

ALPHA CHI SIGMA FRATERNITY

Minutes of the Supreme Council Meeting Coraopolis, Pennsylvania January 18 - 19, 2019

The Supreme Council convened in the Diamond Room at the Hampton Inn in Coraopolis, Pennsylvania from January 18 to January 19, 2019. Present for all or part of the meeting were GMA Helen M. M. Webster, *Alpha Rho 1994*, GPA Kip Nalley, *Alpha Sigma 1990*, GMC Sean Pawlowski, *Gamma Upsilon 2006*, GCA Howard Mayne, *Mu 2001*, GR John Stipp, OA, *Epsilon 1989*, AGR Jon Wenzel, *Delta 1996*, GPDC Oliver Penrose, *Gamma Theta 2003*, BSDC Emma-Rae Ranger, *Gamma Upsilon 2014*, SEDC Matt Schnippert, *Gamma Beta 2003*, Jennifer Schnippert, *Gamma Beta 2003*, Stephanie Bates, *Alpha Rho 1995*, Merryn Cole, *Alpha Theta 2003*, John Adams, OA, *Beta Delta 1971*, Jennifer Showerman, OA, *Zeta 1992*

Meeting was called to order at 9:30am on Friday, January 18, 2019. GMA Webster welcomed all of the attendees to the SC meeting.

1. GMA Report

Conflict of interest statements were signed by SC, GR, and AGR

GMA Visit to York completed. Waiting on petition request.

GMA Visit to Winthrop being scheduled

New collegiate group of Gamma Iota at High Point University, High Point, North Carolina

GMC Citations need to be given to members who participated in the PIC at Conclave, members of the Ritual Committee, and Laura Walkup.

2. GPA Report

Reports were submitted by most of the Professional Representatives. Much interest among that group regarding chemistry demonstrations.

ACS spring luncheon scheduled for April, 2, 2019 at Urban Tide in the Hyatt hotel. Kip will be presenting the Pure and Applied Chemistry Award. Need to update Fraternity webpage to reflect this.

Solicitation yielded similar returns as 2017.

Omatics is helping us with Raiser's Edge and Blackbaud. Audit is completed. Database is not as bad as we expected. Staff is learning how to use database more efficiently. Erin is holding regular calls with Omatics to work on improving our processes. Initial testing of some of these improvements will probably take place in the Spring. May want to explore looking at other database providers in 2020 / 2021. Further discussions to take place at the Summer SC meeting. Recommended to come up with a detailed list of criteria needed in a potential new database before requesting quotations.

3. GCA Report

DC reports were received from roughly half of the District Counselors. Many chapters are doing well.

Expansion updates. Oregon State is making good progress, and their sunset needs to be extended.

Proposition 4746

1/18/2019

Made by: Howard Mayne, Grand Collegiate Alchemist

In accord with Bylaw Article 1, Sec. A, 1.d the Supreme Council authorizes Sigma Chapter of University of California at Berkeley to elect and initiate properly qualified students from Oregon State University, at Corvallis, Oregon, provided such action is in accord with the regulations of the University of California at Berkeley and Oregon State University. This authorization shall expire on December 31, 2020. This permission is given retroactively to Jan 1, 2019. This proposition is a modification of SC Prop 4521.

Explanation: The original proposition had a sunset date of Dec. 31, 2018. Oregon State is still an active colony and should be granted permission to petition for chapter status in the near future. This covers the time period between the sunset and the latest time when it would be reasonable for them to finish their petition.

For: 4 Against: 0 Result: Passed Unanimously

Other expansion discussions. UCSB is probably not viable. Interest has been expressed from three Universities in the Pacific Coast District.

4. GMC Report

Kate Cavanaugh, *Alpha Theta 2003* has agreed to serve as the Chair of the Ritual Committee

Mostly positive feedback on the new Ritual and several questions have been posed to the GMC. New Ritual has been very well received.

An MC chat is being considered. This would be to help share best practices and to answer questions.

Sourcebook has been updated. GMC Pawlowski has been working with Erin Goodwin to reorganize the format to make it easier to be updated every year. Adding Chapter best practices to the Sourcebook is also being discussed for future issues.

Two installations have taken place since Conclave (Delta Xi and Delta Omicron).

5. GR Report

Need to hire two part time employees at the National Office. May change titles to more accurately describe the new positions.

mAccounting is doing well

Insurance will be presented by the GR later in the day

6. AGR Report

AGR Wenzel is working on tax documents. Personal Property tax to Marion County Indiana and the IRS sheet listing our group exemption subordinate EIN numbers.

AGR will also work on EIN number verification / updates.

The GR gave a presentation regarding insurance.

7. A discussion ensued regarding methods to improve education at Chapters and the role of a Risk Officer. The SC should investigate as to if we have any Brothers who have experience in this area and potentially appointing a Grand Chapter Risk Officer.

8. The SC had a conference call with Holmes-Murphy regarding risk management education.

3P2E program – Systematic process for culture change at Phi Kappa Phi

- Philosophically an organization has to understand how they approach the problem (safety, alcohol, etc.)

- Policy – Organization should including items that are enforced. Ideally they are short succinct and to the point
- Procedures – what resources are we making available to our chapters? Re they in line with our philosophy and policy
- Education Strategy – what are we training our oversight members (CA, DC, etc) on
- Enforcement – conduct and accountability

The Risk Management College is held every year in Indianapolis. Two tracks. Track 1 for “front line” people. Track 2 is geared toward policy makers, directors, boards, etc. July 11 Sheraton. \$259 for first participant. \$159 for each after that. Can brand items on Holmes Murphy’s website to Alpha Chi Sigma and use them for our members.

Bobbi Larsen and Dr. Lori Hart will send the SC items for review at the SC meeting.

9. Consider adding comment about what the General Liability insurance is for and why on the webpage. Reference Triangle webpage and letter sent to chapter officers regarding Risk Management Surcharge.

10. Alpha Chi Sigma takes care of its’ Brothers. As such, a Health and Safety Initiative is being explored.

11. The SC and meeting attendees discussed options to help financially challenged members pay their membership fees.

12. The SC discussed payment plans with the increased fees. It may be beneficial to explore the payment process performed by the National Office and see if there are ways to make this process easier for the staff. Perhaps Omatics would have suggestions?

13. Suggestions of changing donation levels was discussed, and as these are a case by case basis and difficult to justify, the cost of money and time by the staff would be better served by doing other things.

14. GPA Nalley is planning on using PR Sansing’s map of the geographical distribution of Professional members for targeted communication strategies. May want to consider sending a list of Professionals to the Alumni Secretaries to try and update missing addresses. GCA Mayne and DC Chair Schnippert to discuss a plan for moving forward. Goal is to send chapter alumni lists to Alumni Secretaries to clean up address list and to let them know who their alumni are. List will also go to Professional representatives in their area to aid with communication. Sean and Erin are looking into using Sandy’s map on the webpage as well.

15. Improving engagement of Chapter Advisors – What can we do to help the chapters recruit Chapter Advisors. Faculty who are in tenured track positions may not have the time to do the job effectively. GCA Mayne has encouraged some chapters to have co-Advisors. A Chapter Advisor to focus with the Fraternity related items and a Faculty Advisor to focus on the University related items; alternatively a younger Advisor and a more experienced Advisor working together. Merryn Cole is going to work with

GCA Mayne to come up with ideas to help the chapters recruit and utilize their Advisors more effectively. Andrea Martin and Anne Moody may be good resources as well. Too often Chapters do not interact with their Advisors until the Chapter needs something or unless there is a problem. This is not a good scenario and does not help build good working relationships between the Collegiate Chapters and their Chapter Advisors. Collegiate Chapters should engage their Chapter Advisors for more than that.

16. The SC discussed setting the price for an annual subscription to the *Hexagon* for the Linda Hall library, located in Kansas City, Missouri. The annual subscription price as set by the Grand Editor and published in the *Hexagon* is \$5.00.

GMA Webster adjourned the session at 5:51pm.

The SC reconvened Saturday morning at 9:06am in closed session to discuss personnel, legal, chapters at risk, District Counselor & Professional Representative concerns, expulsions, and discipline.

17. The investigation at Sigma by the University is still ongoing and the Supreme Council will wait until the results of that investigation to pursue any further actions in regards to Sigma Chapters expulsion recommendation.

18. GR to contact Holmes Murphy to create a Health and Safety Officer at an upper level of the organization. They may be called upon to oversee / train local Health and Safety Officers and other members regarding Health and Safety topics. Does Holmes Murphy have experience with this through other organizations they work with. Can they help us define what that role should be? What recommendations do they have?

The SC reopened the session to all attendees at 11:30am

19. The Foundation noted that the Minnerly Fund is available for Expansion opportunities.

20. The budget was discussed. 2018 actual numbers are in from mAccounting. These need to be reviewed, but if correct, 2018 was not as bad financially as predicted. Cost savings activities taken in 2018 and a reduced Conclave cost, compared to estimates, made a significant positive impact on the budget.

Proposition 4747

1/19/2019

Made by: John Stipp, Grand Recorder

The proposed budget for 2019 be adopted.

For: 4 Against: 0 Result: Passed Unanimously

21. Chemistry Demonstrations were discussed. Can chapters resume demonstrations assuming that they follow guidelines set forth by the American Chemical Society and the NSTA (National Science Teachers Association) Can the Fraternity develop its' own rules / regulations to follow of our own? Can the Fraternity develop a specific list of guidelines on specific demonstrations that are approved. Committee will continue to work on providing guidance. The ban on Chemistry demonstrations will continue until the report from the Chemical Demonstrations Committee is received.

22. SC Guidebook. The SC discussed Ken Busch's recommendations to review SC Propositions in the SC Guidebook in order to ensure that the Fraternity is operating in accordance with the SC Propositions from previous Supreme Councils.

Proposition 4748

1/19/2019

Made by: John Stipp, Grand Recorder

SC Proposition 3520 is rescinded.

Justification: SC Proposition 3520 mandated specific schedules for summary audits / reviews / compilations of the Fraternity's financial books. The SC should be able to decide on a yearly basis what level of assurance is needed related to the financial bookkeeping.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4749

1/19/2019

Made by: John Stipp, Grand Recorder

SC Proposition 4168 is rescinded.

Justification: Chapters have not taken advantage of this program in many years and no funds have been budgeted for supporting National Chemistry Week programs. Local chapters are encouraged to approach the American Chemical Society for funding for these events.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4750

1/19/2019

Made by: John Stipp, Grand Recorder

The following ad-hoc committees are discharged with thanks from the Supreme Council for their service. National Service, Scouting, Centennial, Centennial Monument, Web Assessment, External Funds, Electronic Advisory, Headquarters, Bequests and Estates, Emerald Tablet, GROW, and Road Warriors

Justification: Several committees are still in the list of SC propositions. They have not been staffed or utilized for several years and should be discharged with the thanks of the Supreme Council.

For: 4 Against: 0 Result: Passed Unanimously

The SC interprets Conclave Motion 29 from the 42nd Biennial Conclave to apply to an individual who is directly assisting the Hearing Impaired Brother.

Proposition 4751

1/19/2019

Made by: John Stipp, Grand Recorder

SC Proposition 3570 is rescinded.

Justification: Faculty waivers for Pledge and Lifetime Membership Fees are given on a case by case basis. A strict prohibition as in SC Proposition 3570 is not consistent with practice.

For: 4 Against: 0 Result: Passed Unanimously

23. The Hexagon should be sent electronically to the individuals listed in SC Proposition 3044

24. The SC, GR, and AGR will review the Document Retention Policy. This review should include outside guidance as to what this policy should entail and how it will be implemented with our office staff.

A 30 minute break was called at 3:15pm.

The SC reconvened at 3:51pm

25. The SC held a discussion regarding serving the LGBTQ+ community. Alpha Chi Sigma wants to promote that the organization is as inclusive as possible to its' members regardless of their sexual orientation, gender identity or gender expression. The Fraternity should actively promote this to members and non-members.

26. A short discussion of the role of the District Counselor ensued.

GMA Webster adjourned the meeting at 5:12pm.

The SC reconvened in closed session at 8:19pm

Proposition 4752

1/19/2019

Made by: Howard Mayne, Grand Collegiate Alchemist

Based on the report from GCA Howard Mayne in concurrence with Bylaw 1, Section C.1. Kristin Motley, Gamma Iota 2016 is expelled from the Alpha Chi Sigma Fraternity for repeated violations of the Risk Management Policy.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4753

1/19/2019

Made by: Howard Mayne, Grand Collegiate Alchemist

Be it resolved that the Gamma Iota Chapter at the Virginia Polytechnic Institute and State University be moved from suspension to probation, and the chapter shall remain on probation until such a time that the probationary requirements set forth by the Supreme Council have been satisfactorily met.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4754

1/19/2019

Made by: Helen Webster, Grand Master Alchemist

Be it resolved that the prohibition on chemical demonstrations set forth by Grand Chapter Motion 6 from the 54th biennial Conclave be lifted.

For: 4 Against: 0 Result: Passed Unanimously

GMA Webster thanked everyone for their service and adjourned the meeting at 8:46pm.

Faithfully submitted,

A handwritten signature in black ink, appearing to be 'J. Stipp', written in a cursive style.

Yours in the Double Bond,
John N. Stipp, OA, *Epsilon 1989*
Grand Recorder

Procedural Note: Minutes approved by SC Proposition 4756 on February 11, 2019