

ALPHA CHI SIGMA FRATERNITY**Minutes of the Supreme Council Meeting
East Lansing, Michigan
January 17 - 18, 2020**

The Supreme Council convened in the Petite Meeting Room at the Holiday Inn Express in East Lansing, Michigan from January 17 to January 18, 2020. 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, OA, *Delta 1996*, GLDC R. Scott Wilson, *Alpha Zeta 1978*, GPDC Oliver Penrose, *Gamma Theta 2003*, SEDC Matt Schnippert, *Gamma Beta 2003*, PR Don Cole, *Iota 1997*, Nicole (Bennett) Pawlowski, *Gamma Psi 2011* Josh Stenger, *Epsilon 2002*, Randi Ress, *Gamma Nu 2008*, and Assistant Director of Fraternity Operations Erin Goodwin.

Meeting was called to order at 9:19am on Friday, January 17, 2020.

GMA Webster welcomed all attendees.

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

1. Conflict of Interest forms were collected from the Supreme Council members, GR and AGR.
2. GMA Webster reported that the Educational Foundation had nothing to report aside from meeting requests for Conclave.
3. GMA Report
 - a. AGR Wenzel reported on the Nominations Committee report.
 - i. Kip Nalley has been nominated for GMA
 - ii. Sean Pawlowski has been nominated for GPA
 - iii. Merryn Cole has been nominated for GCA
 - iv. Stephanie Bates and Jason Ellis have been nominated for GMC
 - b. Awards for Conclave – GMA Webster has requested a list of missing awards from the past couple of years so that they can be replaced.
 - i. PIC performers for 2018 Conclave were not presented as the SC did not know who was going to be performing that ceremony prior to Conclave.
 - ii. SC is to start thinking of other people to recognize at Conclave
 - c. GMA Webster and GCA Cole visited OSU and they are ready to petition
 - i. Visit includes several team building activities
 1. Make your own crest
 2. Interpersonal dynamics / interactions in leadership roles
 3. Planning resources
 4. Turning a shared vision into a Chapter plan
 - ii. Concerns over amount of graduates
 - iii. GCA Cole has attempted to incentivize the colony members to come to Conclave
 - iv. Connected Colony with a Brother from Alpha Gamma who is able to help them with petitioning for chapter status.
 - v. SC discussed best timing with installation date and Conclave. April (other than April 18th) is probably the best time based on the school schedule (OSU is on the quarter system)
4. GPA Report
 - a. Professional Representatives
 - i. GPA Nalley is requesting PR reports from those who have not submitted them already
 - ii. GPA Nalley is pleased with the performance of the PR's. They are always willing to

- help out where and when needed.
- b. ACS Spring Meeting – Luncheon is on the calendar but location has not been finalized. GPA Nalley will be presenting the ACS Award in Pure Chemistry at the Awards Banquet
 - c. Solicitation overview – More detail on actual amounts in the budget discussions
 - d. More “touch points” this year to try and increase solicitation numbers. More ways to reach out to Brothers to help them support Alpha Chi Sigma
 - e. Alpha Chi Sigma participated in Giving Tuesday. The effort was planned and executed this year by the National Office staff.
 - f. New e-mail marketing platform (EMMA) has been tried this year. It provides in depth data on not only who our donors are, but also if they are opening the messages, etc. We need to know who our donors are and help to connect with them better as opposed to just sending out a letter every year and hoping for donations.
 - g. New Professional newsletter has been launched in 2019. GPA is not likely to be the best person to be gathering content for this newsletter. Perhaps a volunteer, PR, etc to work alongside the GPA and GCA to put newsletters together. Could work with the Grand Editor as well to coordinate content between newsletters and the *Hexagon*.
5. GCA Report
- a. District Counselors
 - i. Received reports from about half of the DCs.
 - ii. Concerns about the fees and misinformation amongst the collegiates. Likely that information is not getting out there, or the wrong information is being passed along.
 - iii. DCs are working on using committees
 - iv. Need to start thinking about what we are asking of the DC’s as we have lost four in the past year. DC’s are reporting that they feel overwhelmed with the workload even with the committees. Some training may be helpful to assist the DC’s with using their committees effectively.
 - v. In 2020 working to get a survey together to poll chapters about how their DC’s are doing. What are the DC’s doing well? Are there things that the DC’s can do better? Constructive feedback for the DC’s could be helpful in making them feel less overwhelmed.
 - vi. Sarah Pickett has been gathering resources that the DC’s can use to help them in their positions
 - b. Delta Eta is no longer sustainable. Not held an initiation for three semesters. One member left who is graduating this year.
 - c. Gamma Omicron is essentially inactive as well
 - d. Westminster does not appear to be having any activity
 - e. High Point of Gamma Iota is doing activities
 - f. Safety Committee is working on a safety checklist / event planner for chemical demonstrations
 - g. Working on branding the Event Planner. Once that is complete, it will be sent out to the Chapters
 - h. Chrome and Blue is being published again
 - i. Going to be adding an “Important Dates” to the Chrome and Blue to help remind chapters of dates for awards, paperwork, etc.
 - i. Point person would be helpful for this as well as the Chrome and Blue
 - j. Survey was sent out to Chapter Advisors and the Professional Members in 2019. Over 200 responses to the survey. GCA Cole and GPA Nalley need to follow up with some members about their responses.

The SC went into closed session at 10:05am to discuss personnel, chapters at risk, and other issues not appropriate for public session.

The SC resumed Open Session at 11:47am

6. GMC Report
- a. Sourcebooks – Discussed at Summer SC meeting. Cannot change format from printed because of Grand Chapter legislation. It is becoming too large and costs to produce and ship are high. GMC will work with the Ritual committee to come up with a plan so that we are not dealing with this in

- August. GMC Pawlowski will share his thoughts with the GMC candidates.
 - b. Ritual Committee – Kate Cavanaugh is chair. Will start working with Chapter MC's to help provide the MC's with helpful resources
 - c. Delta Pi installation – Went really well.
 - d. Tokens – Fully caught up with supply of initiation tokens thanks to Beta Phi Chapter's efforts to manufacture such items. GPDC Penrose is working with Beta Phi to document manufacturing methods for future reference.
 - e. No major initiation incidents reported from the Fall semester. The chapters are doing a good job performing the ritualistic activities correctly and safely.
 - f. Merchandising – Assistant Director Of Fraternity Operations Erin Goodwin will report on what she learned from the PFA conference in regards to suppliers and options for Alpha Chi Sigma. Discussion on that will take place Saturday.
 - g. GMC Pawlowski has approved a design for chapter members to use on Class rings if they so desire
 - h. Potential installation at Oregon State if their petition comes in and is approved.
7. GR Report
- a. EIN Number challenges – The IRS changed how the EIN process was handled and did not communicate those changes. That was delaying EIN numbers being issued to new chapters. As such, Erin spoke at length with the IRS. We now know the new procedures and all chapters but two have EIN numbers. Those should be completed in a couple of weeks.
 - b. Insurance costs – Remain unchanged from 2019.
 - c. Proceedings C&B amendment needs to change to better reflect current practices
 - d. Housing Corporation relationship building – GR reached out to Housing Corporations in an effort to improve communication and to share contact information for potential resources that may be helpful to them (insurance providers, accounting / tax professionals, etc.)
 - i. GR should document this and share this work with the AGR
 - e. Pi Chapter – In October, Pi Chapter expressed interest in getting a house. GR worked with them to develop a business plan. The SC gave Pi permission to create a House Corporation in January.
8. 3P3E Education Work
- a. Need four to five touch points with collegiates for this every year to share Health and Safety Policy.
 - i. 2 e-mails to all collegiate members
 - ii. How to send this to the chapter officers without making this too difficult on the staff
 - 1. May be able to do Formsite
 - 2. Can this be automated so that it is not a manual operation?
 - 3. GPA Nalley, GR Stipp, Erin, and Amy will work on how best to implement this
 - iii. How do we do this with pledges?
 - 1. It is in the Sourcebook.
 - 2. If we can send an automated message to the officers, we should be able to do this with the pledges as well
 - iv. 2x per year put in Chrome and Blue
 - v. 1x per year District presentation
 - 1. Live presentation at District meeting
 - 2. Webinar
 - 3. DC or committee member present at each chapter individually
 - vi. Conclave years – mandatory closed session on this
 - 1. Presenter could be from Holmes-Murphy or outside of the Fraternity
 - 2. *Hexagon*?
 - 3. What to do about Pro Chapter members?

The SC took a break for lunch at 12:15pm

The SC reconvened at 1:23pm

9. AGR Report

- a. AGR has been tasked to help reduce costs and increase revenue into the Fraternity
 - i. Recovered \$23,000 from Beta Theta Chapter (UT Austin) (State of Texas unclaimed funds)
- b. Travel and logistics for SC meetings has been handled by the AGR this year
 - i. Managed to apply our tax exemption to the Fall SC meeting
- c. AGR worked with Michigan State University on contracts for Conclave
 - i. Managed to apply our tax exemption on Conclave

The Supreme Council spoke with Brad Hulse of Morgan Stanley about investment performance at 2:00pm.

10. The Budget was discussed. Income and expense estimates were discussed. Conclave budget will be discussed after the breakout sessions.

Breakout sessions took place at 3:00pm

- John/Erin/Jon
 - Improvements to Pledge/Lifetime fee process
- Merryyn
 - Met with any DCs present
- Kip
 - Met with any PRs and/or Pros present
- Sean
 - Any Ritual Needs

Various breakout sessions ensued until 4:00pm.

11. AGR Wenzel updated the attendees on the results of his and GCA Cole's efforts to update the Chapter Audit form.
 - a. The new form is much more detailed than the old format. It will provide better accountability for the Chapter Treasurers and assurance that the books are correct.
 - b. The new form will be rolled out now

12. Conclave Budget Discussions took place

GMA Webster adjourned the meeting at 5:30pm.

13. The SC reconvened at the hotel following dinner. GMA reopened the session at 8:47pm.

14. The SC approved the Conclave fees for the 2020 conclave and approved the 2020 Budget.

The SC adjourned at 9:20pm.

GMA Webster opened the meeting on Saturday, January 18, 2020 at 9:05am

15. Discussions on the Health and Safety Surcharge
 - a. GMA Helen requested that the attendees relate what they have heard in regards to the impact of the Health and Safety surcharge that was instituted in January 2019 to cover the cost of the Fraternity's General Liability insurance.
 - b. GPDC Penrose has not heard much about this in his District. He has made information available to his chapters about the New Member Assistance Fund.
 - c. GCA Cole has noted that the fees did increase; however, it may be an issue as to how it is presented. She has had more questions about the payment method instead of the increase in fees.
 - d. Only four people have used the New Member Assistance Fund since it was created in July 2019.
 - e. GPA Nalley heard concerns from members at the ACS Meeting. There may be bad publicity about this. It could be a situation where the worry is the problem.

- f. GMA Webster knows of one chapter where the chapter raised funds to help offset the increased costs to new members.
 - g. GMC Pawlowski noted that we had a Chapter Advisor who was very concerned. GCA Cole spoke with the Advisor and helped address their concerns.
 - h. Jason Ellis interacts with two chapters regularly. Before things were finalized the chapters were terrified. However, the reality was less bad than expected.
 - i. GLDC Wilson did not hear many complaints that this is a burden. It did have an effect on the chapters when polled. The chapter pledge classes at several chapters are low, but those chapters do not typically have large pledge classes. Chapters with large pledge classes continue to have large pledge classes.
 - j. AGR Wenzel reported that the students at Kettering are not terribly concerned.
 - k. Erin noted that the chapters have questions, but once they understand what it is for, that helps. Getting more concerns about the new payment method as opposed to the overall cost. Only 15 people have used the payment plan this past semester. Nearly half of the people joining are paying the pledge and initiation fees in one payment. That comes from the chapters though, so it may be being subsidized by the chapters.
 - l. ACDC Bates has had three chapters voice concerns. The payment plan may be the best option to help spread out these costs. That may alleviate their concerns. She has not heard much from her other three chapters.
 - m. SEDC Schnippert noted that he had one Chapter Advisor that expressed a serious concern about this. None of his other chapters have brought this up.
 - n. Do we have any idea as to what chapters are doing fundraising or doing other things to help alleviate this. If so, can we share these ideas with others.
 - o. Erin spoke with attendees at the PFA Conference. Of the Professional Fraternity attendees she spoke with, only one (Pharmacy) had lower fees than Alpha Chi Sigma. Many Professional fraternities pay semesterly dues to the National Organization. Searches online of 14 Professional Fraternities showed that Alpha Chi Sigma falls in the middle of these organizations with roughly half paying more to join and roughly half paying less. Many of these other Professional Fraternities also have National dues every year or semester, where Alpha Chi Sigma does not.
 - p. It may be beneficial to help promote and advertise the value of Alpha Chi Sigma. Sections "For Parents" and "For Potential Members" sections on the webpage highlighting the benefits of the Fraternity and our commitment to keep our members' safe in an open and welcoming environment that is Alpha Chi Sigma.
 - q. Google does offer us some free advertising because we are a not-for-profit user of Gsuite. We should explore what it would take to take advantage of this benefit.
 - r. Potentially add things into the pledge canon illustrating what these fees are for.
16. Erin discussed merchandising and jewelry supplier options. Award Concepts will not only supply our items but also handle order fulfillment. This will reduce the burden on the office staff as well as allow Alpha Chi Sigma to offer more items to our members.
- a. GR will work with GMC and National Office to implement supplier change and include stoles and cords as items for chapters.
 - b. Award Concepts can also do membership cards and certificates for the Fraternity
 - c. What is Award Concepts Turnaround Time for member badges? Can we offload this to Award Concepts for the shipping of badges instead of having that done at the National Office.
17. Merchandising – Advanced Online from Texas has over 2,000 items that they can offer on demand. Alpha Chi Sigma would choose the items that would be placed on their site for sale.
- a. \$1,700 setup cost
 - b. Would require \$5,000 minimum spend per year or they would close your store
 - c. Fraternity will move forward with setting up an online store through Advanced Online.

A break was taken at 11:28am.

The SC held a working lunch starting at 12:00pm with small groups meeting to discuss a variety of topics.

The entire group reconvened at 12:45pm

18. GMA Webster updated the attendees on the progress that has been made on the 3P2E process for Health and Safety.
- a. Finalizing Education and Enforcement portions
 - b. Event Planning Guide ready to go out in a couple of weeks
 - c. Enforcement policies will likely require some bylaws changes
 - d. Policy was revised to add the contract portion involving alcohol
 - e. Event Planning Guide was updated and finalized

The SC adjourned at 2:18pm. At 3:00 the attendees went to the Michigan State campus and toured sites for the Conclave Kuebler Banquet and the Model Initiation.

GMA Webster reopened the meeting at 8:01pm.

19. GPDC Penrose and SEDC Schnippert discussed chemical demonstrations
- a. A Chemistry Demonstration Health and Safety Checklist has been created This was shared with the SC meeting attendees
 - b. Some revisions / editing may be needed due to some questions on transportation of chemicals, and potentially banning the use of some chemicals as the ACS has done.
 - c. Holmes-Murphy should review this checklist before it is rolled out to Chapters

20. Initiation safety was discussed

The SC went into closed session at 8:55pm to discuss chapter issues

GMA Webster thanked everyone for their service and adjourned the meeting at 9:38pm.

SC Propositions from Supreme Council Meeting

Proposition 4790

1/17/2020

Made by: Merryn Cole, Grand Collegiate Alchemist

The Gamma Omicron chapter at Lehigh University is declared inactive.

Justification: The chapter has had no activity for some time and there are no collegiate members left on campus.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4791

1/17/2020

Made by: Merryn Cole, Grand Collegiate Alchemist

The Delta Eta chapter at the University of New Orleans is declared inactive per their request.

Justification: The chapter has only one member left on campus and they have been unable to attract new members.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4792

1/17/2020

Made by: John Stipp, Grand Recorder

Cox, Beckman, Goss and Company, Certified Public Accountants, be appointed to provide a Compilation of the financial records of the Alpha Chi Sigma Fraternity for Fiscal Year 2019. The cost of this work shall not exceed \$2,200.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4793

1/17/2020

Made by: John Stipp, Grand Recorder

That mAccounting be engaged to prepare and file the Fraternity's IRS 990 form for 2019. The cost of this work shall not exceed \$2,500.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4794

1/17/2020

Made by: John Stipp, Grand Recorder

That a three year contract with Blackbaud be signed to provide BBNC web hosting services, RE web hosting services, BBNC maintenance, and RE maintenance. The total yearly cost of those services shall be \$18,150. The Unlimited RE training and e-mail services will not be renewed.

Justification: These services are essential for the Fraternity's membership database and website. The training is of limited value and the e-mail services being taken care of by EMMA.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4795

1/17/2020

Made by: Merryn Cole, Grand Collegiate Alchemist

That the Supreme Council removes Gamma Iota Chapter at the Virginia Polytechnic Institute and State University from probation.

Justification: Gamma Iota 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 4796

1/17/2020

Made by: Helen Webster, Grand Master Alchemist

The registration fee, paid by all attendees except invited awardees, and the National Office staff, at the 55th Biennial Conclave will be as follows: \$100 (student) \$210 (active professional), \$325 (inactive professional) until April 30, 2020; From May 1 to May 31, 2020 an additional \$25 will be added to the registration fee. After June 1, 2020 an additional \$50 will be added to the registration fee. The final deadline for registration is June 15, 2020. For members who are not elected delegates or invited guests, room and board charges will be \$450 double per person; \$510 single per person. Individual tickets to the Kuebler Banquet for non-registrants will be \$45.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4797

1/17/2020

Made by: John Stipp, Grand Recorder

The proposed budget for 2020 be adopted.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4798

1/18/2020

Made by: John Stipp, Grand Recorder

That the Fraternity spend \$1,700 to set up an online merchandising store through Advanced-Online.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4799

1/18/2020

Made by: Helen Webster, Grand Master Alchemist

Be it resolved that the Alpha Chi Sigma Fraternity adopt the Health and Safety Policy, Revision 2.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4800

1/18/2020

Made by: Helen Webster, Grand Master Alchemist

Be it resolved that the Alpha Chi Sigma Fraternity adopt the Philosophy, Policy, and Event Planning Guide, Revision 1.

For: 4 Against: 0 Result: Passed Unanimously

Action Items from the Supreme Council Meeting

- GCA Cole and GPA Nalley will work with Erin to develop content for materials to help advertise the value of the Fraternity to potential new members, parents, and for DC's / Chapters. This will involve getting input from multiple members.
- GMC Pawlowski is going to work on updating the pledge canon to reflect Health and Safety and the value of Alpha Chi Sigma.
- GR and AGR to look into legality of a promissory note for people using the payment plan.
- GMA and GCA to discuss webinar for 3P2E
- SC to finalize Education and Enforcement portions
- SC to look into Constitution and Bylaws amendments for conclave
- GMC and GCA to reach out to Mike Raffay and Kate Cavanaugh regarding initiation safety
- SC to send Chemical Demonstration Planner to Holmes-Murphy for Review
- SC to review Chemical Demonstration Planner

Faithfully submitted,

Yours in the Double Bond,

A handwritten signature in black ink, appearing to read 'J. Stipp', with a long horizontal flourish extending to the right.

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

Procedural Note: Minutes approved by SC Proposition 4802 on February 5, 2020