

ALPHA CHI SIGMA FRATERNITY**Minutes of the Supreme Council Meeting
Fishers, Indiana
July 12 - 13, 2019**

The Supreme Council convened in the Heritage A Room at the Holiday Inn Express in Fishers, Indiana from July 12 to July 13, 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 Merryn Cole, *Alpha Theta 2003*, GR John Stipp, OA, *Epsilon 1989*, AGR Jon Wenzel, *Delta 1996*, GLDC R. Scott Wilson, *Alpha Zeta 1978*, GPDC Oliver Penrose, *Gamma Theta 2003*, NCDC Hannah Bowman, *Beta Nu 2006*, SEDC Matt Schnippert, *Gamma Beta 2003*, NEDC Kelly Allen, *Alpha Omega 2011*, PR Don Cole, *Iota 1997*, Calvin Bond, *Alpha Rho 1986*, Josh Stenger, *Epsilon 2002*, Christy Gesell, *Epsilon 1994*, Neal Patel, *Epsilon 2017*, Assistant Director of Fraternity Operations Erin Goodwin and Membership and Database Coordinator Amy Posavac-Osborne.

Meeting was called to order at 2:07pm on Friday, July 12, 2019.

The open sessions of the SC meeting were webcast for Brothers to watch if they were so inclined.

1. Brad Hulse from Morgan Stanley updated the attendees on the Fraternity's investment performance. The Fraternity's investments continue to grow. Since 2001, the average return has been 4.78%. Since 2016 the average return has been 6.17%
2. GMA Webster called an Extraordinary Session of the Grand Chapter to order at 3:04pm. GMA Webster welcomed all of the attendees to the SC meeting. Merryn Cole, Alpha Theta 2003 was sworn in as Grand Collegiate Alchemist. The Extraordinary Session was closed at 3:09pm.
3. Breakout sessions then took place for various topics:
 - a. GPA Nalley met with Erin and Amy to discuss Omatics, Fundraising, and other computer matters
 - b. GPA Nalley met with Kelly, Erin, and Amy to discuss social media
 - c. GCA Cole met with DCs who are present
 - d. GMA Webster, GR Stipp, and AGR Wenzel discussed items from the prior day's meeting of the GR and AGR at the National Office

The breakout sessions ended at 5:45pm and the meeting was adjourned for the evening.

Meeting was called to order at 9:05am on Saturday, July 13.

The open sessions of the SC meeting were webcast for Brothers to watch if they were so inclined.

4. GMA Report

- a. No new Conflicts of Interest have been reported by the Supreme Council
- b. The Educational Foundation inquired as to their 990 status. The Foundation compilation final draft was completed and was awaiting their approval. Once approved, the 990 will be filled out based on the information from the compilation. GR Stipp updated the SC on that and will follow up with the Foundation to ensure that they are updated
- c. Nominations Committee will issue a slate of PRs by July 27
- d. The Risk Management College from Holmes-Murphy was very beneficial. GMA Webster and GPA Nalley attended Track II for Executive Leaders. GCA Merryn Cole, PR Don Cole, and SEDC Matt Schnippert attended Track I for traveling consultants.
- e. SC is working on updating the Risk Management Policy using the 3P2E (Philosophy => Policy => Procedure => Execution => Enforcement) methodology from Holmes-Murphy. This will likely include the addition of a Health and Safety Office at the Collegiate Chapters. Recommendations from Holmes-Murphy on Constitution and Bylaw changes will be discussed and recommended changes likely proposed at Conclave.
- f. *Hexagon* – The SC is going to start writing articles for the *Hexagon* again with one SC member responsible for an article / editorial / diatribe for each issue. GE Coppola is having issues getting new content.

5. GR Report

- a. Budget with Pledge Numbers – Pledge Numbers are down for the Spring. 575 initiates instead of typically 800. This greatly impacts the budget. The SC needs to be aware of this and work to keep expenses low
- b. GR described the Fraternity funds and balances to the attendees
- c. Reserve Fund transfer for 2018 donors needs to take place
- d. Discussion of Reserve Fund Membership
- e. SC Prop to remove Gift in Kind for Reserve and House Fund Memberships
- f. Staff is working well. Processes have been improved by using Omatics and Formsite, these have resulted in time savings at the National Office. With the office functioning normally, we are now focusing more on compliance and additional process improvement opportunities.
- g. The Office is spending an inordinate amount of time processing credit card payments. Traditionally, these fees were collected by the collegiate chapters and forwarded to the National Office en masse. Doing this individually takes up an excessive amount of time at the National Office. Roughly 50% of one staff member's time is spent on this. As such, there is going to be a push to move this function back to the Collegiate Chapters to free up staff time for other work that will be more beneficial to the Fraternity based on the skill sets of the office staff.

6. AGR Report

- a. Conclave Bid – GLDC R. Scott Wilson helped answer questions with Alpha Upsilon's Conclave Bid. The bid has been accepted by the Supreme Council.

- b. EIN Issues – Chapters continue to struggle with EIN numbers and their 990 forms. AGR Wenzel is working to help resolve these issues. GR Stipp will work on resurrecting the “Alpha Chi Sigma and the IRS” Information Sheet / Q&A sheet that former GR Paul Jones used to distribute to Chapters.
- c. Beta Theta Funds – AGR Wenzel is working to get the nearly \$23,000 in lost funds from Beta Theta released to Alpha Chi Sigma.

7. GPA Report

- a. Fundraising / Solicitation – GPA is looking to take advantage of Amy’s fundraising skills to make changes to our solicitation. Skeleton of a plan is ready, and the details will be worked out before the fall solicitation.
- b. Professional Representatives – the PR’s will help out with some of the solicitation / fundraising plans for the year
- c. Professional Chapters – GPA hopes to have more interaction with them as the solicitation work wanes
- d. Professional Groups – We have a new Professional Group in San Diego, California
- e. ACS Luncheon (San Diego) has been scheduled – Old Spaghetti Factory 275 Fifth Avenue. Attendees need to be there early if they want to have food available. Attendees arriving late will likely not have food available. Would like to have more National Office involvement in scheduling ACS luncheons.
- f. AICHE Meeting (Orlando) will be the second Sunday in November. Can an informal gathering be set up for this meeting? AGR Wenzel to look into this.
- g. Other meetings / conferences. If people know they will be attending conferences where other Brothers may be in attendance. Informal meetings / gatherings could be scheduled.
- h. Safety Committee – Functioning well.
- i. PFA – Erin is going to attend and potentially locate new vendors. GMA Webster and GPA Nalley may attend as well as it is close.

A break was taken at 10:20am. Pictures of the SC were then taken for stock photos

The SC went into closed session with Erin Goodwin and discussed office operations. Erin’s title is going to change from “Office Manager” to “Assistant Director of Fraternity Operations” as Office Manager does not appropriately convey her day to day activities.

The open session of the SC Meeting reopened at 11:20am.

8. GCA Report

- a. Howard McLean has resigned as the NEDC. Kelly Allen will take over as NEDC.
- b. BSDC Emma-Rae Ranger will be out of the country for one to two years and will be performing her duties through her District Committee
- c. Winthrop, Westminster, and UC Santa Barbara have low numbers and are not progressing.

- d. Other colonies (Oregon State) and groups (High Point) are making progress and doing well
 - e. Expansion – Talk about the University at Buffalo showing interest through Troy Wood. May be interest at the University of Pittsburgh and at Arizona State as well.
 - f. The Fraternity struggles in recruiting and retaining Chapter Advisors. GCA Merryn Cole and Justin Pratt are working on putting together some literature to help recruit faculty and as to how Alpha Chi Sigma can be beneficial to them.
 - g. A survey is being developed to help understand the makeup of our Chapter Advisors and what things are most valuable to them in being a member of the Fraternity
9. GMC Report
- a. Ritual Committee – Has not been terribly busy at this point. GMC Pawlowski will be sending some action items for them shortly for them to work on.
 - b. Trademark Renewal – Happened at the end of last biennium. GMC Pawlowski has been made aware of some violations of that and have contacted them to stop using our marks without permission.
 - c. Sourcebook – Looking at updates. Becoming somewhat cumbersome to edit as it contains a lot of information. Discussions followed as to how much the Sourcebook is being used at Chapters and pledges / collegiate today.
 - d. GMC is to look into value of the Sourcebook and if it is relevant to today's students. There are other values to the Sourcebook to people beyond pledge training.
 - e. Regalia Inventory – Situation has improved greatly. We now have a large token inventory, which had been depleted in previous years. May be issues with Delta Xi's regalia that GMC Pawlowski will investigate.
 - f. Rush Brochure – Have copies at the National Office.
 - g. Delta Pi Installation – Need to provide dates to GMC Pawlowski so that a date for the installation ceremony can be set. May have in conjunction with an Atlantic Central District Conclave
 - h. Wyvern Pins – Pins were 18 months behind at the Office. Erin spoke with GMC, GR, and AGR to get these caught up. The Wyvern Pins were all caught up by the end of April and that is being maintained.

GMA Webster called for a recess at 12:15pm.

The SC resumed in Open Session at 12:42pm.

10. Sandy Sansing's Fraternity District and Chapter Map was reviewed. This would be to post on the website as the one currently has lost functionality and Blackbaud was going to charge the Fraternity \$5,000 to update. Sandy should work with Erin Goodwin to see about posting to the Fraternity Webpage.

The SC went into closed session at 1:15pm to discuss chapter issues.

The SC resumed in open session at 2:46pm.

11. Discussion on the impact on the new Risk Management Surcharge. How much of a detriment do we believe that this may be? In some districts, smaller schools may have been impacted more heavily than the larger schools. Mixed messages from other districts. Some chapters are finding creative solutions to help offset this (helping pay fees for pledges, reducing chapter dues for the first semester when a member joins, etc.). Some chapters are clearly being impacted due to the reduction in the number of initiates for Spring 2019. The SC will adjust the budget to pull \$5,000 from other budget lines to fund a program to help people pay their fees for joining the Fraternity. This will be tentatively be called the "New Member Assistance Fund". The GCA will administer the program. The GPA may look for ways to tie this into the upcoming solicitation.
12. Potential return of the Chrome and Blue. Would this publication be useful for the Collegiates and/or the Professionals? Ideally, this would go out to all members in a digital format. Perhaps a Collegiate version for Collegiates managed by the National Office and a Professional version managed by the Professional Representatives? Much of the Collegiate content is repeating (reminders for paperwork, 990's, etc.). The National office has the ability to do this. There may be better systems available. Could highlight a different District each issue. DC's could be asked for content for those issues. GCA and GPA will work with the National Office on this.
13. Reporting of donor list in *Hexagon* and when those cutoff dates should be. Donor list is published in the Fall issue. Could keep solicitation year at September 1 to August 31, and then just publish this list in the Winter issue to thank the donors. Helen to contact the Grand Editor with this plan.
14. Health and Safety Officer position – Need to focus on Risk Management. Need a lot of input from Holmes-Murphy and internal discussions as to how to set this up. Potential ideas:
 - a. Add in to the DC role to help train and educate – would likely require more DC's as the current workload on the DCs would not allow for this
 - b. Add in as a Director level position to train the local chapter officers (Grand....) with no Grand Chapter vote and a stipend. Would require a Constitution and Bylaw change to add this.

GMA Webster called for a brief recess at 4:42pm

15. Conclave – Conclave will be held at Alpha Upsilon in the Summer of 2020.
16. Brotherhood inclusiveness and kindness activities. Are there things that the Fraternity can be doing to help promote the inclusivity of Alpha Chi Sigma?
17. SC Responsibility chart – The SC reviewed this. Some items need to be researched through GH Levings and OA Busch to see if they were created by Grand Chapter legislation and if they need to be changed / eliminated.

Proposition 4766

7/13/2019

Made by: John Stipp, Grand Recorder

The Grand Recorder is directed to transfer \$13,877 from the General Fund to the Reserve Fund.

Justification: \$13,877 was received from donors in 2018 and needs to be transferred to the Reserve Fund as per the donors wishes

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4767

7/13/2019

Made by: John Stipp, Grand Recorder

That contributions or donations totaling \$2,000 in excess of annual voluntary contributions entitle the donor to Reserve Fund or House Fund membership. The schedule of contributions or donations proscribed in the Constitution will be followed.

Justification: This replaces SC Proposition 3391 which included Gifts in Kind. That provision is thus removed.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4768

7/13/2019

Made by: Helen Webster, Grand Master Alchemist

Kelly Allen, *Alpha Omega 2011* is appointed as the Northeastern District Counselor (NEDC) for the remainder of the 55th biennium to fill the vacancy following the resignation of Howard McLean.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4769

7/13/2019

Made by: Helen Webster, Grand Master Alchemist

Adrian Castañeda Suarez, *Alpha Alpha 2018* and Febe Gabriela Martinez, *Alpha Alpha 2018* are reinstated into the Fraternity in good standing.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4770

7/13/2019

Made by: Merryn Cole, Grand Collegiate Alchemist

That the Supreme Council removes Sigma Chapter at The University of California, Berkeley from probation.

Justification: Sigma Chapter has met all of the terms of their probation and should be reinstated as a Chapter of good standing within the Fraternity.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4771

7/13/2019

Made by: Helen Webster, Grand Master Alchemist

That the 2019 budget be adjusted by the following: \$1,000 to be removed from SC Expansion Travel (Line 5471); \$2,000 removed from Expansion (Line 549); \$1,000 from Collegiate Programs (Line 553); \$1,000 from Professional Programs. These funds (Totaling \$5,000) are to be placed under a new budget line called the New Member Assistance Fund. These funds are to be set aside to help offset the rising fees for underprivileged pledges who want to join Alpha Chi Sigma, but are unable to pay the fees.

Further program details will be developed and the program managed by the Grand Collegiate Alchemist.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4772

7/13/2019

Made by: Helen Webster, Grand Master Alchemist

The following assignments of Supreme Council duties and responsibilities be adopted:

GMA: SC Agenda, Strategic Planning, External Relations, Hall of Fame, Nominations Committee, Kuebler Award Committee, Membership Standards, Conclave Plan, Expansion, Risk Management, Title IX

GPA: Professional Chapters, Professional Representatives, Annual Solicitation, Fundraising, Professional Information Network, Speakers List, Lecture Series, Sedlack Award, ACS Luncheon, PFA Interface, Professional Expansion, Alumni Relations

GMC: Ritual, Regalia, Ritual Committee, Scholarship Committee, Grand Historian, Pledge Manuals, Rush Brochures, Special Needs Committee, Merchandising, Copyright/Trademark, Wyvern Pin Program, Chapter Installations, Charters

GCA: Collegiate Chapters, District Counselors, Collegiate Expansion, Collegiate Activities, House Chapter Advisory Committee, Collegiate Risk Management, Collegiate Awards, Title IX, Chrome and Blue

GR: AGR, National Office Staff, Bookkeeping Services, IT Services, HEXAGON, Grand Editor, Internet, Financial Reports, Grand Chapter Records, Collections & Disbursements, Grand Parliamentarian

For: 4 Against: 0 Result: Passed Unanimously

GMA Webster thanked everyone for their service and adjourned the meeting at 6:00pm.

Faithfully submitted,

Yours in the Double Bond,

A handwritten signature in black ink, appearing to read 'J. Stipp', with a stylized flourish at the end.

John N. Stipp, OA, *Epsilon 1989*
Grand Recorder

Procedural Note: Minutes approved by SC Proposition 4773 on July 23, 2019