

ALPHA CHI SIGMA FRATERNITY

**Minutes of the Supreme Council Meeting
Coraopolis, Pennsylvania
January 12 – 13, 2018**

The Supreme Council convened in Garfield Room A/B of the Embassy Suites Pittsburgh Airport located at 550 Cherrington Parkway, Coraopolis, Pennsylvania from January 12-13, 2018. Present for all or part of the meeting were GMA Jonathan Wenzel, Δ '96, GPA Helen M. M. Webster, AP '94, GCA Kip Nalley, ΑΣ '90, GMC Jason Ellis, Δ '97, GR John Stipp, OA, E'89, PR Don Cole, I'97, ACDC Jeff Moore, ΑΩ'96 BSDC Sean Pawlowski, ΓΥ'06, NCDC Josh Stenger, E'02 , Nicole Bennett, ΓΨ'11

Meeting was called to order at 10:15am.

1. GMA Wenzel welcomed everyone to the meeting and asked for abbreviated reports since all of the attendees had read the submitted reports.

GMA Officer Report

2. Updated conflict of interest statements need to be signed by the SC and GR. No conflicts were reported except for the GR who is currently President of the Educational Foundation
3. The frustrations of employees sharing a computer for Quickbooks was discussed. A new computer has been purchased at the Office for Stacy, which should eliminate the bottleneck faced by Pat Kemle and Amy Fisher.
4. Nominations from the Nominating committee for the Supreme Council election at Conclave have not been received.
5. GMA Visit to UCI was favorable. The group is small but very dedicated.

SC Proposition 4677:

Date: 1/12/2018

Maker: GMA Jonathan Wenzel

In accordance of Bylaw II, Section A, Part 1(e), the Supreme Council grants permission to the University of California, Irvine of Beta Gamma to submit a formal petition to become a Chapter of the Fraternity. The colony is invited to submit a petition for a charter to the subordinate chapters at its earliest convenience.

For: 4 Against: 0 Result: Passed Unanimously

6. Jen Showerman will be representing GMA Wenzel for the GMA visit to Northern Illinois University.

GPA Officer Report

7. PR's are doing an excellent job
8. Alumni Relations Committee
 - a. Working to ask the National Office to send alumni information to the collegiate chapters so that they can have improved communication between collegiate chapters, alumni, and the National Office.
9. Would it be beneficial for there to be a mechanism for condolence letters to go out to spouses of deceased Brothers when the National Office is contacted by the Brother's surviving spouse
10. PRs have developed a marketing plan for Alpha Chi Sigma.
11. PRs have volunteered to help out with the Wyvern Pin backlog at the National Office
12. Safety Committee has questions about Fraternity insurance and would like more information on the Fraternity insurance in regards to demonstrations and other outreach events
13. Professional donations are up from last year to \$79,000 from \$70,000. Suspect low donations in 2016 was due to people getting used to the new format
14. Report from Alumni Relations Committee should be turned in by May 1, 2018.

GCA Officer Report

15. Seven out of thirteen DC reports were received. Delinquent report writers will be reminded to submit their reports
16. Winthrop and UC Irvine Propositions have reached their sunset provision. These expansion efforts are still proceeding and new propositions need to be put forth to extend the length of time for these colonies.

SC Proposition 4678:

Date: 1/12/2018

Maker: GCA Kip Nalley

In accord with Bylaw Article 1, Sec. A, 1.d the Supreme Council authorizes Beta Gamma Chapter of the University of California, Los Angeles in Los Angeles, CA, to elect and initiate properly qualified students from the University of California, Irvine in Irvine, California, provided such action is in accord with the regulations of the University of California, Los Angeles and the University of California, Irvine. Directly supporting this effort will be the Los Angeles Professional Chapter in Los Angeles, California, and the Gamma Zeta Chapter at the California Polytechnic State University in San Luis Obispo, California. This authorization shall expire on December 31, 2018.

For: 4

Against: 0

Result: Passed Unanimously

17. Expansion
 - a. NIU getting visit this following week
 - b. Kettering is ready for GMA visit
 - c. Florida A&M is showing good progress
 - d. York is close to GMA visit as well
 - e. Oregon State is still a concern
 - f. Westminster of Delta is still interested
 - g. No additional Expansion efforts have been started recently and is a concern. Link on the webpage needs to go to correct e-mail address.
18. Alcohol Awareness Training is well thought of by University Administrators. Chapters are giving a good faith effort to continue doing this.
19. Star Chapter Program has been impacted by National Office issues
20. The District Counselors have appreciated being copied on communications to/from their Chapters and the National Office. It is helping the DCs understand what is going on with their chapters and keeps them more in the loop. This needs to be continued and codified.
21. DCs need to prompt their chapters for Pfallum Award nominees. April 1 deadline for nominations.
22. G-Mail appears to be working well for the Fraternity. Kip and Jake @ ByteCafe both have all of the information on how to manage the e-mail accounts. PRs log in under their names. DCs log in under their position title. SC E-mails are kept with specific SC office.
 - a. A discussion ensued in regards to if SC members should be able to access their old e-mails after moving out of the specific office. Having dedicated e-mail accounts instead of forwarding accounts is new for the Fraternity and more experience and thought is needed in order to develop new and appropriate policies.

A recess was called at 11:35am. Meeting resumed at 11:45am

GMC Officer Report

23. Trademark renewal – need to get this moving in 2018
24. Regalia Inventory. May have missing badges
25. Wyvern Pins are seriously backlogged due to National Office Issues. PR Bowman has found all of the forms from e-mail files and set up the Office staff to start processing them.
26. Rush Brochure – needs revising. Jason will talk to Erin about this.
27. Installations
 - a. No idea on exact timing. Likely four installations in Spring 2018. Likely two installations in Fall 2018.
28. Scholar – committee needs a new member, but working very well under Michael Clager's leadership

29. Ritual discussion will ensue later when Ritual Chair Sean Pawlowski arrives.

AGR Officer Report

30. AGR Ken expressed concerns as to negative public perception about Fraternities as noted in his report and pushed for conservative budget estimates.

GR Officer Report

31. The GR noted serious concerns as to the usage of the investment accounts as a savings account. The Fraternity is losing money and needs to increase revenue, cut expenses, and/or greatly raise Conclave fees to more fully cover the cost of this event. The GR has had a discussion with Brad Hulse at Morgan Staley about the best usage for the investment accounts. The Fraternity should not be taking long term risks with short term money.

32. The Fraternity needs to be aware of the Unrelated Business Income category by the IRS. The Fraternity needs more income; however, the organization has to be careful about how that income is generated, as Unrelated Business Income is taxed.

33. Insurance for chemistry outreach / chemistry demonstration events

- a. Need to consult with insurance companies as to what we need in regards to outreach events
- b. Carrier is not responsive to our questions. Are locked in to current carrier until 2019. Will look for alternate carriers. May need to develop policies similar to Risk Management Policy for chapters performing events to help cover the Fraternity.
- c. GMA Wenzel to reach out to carrier directly
- d. Should we have no coverage and no mechanism for getting that quickly, may need a moratorium on these events.

34. Hall of Fame – GV Mark Evaniak has submitted his report.

- a. Many of the nominees have Wikipedia links. A good project for the PRs’ would be to go into Wikipedia for Hall of Fame winners and make certain that the Alpha Chi Sigma Hall of Fame is mentioned and if not, add that to their list of awards and honors.

SC Proposition 4679:

Date: 1/12/2018

Maker: GPA Helen Webster

The report of the Hall of Fame Awards Committee is accepted. The 2018 inductees into the Alpha Chi Sigma Hall of Fame shall be M. Frederick Hawthorne, Beta Delta 1946 and Willard Frank Libbey, Sigma 1941, deceased. The inductees or their representatives will be invited by the GPA to participate in the Induction at the 54th Biennial Conclave at Grand Chapter expense.

For: 4 Against: 0 Result: Passed Unanimously

35. A conference call with Brad Hulse was held between 2:00 and 2:35pm to discuss the Fraternity’s investments. The markets have done well, with very low volatility. Increased (more normal) levels of volatility are to be expected going forward.

36. Budget – The budget was discussed in depth.

- a. Conclave budgeting was covered first as that would greatly impact the 2018 budget
- b. A line by line discussion on the budget ensued.
 - i. A line for Capital Expenses (CAPEX) will be added. This will allow the Fraternity to save for capital expenses in future years, such as website redesign without taking a large amount from the Reserve Fund
 - ii. New Chapter installations continue to impact the budget. Six installations will likely take place in 2018.
- c. Increases in the Pledge Fee and Lifetime Membership Fees need to happen at Conclave
- d. The Professional Donation required to remain an active member needs to be raised.
- e. The 2018 Budget has an \$75,000 shortfall.
 - i. \$45,000 due to Conclave

- ii. \$20,000 due to the donation to the Educational Foundation for the Scholar Award
 - iii. Assuming fees get increased at Conclave, depending on cash flow, we will likely get by using \$50,000 from the Reserve Fund. Should the fees not get increased at Conclave, large cuts to programming are going to need to take place for the remainder of 2018 and in future years
 - f. Donations to the Reserve Fund from the Solicitations appear to not be happening as no money has been transferred into the Reserve Fund since 2014. This must be rectified.
 - g. The GR has agreed to a reduced stipend for 2018 due to the current financial condition.
 - h. The AGR continues to take no stipend. His generosity is greatly appreciated.
 - i. The SC is reducing travel costs for Expansion by not sending all of the SC to new Chapter installations.
37. A call with Michael Quan was held from 4:00pm to 4:25pm in regards to non-member residents possessing cannabis in the Sigma Chapter House. As Federal Law considers cannabis a controlled substance, and since non-members could be considered guests in the Fraternity House, this would be in violation of the Risk Management Policy.
38. Michael Quan is not aware of who the new Chapter Housing Corporation president is, and has no contact with anyone is the Housing Corporation.

The SC went into Executive Session at 4:30pm to discuss employee performance.

The SC resumed the open meeting at 4:45pm.

SC Proposition 4680:

Date: 1/12/2018

Maker: GR John Stipp

The proposed budget for 2018 be adopted.

For: 4 Against: 0 Result: Passed Unanimously

SC Proposition 4681:

Date: 1/12/2018

Maker: GMA Jon Wenzel

No money should be transferred in to or out of the Reserve Fund without an SC Proposition. This replaces SC Propositions 3571 and 4217.

For: 4 Against: 0 Result: Passed Unanimously

SC Proposition 4682:

Date: 1/12/2018

Maker: GMA Jon Wenzel

The Grand Recorder is directed to transfer \$50,000 from the Reserve Fund to open a Money Market account with Morgan Stanley. This fund will be used to hold funds to transfer either to the Bank of Indianapolis Checking Account or back into the Reserve Fund as needed. This account will be called the Short Term Savings Account.

Justification: Based off of advice from Morgan Stanley, the Fraternity needs an account that can bridge the daily operating expenses and the long term investments. This insulates potentially needed short term funds from the risks associated with long term investments. Funds can be transferred from the Short Term Savings account to the Reserve Fund when there is a budget surplus, and funds can be transferred from the Short Term Savings account to the Bank of Indianapolis checking account when there is a budget shortfall.

For: 4 Against: 0 Result: Passed Unanimously

39. BSDC Sean Pawlowski presented the report and recommendations from the Ritual Committee.

A recess was called at 5:30pm.

The SC meeting resumed at 10:00am on January 13, 2018.

SC Proposition 4683:

Date: 1/13/2018

Maker: GMA Jon Wenzel

The registration fee, paid by all attendees except invited awardees, and the National Office staff, at the 54th Biennial Conclave will be as follows: \$100 (student) \$210 (professional) until May 15, 2018; \$125 (student) and \$235 (professional) from May 16 to June 14, 2018; and \$150 (student) and \$260 (professional) after June 15, 2018. The final deadline for registration is July 1, 2018. The maximum number of attendees shall be 275 due to room size restrictions. For members who are not elected delegates or invited guests, room and board charges will be \$400 double per person; \$450 single per person. Individual tickets to the Kuebler Banquet for non-registrants will be \$30.

The SC went into Executive Session at 10:30am to discuss DC and PR performance, legal issues and Chapters at Risk.

The SC Meeting resumed at 11:30am.

40. Professional Chapters and Groups Membership Survey.

- a. Six question survey went out from GPA in June to Professional Chapters, Professional Groups, and recipients of Professional chapter newsletter. 39 responses were received.
 - i. Many Professionals stay involved because they want to keep in contact with people from their Collegiate Chapter
 - ii. Professionals look for ways to interact with other Brothers socially. Also look for outreach activities.
 - iii. Socializing, staying in touch were the things that were enjoyed the most by members who have remained involved in the Professional Branch.
 - iv. Improved communication is needed within some Professional Chapters. Some chapters struggle with getting Professional members to show up to events. Some members expressed that Chapters should be more open and willing to include new members and spouses of members.
 - v. Professional Chapters and Groups like their independence and do not want to be micromanaged.
 - vi. Some Professional Chapters and Groups have expressed a need for more support. A larger focus on Professional expansion was also requested.
 - vii. Young Professionals are confused about what is needed to be an "Active Professional". Many incorrectly believe that you have to go through a PIC to be an "Active Professional". Young Professionals also do not understand the (small) time commitments required to remain active in the Professional Branch.
 - viii. Each Chapter has their own personality. Do not push them all to fit one single mold. Prefer not to have SC pressure Professional Groups to move to Professional Chapter status.

41. A discussion was held on the changes recommended to the Ritual from the Ritual Committee. These changes will be presented to the Grand Chapter at Conclave.

42. Public perception of Fraternities is not good. Several Universities have stopped activities of Social Fraternities on campuses. Alpha Chi Sigma, although a Professional fraternity, may be negatively impacted because we are a Fraternal organization.

43. Risk Management Policy. Review is probably warranted in 2019.

44. Conclave Forum Ideas

- a. Roles, Responsibilities, and Traits of Grand Chapter Officers
 - b. Career forum – What you can do with a Chemistry or a science degree
 - c. Laboratory Safety
 - d. Justin Pratt STEM Research
 - e. Alpha Chi Sigma Educational Foundation
 - f. Staying Active in the Professional Branch
 - g. Outside Speaker
 - h. Alcohol
 - i. Apathy
 - j. Bullying
 - k. Career Development
 - l. Character Development
 - m. Communication
 - n. The IRS and You
 - o. Hazing
 - p. Leadership
 - q. Mental Health
 - r. Recruiting
 - s. Risk Management
45. An increased social media presence would be helpful. Discussions ensued on the value of having a Social Media Chair. Grand Editor Brian Coppola feels that it would be beneficial to post snippets of *Hexagon* articles onto social media once a month.
- A recess was called at 2:30pm until 2:50pm.
46. A conference call with Melissa Ward, Collegiate Expansion Chair was held at 3:00pm
- a. Facebook campaign
 - b. Targeting specific schools
 - c. Using google analytics to help Expansion efforts
 - d. A more strategic plan for expansion is required
 - e. Melissa needs materials from previous Expansion chairs. Once received, that information will be posted to a google shared drive.
47. A conference call service for the Fraternity is needed. There is a service called free conference call that will be explored by the GR.

The SC then reviewed their to-do lists. GMA Wenzel thanked everyone for their participation and their support during the biennium.

GMA Wenzel adjourned the meeting at 3:30pm which was followed by a tour of the Duquesne campus for Conclave planning purposes.

Faithfully submitted,

Yours in the Double Bond,

A handwritten signature in black ink, appearing to be a stylized 'A' followed by a horizontal line.

John N. Stipp, OA, E '89
Grand Recorder

Procedural Note: Minutes approved by SC Proposition 4687 on February 7, 2018