

ALPHA CHI SIGMA FRATERNITY

Minutes of the Supreme Council Meeting (Virtual Online Meeting) January 16 - 17, 2021

The Supreme Council convened virtually from January 16 through January 17, 2021. Present for all or part of the meeting were GMA Kip Nalley, *Alpha Sigma 1990*, GPA Sean Pawlowski, *Gamma Upsilon 2006*, GCA Merryn Cole, *Alpha Theta 2003*, GMC Jason Ellis, *Delta 1997*, GR John Stipp, OA, *Epsilon 1989*, AGR Jon Wenzel, OA, *Delta 1996*, Assistant Director of Fraternity Operations Erin Goodwin, Membership and Database Coordinator Amy Posavac-Osborne, GV Helen Webster, OA, *Alpha Rho 1994*, GE Brian Coppola, *Alpha Beta 1988*, GH D. Mitch Levings, OA, *Beta Delta 1975*, DC Chair NCDC Hannah Bowman *Beta Nu 2006*, SCDC Marlena Patrick Bowen, *Alpha Sigma 2012*, CDC Matthew Senter, *Beta Delta 2012*, OVDC Kelly Pachowicz, *Beta Delta 2018*, CCDC Erin Lewis *Gamma Iota 2009*, NEDC Kelly Tinney, *Alpha Omega 2011*, ACDC Stephanie Bates, *Alpha Rho 1995*, PR Chair Samantha McKenna, *Tau 2010*, PR Sandy Sansing, *Beta Delta 2002*, PR Don Cole, *Iota 1997*, PR Elizabeth Morgan, *Delta 2002*, PR Faith Yarberry, *Alpha Sigma 1992*, Sarah Pickett, *Gamma Theta 2000*, Nancy McMahan Farrar, *Beta Eta 1979*, William Chang, *Tau 2003*, Oliver Penrose, *Gamma Theta 2003*, Wendy Robinette, *Gamma Iota 1988*, Mohammad Alshebbber, *Beta 2018*

Meeting was called to order at 12:03pm (Eastern Standard Time).

1. GMA Nalley welcomed the attendees to the SC meeting
 - a. None of the SC had any questions about the submitted reports
2. GMA Report
 - a. Conflicts of Interest Forms have been received or shall be received by the SC/GR/AGR.
 - b. The COVID-19 pandemic has presented significant challenges to the entire Fraternity. Kip is encouraged by how well the Collegiate Chapters and our members have responded to the crisis. We can now start looking forward to things hopefully returning to some sort of normalcy in 2021.
 - c. GMA Nalley thanked everyone for their extraordinary efforts in managing the Fraternity through the pandemic.
3. GPA Report
 - a. The solicitation went extremely well this year especially considering the impact the pandemic has had on people
 - b. The PR's have been helping out chapters and presenting webinars and doing what they can despite social distancing
 - c. Double Bond newsletter has not been published as frequently; however, there have been several "touch points" with the Professional Branch members.

- d. GPA Pawlowski has invited people to volunteer to be the featured Brother in the Double bond
 - e. The PRs are going to take more of an active role in the Double Bond newsletter
- 4. GCA Report
 - a. Chapters are doing as well as can be expected with the pandemic. They are proving to be very adaptable and are doing things to act like a chapter and try new things. Chapters are sharing ideas with each other from all over the country. It is encouraging to see chapters interact with chapters they wouldn't normally interact with due to distance.
 - b. Working with DC's and PR's to see how they can work together better and promote 3P2E
 - c. Expansion is non-existent. We have one colony.
 - d. Safety committee isn't doing much, but are willing to help out where needed.
 - e. Chrome and Blue is progressing. Oliver Penrose has been helping with that.
 - f. Overall GCA Cole is optimistic and the DC's are doing a great job
- 5. GMC Report
 - a. At the start of the pandemic there was a lot of concern over how we would handle initiations. Chapters have been having Virtual Initiation Ceremonies. GMC Ellis has been very impressed with the chapter's creativity and ability to make them work well. The experiences for the candidates have been better than expected. Only had a handful of in person initiations since the start of the pandemic. Chapters who are meeting in person don't even want to do them in person for safety reasons.
 - b. Virtual initiation guidelines have been distributed to the chapters.
 - c. GMC Ellis thanked the Ritual Committee and the District Counselors for all of their help in making virtual initiations successful.
 - d. Will need to provide help to chapters once they start doing in-person initiations again as many of their members may not have seen an in-person initiation.
 - e. Alpha Chi Sigma Scholar Award needs to be publicized as that is coming up soon
 - f. GMC Ellis wants to start revising the Sourcebook as that has not been done in quite some time. People with ideas of things to add should reach out to GMC Ellis.
 - g. Have been questions about the Professional Induction Ceremony and how to do that virtually. The Ritual Committee is working on providing guidelines for that.
- 6. GR Report
 - a. Office / Staff Update
 - i. Erin and Amy are doing a fantastic job. The GR is very pleased with their work. We have restricted the number of people in the office to one person per day to help with social distancing.
 - b. Insurance overview
 - i. Insurance costs were reduced for 2021 due to most chapters operating virtually. Costs will go back up to normal levels in 2022.
 - c. PPP2 Loan Application
 - i. Will be applying for a PPP2 forgivable loan. That is in process with NBOI.

- d. Report and Action on House Fund Conclave Legislation
 - i. The SC accepted the report on closing the House Fund and voted to move forward with the actions recommended in the Grand Recorder's report.
 - e. Fiscal Year 2020 Compilation
 - f. Discussion on Conclave Bid Timing and Process
 - i. Probably need to be making a decision around Labor Day weekend 2021.
 - ii. Perhaps asking chapters for a "Letter of Intent" in lieu of actual bids as those may be hard to get due to the pandemic. Should reach out to Alpha Upsilon early. Will need to make sure we have a "Plan B" option at the Summer SC meeting in the event that no bids or Letters of Intent are received.
 - iii. Will ask chapters to provide a "Letter of Intent" for Conclave by April 15, 2021. This must include detailed Conclave information!
 - iv. AGR Wenzel shall be appointed the "Conclave Czar". He will be charged with developing a list of what is needed on the Letter of Intent by January 31, 2021.
 - v. Final Bids (not Letters of Intent) will be due September 6, 2021. The SC will have a discussion around the weekend of September 11 to select a host chapter.
7. AGR Report
- a. AGR Wenzel had nothing to add beyond his report and what was discussed in the GR Report section

A break was called at 1:20pm.

The SC meeting resumed at 1:45pm

8. Solicitation
- a. Erin provided a brief overview of the solicitation. Specifically, targeted young Professionals and Brothers who had contributed to the Reserve Fund, but hadn't met the threshold. Most of our donors are older members and we need to add young donors to replace them over time. Also spent a lot of efforts on Giving Tuesday and Founders' Day fundraising activities.
 - b. Amy Posavac-Osborne gave a presentation detailing where the donations are coming from, year over year progress, where we are and where we want to be.
 - i. In 2020 had 978 gifts. 56% checks in the mail, website and Venmo provide the balance.
 - ii. Gifts in mail are not as large as those donated online
 - iii. Venmo is a small amount, but is expected to grow
 - iv. Majority of donations (number of donations and total amount given) came as a result of direct mail solicitation. Followed by online appeal and then Giving Tuesday
 - v. Raised \$105,264 in 2020. This is very impressive with the pandemic going on. Our donors are great and really stepped up to help out.

- c. How do we better use Amy and Erin's expertise to help improve fundraising? GPA Pawlowski will work with Erin and Amy to help us do better. Need to go to social media outlets where our new members are to start reaching them early.
- d. Collegiate giving program? Something small to get them in the habit.
- e. Goal for the SC meeting should be to set a place and time to help brainstorm and document the new ideas that people are contributing. A committee should be established under the GPA which should include Erin and/or Amy. People interested in being on the committee should contact GPA Pawlowski. GPA Pawlowski will report on the committee's recommendations by the Summer SC meeting.
- f. Many Collegiates still do not realize that they are members for life. Need to do a better job educating them as pledges or while in the Collegiate Branch.
- g. Need to look at C&B provision stating PR ballot deadline of November 30th. At Conclave this should be discussed and potentially changed.

A break was called at 2:54pm

The SC meeting resumed at 3:06pm

9. DEI Committee

- a. GV Helen Webster presented a report from the DEI committee's work and results. The committee set up a "Listening Group". Needed to make sure that the Fraternity follows through with what it proposes.
- b. How do we address differences in their Fraternal experience that people may experience due to race, gender identity, economic situation, etc.?
- c. Inclusion includes all of our current and future members. We may not always agree on various things, but we are all Brothers and need to be willing to listen and be open to other opinions.
- d. Want to send a survey to the collegiate chapters
- e. Working on setting up Focus Groups to cover multiple groups
- f. GMA Nalley would like a plan for what the committee is going to be doing for the next four to six months and a written report from the committee by the Summer SC meeting
- g. Expansion to more diverse schools would be a good thing for the Fraternity

10. Health and Safety Program Execution

- a. Chapters are working on editing their bylaws to incorporate Health and Safety changes. Might be helpful for more direct communication from the Grand Chapter directing that the chapters must "do this by X date". Ideally want chapters to have their bylaws aligned to this by the end of the school year.
 - i. GCA should craft a letter to this regard to send out to chapters
- b. One chapter has had to use the Conduct Board process since Conclave, and the process worked extremely well
- c. Several DC's are planning on Spring District Conclaves
- d. February 7th from 3:00pm to 7:00pm is training for DC's and PR's Health and Safety policy

- e. Need to send out communication to chapters around Health and Safety training. GMA Nalley and GCA Cole to work with Erin on getting this sent out.
- f. Information sent out in November Chrome and Blue. Should probably go in Double Bond as well.

A break was called at 4:01pm

The SC meeting resumed at 4:15pm

11. Old Business

- a. Website content for parents needs to be added. Erin has made some progress on this and will cover in her presentation tomorrow. Some updates and reorganization of the webpage may be helpful in better conveying information about the Fraternity

GMA Nalley thanked everyone for their attendance and participation.

The SC went into Executive Closed session at 4:30pm to discuss personnel and chapters.

The Executive Closed Session adjourned at 6:31pm.

The SC met in Executive Closed session at 12:00pm on Sunday, January 17 for Erin to present her ideas for looking forward for recruitment, fundraising, and expansion

The Open Meeting was called to order at 2:02pm (Eastern Standard Time).

12. Budget discussion

- a. The Supreme Council discussed and passed the budget for 2021. With the pandemic, the Fraternity is budgeting to have \$38,000 less in income compared to expenses.

A break was called at 3:53pm

The SC meeting resumed at 4:30pm

13. Brainstorming discussion of Fraternity goals for 2021-2022 and beyond

- a. Fundraising
 - i. Expand our donor base. Donor base is primarily older members. Need to get more younger members involved in donating to the Fraternity after graduation. Need more young and mid-career donors.
 - ii. Did some things different this year. Haven't done well in asking our donors for donations in a regular fashion. More often than once per year. We need to be asking for money more often than once per year. Need to look for more opportunities to reach out to people.

- iii. People give money to organizations that they find value in. Pledge education comes across to people as “another class” they have to do based on how that is presented to them. Need to make the pledge education process more enjoyable for people and with that is helping educate pledges on how membership is for life.
 - iv. Need to work on playing the long game with this. Have been working on best ways to retain members for decades. Need to keep people active and keeping them as donors isn’t necessarily the same thing. Need to keep that in mind.
 - v. Give people an opportunity to donate and participate in fundraising campaigns.
- b. Chapter Retention
 - i. How do we keep our chapters stay alive through and beyond the pandemic.
 - ii. Had lots of expansion in recent years. After colonies become chapters, they often are “kicked out of the nest” and actually need some better instruction. Need better connections between chapters.
 - iii. As with all projects, the Fraternity is not good with follow through over time due to lack of attention.
 - iv. Recruitment Chair position? Are Chapters doing this, or just rolling it in with the VMA position? Do we need something at the National level?
 - v. What materials can we provide our chapters from the Grand Chapter to help them with recruitment?
- c. Chapter Reinvigoration
 - i. Similar to chapter retention, but how can we help the chapters come out better than they were pre-pandemic?
 - ii. How do we keep the excitement up at Chapters with the pandemic?
 - iii. Rebrand COVID discussion groups and encourage communication between chapters with several characteristics.
 - iv. GCA Cole is working to try and meet with all of the chapters and colonies this semester virtually
 - v. Need to emphasize the value of being a Brother. People will stay involved as long as they see a value in membership. The “life cycle” of being a Brother. Many people believe that their activity with the Fraternity ends after graduation. Why is being a Brother valuable at all stages of your life?
 - vi. Add more information to the webpage that may be helpful for the chapters.
- d. Expansion
 - i. Near term is likely waiting to hear about people coming to us for expansion opportunities (passive expansion) as opposed to aggressively pushing for new expansion opportunities.
 - ii. Seen slow professional group and chapter expansion over the years. Would like to see more professional groups. Using twitch to play video or board games together and share the Fraternity in that way.
 - iii. Do we need to have more people involved with this?

- e. Special Needs Committee
 - i. Does the committee need more resources? How can we work towards recruiting more members with Special Needs.
 - ii. Can we incorporate this with the DEI committee? Similar functions of the two committees of helping inclusivity
 - iii. Should we standardize signing for the ritual activities?
- f. Retain volunteers or potential volunteers
 - i. Targeting specific members for DC committees
 - ii. Should we revisit a Volunteer Coordinator position. Position used to exist, but wasn't defined or supported very well.
 - iii. The value of being a member – management skills development needed
 - iv. Management skills training – Develop materials
 - v. Have had things like this in the past. Why did past programs fall apart over time? Understanding this will help us avoid future programs failing over time.
 - vi. Need to improve officer transitions. Do not have sustainability plans for things.
 - vii. Target ex-PR's and ex-DC's that are non-donors. Why did they lose interest?

Proposition 4854

1/16/2021

Made by: John Stipp, Grand Recorder

The Supreme Council accepts the Grand Recorder's Report and recommendations around closing the House Fund and transferring the funds to the Reserve Fund as directed by Grand Chapter Motion 18 from the 55th Biennial Conclave.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4855

1/16/2021

Made by: John Stipp, Grand Recorder

The House Fund shall be closed and the funds transferred to the Reserve Fund. Living donors who have attained Permanent Active Member status from donations to the House Fund will not have that status altered. Efforts will be made to contact the living donors to the House Fund and offered the option to have their donations to the House Fund either transferred to the Reserve Fund, or returned to them.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4856

1/16/2021

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 2020. The cost of this work shall not exceed \$2,400.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4857

1/17/2021

Made by: John Stipp, Grand Recorder

The proposed budget for 2021 be adopted.

For: 4 Against: 0 Result: Passed Unanimously

GMA Nalley thanked everyone for their service and their efforts and participation at the Supreme Council meeting and adjourned the meeting at 6:15pm (Eastern Standard Time).

Faithfully submitted,

Yours in the Double Bond,

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

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

Procedural Note: Minutes approved by SC Proposition 4859 on February 15, 2021