to be modernized. After a discussion and at the request of Erin Goodwin, an outside firm audited how the office handles data and recommended a cost-effective solution. This is likely echoed in more detail in the Grand Recorder's report. Using the pledging process as an illustration, biographical data comes in multiple forms, such as word documents, scanned documents, pdf, to name a few. Some of these are not machine-readable. This data then needs to be processed and entered into a variety of spreadsheets, word documents, Raisers Edge (member database), and QuickBooks (financial database). Given the fraternity's past experience with Raisers Edge software, it was not surprising it didn't interface well, but how the software apparently communicates with the operator and various interfaces, was a disappointment. Processing pledge records had become more time consuming that processing them by paper, it necessitated redundant manual entry of data into various databases by the office staff. The office identified an appropriate fix, Omatic to facilitate data entry into Raisers Edge. While this is an oversimplification, think of time-saving macros in Excel. The Supreme Council unanimously

agreed to purchase the software. When Omatics and new processes are completely implemented with new, appropriately designed pledge and initiation forms, data entry into Raisers Edge will be greatly simplified reducing the potential of errors being introduced into the database. This will also allow a re-alignment of work performed by the Member Services Coordinator, so that the focus is less on data entry. This report is explain and issue, not to over-inflate my importance, my role on behalf of the Grand Recorder was small, I just provided attention and additional articulation of staff concerns and issues to the appropriate decision makers.

Most of my time spent these past four months has been doing work in the assisting role: consulting and performing tasks directly for the Grand Master Alchemist and the Grand Recorder on legal, compilation, and general liability insurance renewal matters. The details of these matters will likely be reported by the appropriate officer. There was a considerable investment of time and energy up to the end of 2018 to successful reach several resolutions, and the Fraternity will be able to continue in no small part due to the GMA and GR's efforts. One of these matters, by themselves, could have occupied the full attention of a Grand Chapter Officer. 2019 will be a transformative year for Alpha Chi Sigma, for it will be necessary for the Supreme Council to engage in continuous improvement in managing various risks to the fraternity. This is essential from a variety of perspectives, including a business perspective, to enable long term financial stability for the fraternity.

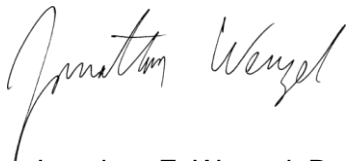
Additional tasks for 2018 included working on the Chase Bank side of moving fraternity credit cards from Chase Bank to the National Bank of Indianapolis, review minutes and documents prior to release, and handling site-logistics for the Winter 2019 Supreme Council Meeting. Additionally, many of the fraternity's business policy manuals and procedure manuals are woefully out of date. Going on a tangent of OA Ken Busch's work, I've been tasked with preparing a revised conclave manual of procedure for the office and I've tasked myself with preparing a manual of procedure for the nominating committee.

In addition to the tasks that are assigned to me by the Grand Recorder and Supreme Council, my goals for 2019:

1. Finalize a Manual of Procedure for Conclave
2. Finalize a Manual of Procedure for the Nominating Committee
3. Aid the Grand Recorder on restarting the Chrome and Blue
4. Work on Charitable Organization State Registrations
5. Receive training on Raisers Edge
6. Look for and catalyze improvements in operations

Echoing Ken Busch's 54<sup>th</sup> biennial AGR report, it is a privilege to have the chance to serve the fraternity, and it is important to look forward and catalyze additional changes in the business operations in the organization as needed.

Yours in the Double Bond,



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Assistant Grand Recorder  
Alpha Chi Sigma Fraternity