

ALPHA CHI SIGMA FRATERNITY**Minutes of the Supreme Council Meeting
Indianapolis, Indiana
July 14 - 16, 2017**

The Supreme Council convened in the Meeting Room of the Holiday Inn Express located at 6296 Cambridge Way, Plainfield, Indiana on July 14, 2017. Present were GMA Jonathan Wenzel, Δ '96, GPA Helen M. Webster, AP '94, GCA Kip Nalley, ΑΣ '90, GMC Jason Ellis, Δ '97, GR John Stipp, OA, E'89, AGR Kenneth Busch, OA, E'84. Present for all or part of the meeting were GV Mark Evaniak, OA, ΒΣ'80, John Adams, OA, ΒΔ'71, Jennifer Showerman, OA, Z'92, Randy D. Weinstein, OA, AK'90, CCDC Erin Fagan, ΓΙ'09, GPDC Oliver Penrose, ΓΘ'03, CDC Sarah Pickett, ΓΘ'00, NCDC Josh Stenger, E'02, GLDC Scott Wilson AZ '78, PR Stephanie Bates, AP'95, PR Don Cole, I'97, Office Manager Amy Fisher, Membership Records Coordinator Alison Hildebrand, John Becker, I'86, PR Hannah Bowman, BN'06, Chuck Carroll, Z'90, Bryan Duncan, E'11, Christiane (Hassel) Duncan, E'00, Christy Gesell, E'94, and Michael Heilman, E'91.

1. The Council began with an update on investments from Brad Hulse. An 11.3% gain on investments was achieved in 2016.
2. GMA Wenzel called the extraordinary session open at 3:33pm. John N. Stipp, OA was installed as Grand Recorder and Kenneth L. Busch, OA was installed as Assistant Grand Recorder. Photos were taken of the SC, GR, AGR, and office staff for the Sourcebook.

GMA Officer Report

3. Updated conflict of interest statements were signed by the SC, AGR, and Office Manager
4. Randy Weinstein, OA, reported that there were currently 5 nominees for PR, and nominations are still coming in. Four PR spots are up for election. Randy will complete the nominations by July 31, 2017.
5. GMA Wenzel then discussed the issues that had occurred at the National Office since October 2016
 - a. In October 2016, Marena requested a call with GMA and GR where she notified that she and Alison Wisher were leaving the office. Marena offered to stay on for one year for \$80,000 per year to help with the transition. The Fraternity cannot afford that salary. GMA Wenzel and GR Johanns agreed that Marena's last day should be January 31.
 - b. Interviews for the soon to be open positions were then conducted. GMA Wenzel conducted phone interviews. GMA Wenzel and GR Johanns were to have in person interviews together. GR Johanns conducted interviews alone. Tamara Hogg was then hired as the National Office Manager. No background check or drug screen was performed as part of the interview process.
 - c. Interpersonal conflicts with Tamara became commonplace at the office.
 - d. In early-January, Heidi Hawver was hired without authorization from SC. No background check or drug test was performed.
 - e. On December 23, minor theft began to take place on Fraternity credit cards.
 - f. In mid-January, Marena requested to complete her time with the Fraternity by working from home.
 - g. Kirsten Cleveland resigned in February and was allowed to work from home as well as use her vacation/sick-leave through the end of February
 - h. On March 1, Amy Fisher was hired as the Member Service Coordinator. Amy reported that there were strangers in the office using computer equipment and hanging around the office.
 - i. Throughout February, Patrick continued to support the newly staff. He eventually did a background check on Tamara. Tamara was then terminated on March 2 and Heidi was placed on Administrative leave. Heidi was terminated two days later.
 - j. No real work had taken place since October at the office.
 - k. Marena was brought back in early March to provide training for Amy. SC requested that Kirsten Cleveland be rehired.
 - l. Patrick resigned as GR in early March and a search for a new GR ensued. GMA then took over office management role
 - m. Fraudulent credit card charges and other fraud were discovered.
 - n. The Morgan Stanley binder was not stored in a protected location, and it could have been accessed

- and used for identity theft
- o. Faegre Baker Daniels was then hired to provide legal advice.
 - i. Forensics firm was hired to determine if there had been a data breach
- p. In May, the SC decided to discontinue the work from home policy as it was being abused. This policy was going to be implemented in one month.
 - i. Marena and Kirsten immediately resigned and gave no notice
- q. SC decided to split the GR duties between GR and AGR with a gentlemen's agreement between GR and AGR as to who would be responsible for what.
- r. John Stipp and Ken Busch were appointed as GR and AGR respectively on May 15, 2017.
- s. Letters prepared by Faegre Baker Daniels and reviewed by the current-SC were sent to SC, former SC, FD Trustees, former FD Trustees, and past employees in regards to personal information being potentially stolen
- t. The States Attorney General of the respective states of the SC, former SC, FD Trustees, former FD Trustees, and past employees were notified by Faegre Baker Daniels in accordance with the law.
- u. Starting in June the office began operating with new interim policies.
- v. Letters prepared by Faegre Baker Daniels were sent out to donors in regards to potential data breach
- w. In June, the search for Membership Services Coordinator began
 - i. Phone interviews conducted
 - ii. In person interviews conducted with Amy and John in person. Jon by phone.
 - iii. Drug screen and criminal background check was conducted.
- x. Costs to the Fraternity included as of this meeting
 - i. Forensics and attorney cost to date is \$61,957.34
 - ii. \$4,000 to \$5,000 in fraudulent checks cashed
 - iii. Unauthorized Credit Card Charges of \$12,000
 - iv. Indirect expenses include
 - 1. Staff costs
 - 2. Property destroyed
 - 3. Lost productivity at the office
 - 4. Loss of reputation with Collegiate Chapters and donors
- y. What are we doing to fix this
 - i. Identify the problem
 - ii. Several stopgap areas started
 - 1. Jon and Amy both look at checks and sign
 - 2. GMA and AGR is reviewing all credit card charges and has reviewed charges for past 10 years
 - 3. Looking for new ways to do things.
 - 4. Updating procedures to do things
 - 5. Looking at eliminating redundant work
 - 6. Have a check scanner where all checks are handled in house
 - 7. Credit card policy being reviewed
 - 8. Have a locked container attached to a shredder
 - 9. PTO policy implemented
 - 10. Time cards implemented
 - 11. Additional HR items implemented
 - 12. SC was not reviewing budget lines. Will do that quarterly.
 - 13. Will provide reports to the Foundation.
 - iii. Has exposed a lot of weaknesses but will give us an opportunity to improve our operations.
 - iv. Fraternity has doubled in size in last 15 years by number of initiates and in monetary funds
- z. Faegre Baker Daniels provided recommendations for changes going forward.
- aa. SC, GR, and AGR will be only people allowed to withdraw funds from Morgan Stanley account.

GR Officer Report

6. Addressing several issues at the National Office
 - a. Mission-Critical Priorities
 - i. Hire appropriate staff
 1. Started new process for hiring new employees
 2. SC has greater visibility
 3. Instituted a drug screen and background check for all new hires
 4. Alison Hildebrand has been hired as Membership Services Coordinator
 - ii. Data entry backlog
 1. No pledge / initiate entries into Raiser's Edge since January 2017
 2. Partial pledge / initiate entries into Raiser's Edge from Fall 2016
 3. Allison Wisner has agreed on a contractual basis to catch up the backlog by August 31.
 - iii. Raisers Edge Training
 1. Alpha Chi Sigma has signed a contract with Blackbaud for three years of unlimited training for an unlimited number of employees.
 - a. Issues with getting into their training
 - b. GR Stipp to contact Blackbaud to push them on this
 - c. May also benefit by having some members trained as well
 - i. Jen Showerman, OA is interested in this
 - ii. Helen Webster, GPA is interested in this
 - b. Non-Mission-critical Items
 - i. Detailed Work Instructions for critical Office tasks
 - ii. Complete rewrite of Employee Manual
 - iii. Operational Issues
 1. Pledge pins have been sent out to chapters (and chapters charged) when pledges were reported. Process has been corrected.
 2. Sourcebooks have not been sent out since the fall. Chapters had been told to download and print copies from the website. Only 149 copies at the Office. Believe that former staff threw the other (600+) copies away.
 7. Need to understand what items are owed to Collegiate Chapters
 - a. Mea Culpa Letter from SC and GR to go out to Collegiate Chapters right after Labor Day weekend.
 8. Inventory is completely unreliable. Will require a physical count of all items in house. May be able to use Indianapolis Professional Brothers for this.
 9. Owe GE Coppola a substantial amount of information for the *Hexagon*
 10. Work for the Alpha Chi Sigma Educational Foundation is behind
 11. Conflict of interest statements have been signed by SC, GR, AGR, and Office Manager
 12. IRS Form 990 has been reviewed by the SC prior to submitting to the IRS

AGR Officer Report

13. Goal is to improve policies and procedures
14. Transparencies in policies and procedure
15. Overall budget is balanced noting that some months are up and others are down based on timing of pledging / initiations
 - a. May 2017 was a disaster financially as items were not processed
 - b. Has been an expensive year as we have essentially lost the equivalent of one year's worth of professional contributions due to expenses
16. IRS 990 form was filed
17. Credit card charges average \$3,000 to \$4,000 monthly. Need to be summarized monthly.
18. SC needs to review VonLehman report so that it can be approved by the end of the SC meeting on Sunday, July 16.
19. SC need to determine amount needed from Reserve Fund for operating expenses until income starts coming in from pledging / initiations and professional contributions.
20. Want to recognize Brad Hulse for his 30 years of service

GPA Officer Report

21. Solicitation work underway with Amy and Erin
 - a. Draft available to SC by end of July
 - b. Should be in mail by August 15th
22. Pro Chapter and Group Surveys in process
 - a. How can the Grand Chapter help them better fulfill the Three Objects?
 - b. What are we doing well to support them? How are we hindering them?
23. PR Monthly chats continue
24. Volunteer List Being Created
25. ACS Luncheon in Washington DC at the City Tap House (near convention center)
 - a. RSVP's in Process
26. Following ACS Luncheon at Mulate's across from the Convention center in New Orleans
27. AIChE lunch not being planned due to lack of interest / participation
28. Luncheons being discussed for other meetings. Pittcon?
29. Conclave Motion 21: Alumni Relations Committee
 - a. Laura Walkup and Hannah Bowman heading this committee
 - b. Survey completed for people that have graduated in past two years.
 - c. Follow-up data analysis to continue.
30. Safety committee placed on back burner due to other issues. Mike Raffay and Sandy Rose want to work on this
31. Professional Expansion – Atlanta and other places showing interest
32. Could Professional Groups be defined in other ways besides geography?
 - a. How to get people involved professionally without geography being a limited factor
 - b. More like an interest community
 - c. Would be a great topic for the PR's to take up.
 - i. Would like a deadline for PR's to discuss and provide a report by September 5, 2017

A five-minute break was called at 4:10pm. Meeting resumed at 4:17pm.

**Procedural Note: AGR Ken took notes during GCA Report so that GR Stipp could conduct a 90-day Performance Review for Office Manager Amy Fisher*

GCA Officer Report

33. GCA Nalley reported. Reporting on redistricting and the rearrangement. Two large districts were created in the West. This is difficult -- DC committees should be used extensively to bridge the geographical distance. This has been a slow process. There are some surveys going out to DCs and DC committees to evaluate the ongoing progress. A second purpose of this experiment is to develop a stock of volunteers on a local basis that can act to help the Fraternity. We have a group of new people involved. These folks are a source of new potential DCs. And these people will understand the role and may be able to step into the role. Volunteers are working to define their realistic expectations in this role.
34. Membership election: Most issues with new membership standards have been resolved -- an example is the chapter advisor defining who is eligible. This was meant to be oversight, but some advisors took it far more comprehensively than others. Advisors change so there has to be ongoing advisor education. This will be recognized on a case by case basis, the DC will talk to new advisors.
35. Expansion: The distributed list needs to be corrected. Expansion has slowed a bit. There were some email and web glitches that caused some problems. There have been some new contacts just in the past couple of weeks. There are currently two active groups – Oregon State University, out of Sigma. Sigma has continued with a great effort. Six or seven members were initiated this Spring. Westminster out of Delta, and they are initiating, but are not yet at a sustainable process. UC Santa Barbara has not had recent contact. For colonies Alpha Gamma will be installed and Philadelphia will be installed. Tampa and California Irvine have not responded to emails to schedule a GMA visit, but are completing other activities. The DCs are being prodded. University of Richmond (out of Alpha Kappa) already sent their petition, but did not have the preparatory work completed. The GMA visit will be handled by the GCA/GPA in the first week of September. NIU (out of Zeta) are doing the events, but do not have the numbers. The Fall rush will be evaluated, and if that is good, they may go forward. Florida A&M are doing well and have held

their own initiations the last two semesters, but again, their numbers for Fall rush will be determinative. For Winthrop, the numbers are low and they will continue to be a colony. York College and Kettering are doing well, and have gone groups to colonies December 2016. Fall 2017 will be determinative, and may be online for Spring 2018. Kappa is not an ongoing concern because there is only one person left on campus. The use of a proposition to rescind the colony status was discussed. The total is eight installations in the next 18 months, and that is the entire pipeline. New expansion contact from some new potential sites will be discussed elsewhere.

WRT to Alpha probation, a resolution was made to remove them from probation. Stipp has the exact verbiage. Alpha has been very good at getting themselves off probation.

Procedural Note: GR Stipp returned to the meeting and resumed recording of the meeting minutes.

Proposition 4650

Date: 7/14/2017

Maker: Kip Nalley, Grand Collegiate Alchemist

Be it resolved that Alpha Chapter at the University of Wisconsin be removed from Probation. They have successfully met the conditions of their probation, and have been removed by University Probation.

For: 4

Against: 0

Result: Passed Unanimously

GMC Officer Report

36. Alpha Gamma is confirming their dates, as is Philly. Wyvern pins have not been processed in a timely manner, and this will be taken care of soon.
37. Slow start with Ritual committee.
 - a. New copied of the Ritual are typically reissued every ten years to the chapters. This is an opportune time to make changes if any are needed.
 - b. Regular conference calls to discuss any potential revisions to the ritual
 - c. Should be completed by October 2017
38. Trademark Expiration
 - a. Contacted attorneys that have worked on that and moving forward
39. Sourcebooks
 - a. Correcting format issues
 - b. Identified a different printer that will do Sourcebooks cheaper
 - c. Do we need to order extra so that pledges that did not get the Sourcebooks recently could have an opportunity to get new ones.
40. Regalia Inventory at National Office
 - a. Josh is working on hard count of inventory
 - b. Much new regalia was ordered for new chapters. All has arrived. Some new suppliers needed for some items.
 - c. Flameless candle plan
 - i. Still reimbursing up to \$50 per semester to chapters to help them go flameless
 - ii. Program will end this year
 - iii. Receipts received after December 15th will not be reimbursed
41. Wyvern pins have not been processed recently. Very few since November

The Extraordinary Session adjourned at 6:00pm.

Dinner was at B.R.U. Burger.

The SC reconvened in Executive Session at 8:52pm to discuss Chapter issues and to sign Morgan Stanley paperwork restricting access to the investment fund to the SC, GR, and AGR.

Proposition 4651

Date: 7/14/2017

Maker: Jonathan E. Wenzel, Grand Master Alchemist

The following individuals are the authorized persons for Alpha Chi Sigma's Morgan Stanley accounts for the remainder of the 54th Biennium:

GMA Johnathan E. Wenzel

GPA Helen Webster

GCA Kip Nalley

GMC Jason Ellis

GR John Stipp

AGR Ken Busch

For: 4 Against: 0 Result: Passed Unanimously

The Executive session was adjourned at 10:01pm.

The Brothers in attendance were able to stay in the meeting room to visit and discuss Fraternal matters.

A free breakfast was provided by the hotel.

The SC reconvened in Executive Session at 9:02am on Saturday to discuss Chapter and personnel issues.

Proposition 4652

Date: 7/15/2017

Maker: Jonathan E. Wenzel, Grand Master Alchemist

In accordance with Bylaw II, Section D the Charter for Beta Chi Chapter at Hampden Sydney College be suspended until July 15, 2022. The suspension may end before that time as appropriate.

For: 4 Against: 0 Result: Passed Unanimously

The Executive session was adjourned at 9:08am.

The SC reconvened in open session at 9:18am.

42. Communications to the Chapters need to be improved. Publication of the Chrome and Blue (originally monthly) newsletter from the National Office) had been stopped a couple of years ago. From a Chapter Advisor standpoint, this was essentially a blackout of information to them as they typically do not have time to actively search for information. The GPA Professional Newsletter (very "bare-bones") is currently being produced. Discussions ensued in regards to a combination of the two newsletters.
 - a. Do not want the focus to be on style and appearance. Simply need a professional format that communicates vital information
 - i. Deadlines
 - ii. Important events
 - iii. IRS Reminders
 - iv. Etc.
 - b. Best format? Text blast to a link? E-mail? One size does not fit all (collegiate vs. new professionals vs. professionals)
 - i. May be best to decide what is the most critical information and audience before making a final decision on the format
 - c. AGR Busch will put together a Chrome and Blue draft for review by the SC by August 15, 2017
 - d. PR Don Cole will try creating a "job description" for a Brother who can help us define our communication deficiencies and methods to improve in that area. Draft will be due to the SC by July 31, 2017.
43. Discussions about setting up a Travel Award for people to go to conferences to get our name out to other colleges and universities more effectively. Goal is to try and produce more expansion opportunities.
 - e. It may be beneficial to approach the Educational Foundation for funding on this project
 - f. GCA to write letter to the Foundation requesting funding for the program

A break was called at 11:13am.

The meeting resumed at 11:23am.

44. The Fraternity's operating funds are running low due to legal bills from this year. Funds need to be transferred from the investment account at Morgan Stanley to help cover our day to day expenses until income from pledging / initiations and professional donations start to come in around October.
- g. AGR Ken is recommending a transfer of \$50,000 at this time

Proposition 4653

Date: 7/15/2017

Maker: John N. Stipp, Grand Recorder

That \$50,000 be transferred from the Alpha Chi Sigma Fraternity Morgan Stanley investment account to the Alpha Chi Sigma Fraternity National Bank of Indianapolis checking account.

For: 4

Against: 0

Result: Passed Unanimously

Proposition 4654

Date: 7/15/2017

Maker: John N. Stipp, Grand Recorder

That the 2016 Financial statements and Independent Accountant's Compilation Report from VonLehman be approved.

For: 4

Against: 0

Result: Passed Unanimously

45. A brainstorming session took place in regards to fundraising. Potential new revenue streams were discussed.
- h. Professional donations have been declining
 - i. Outside funding sources are not likely and will require something from the Fraternity to give us money
 - i. Advertising
 - ii. Demonstrable results from those funds
 - j. 5% return to Chapters was discussed. Checks to the chapters are not being cashed. Uncashed checks cost the Fraternity \$38 cancellation fee.
 - i. Either the payment method needs to be changed (direct deposit, etc.)
 - ii. Or the program needs to be altered
 - iii. GR, AGR, and Office Manager to review this and make recommendations by July 31, 2017

A working lunch (Sandwiches from Panera Bread) began at 12:07pm.

46. The difference between the professional donations vs. the cost of producing the printed *Hexagon* was discussed.

Year	Professional Donations	Cost of Publishing <i>Hexagon</i> (Does not include GE Stipend)
2009	\$91,577	\$44,715
2016	\$65,988	\$42,772

An option to opt in or opt out of a printed copy of the *Hexagon* may be an option to reduce the printing costs. GE Brian Coppola will need to be involved in discussions. GMA Wenzel will reach out to GE Coppola to meet for lunch to brainstorm.

47. Discussions of what financial oversight needs to take place

- k. At what level is the SC management appropriate for spending?
- l. It would be beneficial to write a short description of each budget line
- m. Update policies on procedures on approval limits for each officer?
 - i. Should that be reviewed periodically?
- n. Policies, procedures, and systems need to be set up so that it is easy to do the right thing
- 48. National office should focus on mission critical items for next several months
 - o. Recording information
 - p. Solicitation
 - q. Hexagon
 - r. Inventory management

At 2:00pm the GR John Stipp, AGR Ken Busch, Office Manager Amy Fisher, Randy Weinstein, OA, Jen Showerman, OA, and Michael Heilman had a breakout session in the hotel lobby to discuss National Office operations. The other meeting attendees discussed the Conclave bids for the 2018 conclave.

Procedural Note: CDC Sarah Pickett recorded the meeting minutes in the GR and AGR's absence.

- 49. Conclave discussion
 - a. Bids were opened to hotels, but hotel prices were far beyond reasonable
 - b. Bids did not include travel
 - c. Bids were received from Gamma Upsilon (Duquesne) and Sigma (UC-Berkeley)
 - d. Spreadsheet was shown with bid details
 - e. Both bids were for week of July 23-28, both require on-campus services for food
 - f. Sigma bid: \$145,000 (\$1375 per person); Gamma Upsilon bid: \$75,000 (\$530 per person)
 - g. Georgia tech's bid was \$97,000, actual was \$109,000 not including Kuebler banquet
 - h. No difference in family availability—no kids in dorms
 - i. Sigma has been a model chapter, it would be great to honor them this way, but the cost it just too great.
- 50. Conclave Forum ideas discussion (GMA Wenzel took notes on this as well)
 - a. Forums should be engaging, include breakout sessions where appropriate, and audience involvement (much like the PRs/Mike Raffay's presentation on safety last conclave)
 - b. Check with local industry for speakers of interest (Alcoa)
 - c. Professional speaker for the major talk
 - d. Educational Foundation spotlight (30 min)
 - e. Professional etiquette (interviews, etc.)—facilitated with on-campus career services
 - f. Communication: what do the collegiate need and how, how to talk with alumni
 - g. Poster session—still valuable? Yes
 - h. Ritual forum
 - i. Mental health and how to care for your brothers (possible as the major talk)
 - j. Want to avoid situations where the professional brothers are lecturing at the collegiate
 - k. What value does the fraternity provide for its professional brothers?
 - l. Straw poll at the end of conclave (or at district conclaves)—do you want to be involved as a professional brother when you graduate, as a DC/PR/Pro group/SC?
 - i. What are the steps that I need to grow in Alpha Chi Sigma as a professional? How do I get there?
 - m. Brotherly activities for 18 to 99—how do we get EVERYONE involved at conclave?
 - i. Game night—need a common area to promote hangouts
 - ii. Bowling/pool—was popular last conclave
 - iii. Hexagon Olympics
 - iv. Lip sync
 - v. Off-campus activity/field trip
 - vi. Provide parallel activities that reach multiple interest groups
 - vii. Non-physical activities
 - n. PIC—need to demonstrate the PIC for updates. Allow collegiate to opt out, but collegiate delegates will be asked to vote to accept
 - o. Include PIC on the schedule, have a blurb about it in the registration materials and a chance to sign up
 - p. Hutchinson award
 - i. Without the collegiate professional activities poster session, it is difficult to decide.

- ii. The annual report from the chapter doesn't go into any detail about what the activities actually are
- iii. Maybe a portfolio with pictures?
- iv. Expand the paperwork to include a better description?
- v. DCs or PRs can create a template to send to the chapters that they could drop pictures and text into
- vi. This would be emphasized throughout the year to generate material for website/promotional use as well as the Hutchinson award

The SC and other meeting attendees adjourned at 3:15pm.

The breakout session with GR John Stipp, AGR Ken Busch, Office Manager Amy Fisher, Randy Weinstein, OA, Jen Showerman, OA, and Michael Heilman in regards to National Office operations continued until 5:00pm.

Procedural Note: GR Stipp resumed recording of the meeting minutes.

Dinner was brought in from Papa John's.

The entire group reconvened in open session at 6:20pm.

Proposition 4655

Date: 7/15/2017

Maker: Jonathan E. Wenzel, Grand Master Alchemist

The Supreme Council accepts the bid from the Gamma Upsilon Chapter to host the 54th biennial conclave. It will be held at the Duquesne University in Pittsburgh Pennsylvania in late July or early August 2018.

The bid to host Conclave by Sigma Chapter is gratefully acknowledged.

For: 4

Against: 0

Result: Passed Unanimously

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

Faithfully submitted,

Yours in the Double Bond,



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

Procedural Note: Minutes approved by SC Proposition 4658 on August 5, 2017.