

ALPHA CHI SIGMA FRATERNITY

Minutes of the Supreme Council Meeting (Virtual Online Meeting) July 17 - 18, 2021

The Supreme Council convened virtually via Zoom from July 17 through July 18, 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*, GH D. Mitch Levings, OA, *Beta Delta 1975*, DeWayne Gerber, 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*, NEDC Kelly Tinney, *Alpha Omega 2011*, ACDC Stephanie Bates, *Alpha Rho 1995*, GLDC R. Scott Wilson, *Alpha Zeta 1978*, PR Chair Samantha McKenna, *Tau 2010*, PR Sandy Sansing, *Beta Delta 2002*, PR Don Cole, *Iota 1997*, PR Faith Yarberry, *Alpha Sigma 1992*, PR Elizabeth Morgan, *Delta 2002*, PR Kerri Federico, *Mu 2008*, Sarah Pickett, *Gamma Theta 2000*, William Chang, *Tau 2003*, Oliver Penrose, *Gamma Theta 2003*, Mohammad Alshebbber, *Beta 2018*, Kathryn Cavanaugh, *Alpha Theta 2003*, Gary Anderson, OA, *Alpha Eta 1962*, Michael Quan, *Sigma 1993*, Chuck Carroll, *Zeta 1990*, , Nancy McMahan Farrar, *Beta Eta 1979*, Brad Hulse, Morgan Stanley

Meeting was called to order at 12:00pm (Eastern Daylight Time).

GMA Nalley welcomed the attendees to the SC meeting

1. Brad Hulse from Morgan Stanley reported on the Fraternity's investment portfolio
 - a. Markets have recovered well from their lows last year
 - b. Fraternity investments have had a 26.83% Rate of Return since June 30, 2020.
 - c. Inflationary concerns could impact market performance; however, inflation can actually be good for stocks as long as it does not get out of control.
 - d. Still in a Bull Market. There may or may not be a pause. If there is, we will pivot if needed as always.
2. GMA Report
 - a. No SC members reported any conflicts of interest that would impact the meeting.
3. GPA Report
 - a. Solicitation Plan
 - i. 2020 Solicitation results were fantastic. Amy and Erin did a fantastic job with all aspects of that.
 - ii. 2021 Solicitation efforts are starting. Sean will be meeting with Erin to set up the timeline for the solicitation. Including multiple touch points.

- iii. Some people did not receive solicitations through the e-mail. We believe that these issues have been corrected. If you are not receiving the Double Bond newsletter, then you should contact the National Office to get your e-mail address corrected
 - iv. Some people did not receive the solicitation in the mail. We believe that was due to the post office operations during the pandemic, and that those issues should be resolved now that the post office is operating more normally
 - b. Professional Representatives
 - i. PR's are doing a great job. Helping out with District Conclaves, PIC's, etc.
 - ii. There are concerns around the duties not being particularly spelled out.
 - iii. Need to look for ways to get more people to vote for Professional Representatives.
 - c. Professional Chapters and Groups
 - i. Some Chapters and Groups are having concerns about members being burned out from the pandemic
 - d. Giving Tuesday and Professional Representative election timing
 - i. The PR election date cutoff is set by the Constitution and Bylaws. We should have a temporary solution for 2021 and Sean is looking at adopting legislation for Conclave to adjust this.
- 4. GCA Report
 - a. DC Training Plan – Sarah Pickett and Hannah Bowman have been working on revising some of the DC training manuals. Having a monthly chat to help train people.
 - b. Held a half day training session around how to be a DC, working with people, what is expected, etc.
 - c. Looking for people willing to serve on District Committees. If anyone is interested in serving on a DC committee, please contact GCA Cole
 - d. Started doing annual performance reviews for the DC's. It is a good one on one time with the GCA to talk about performance, how their chapters are doing, and DC feedback on how they are being supported by the Fraternity
 - e. Chapter discussion groups are beneficial. Currently called COVID discussion groups. Need a new name. If you have any thoughts, please contact GCA Cole
 - f. Chrome and Blue being published monthly, except during summer. If you have content for the Chrome and Blue, please contact GCA Cole.
 - g. GCA Cole may put out some informational Tik Tok videos to help train chapters
 - h. GCA Cole has visited 53 chapters virtually so far, and will continue those visits in the Fall.
 - i. Health and Safety Office Manual of Procedure is complete. Other officer Manual of Procedures will be revised / updated over the coming months.
- 5. GMC Report
 - a. GMC Ellis has met with most chapters virtually. They are doing a great job getting initiations to work. We have gone three semesters at the chapters without in person

initiations. Converting back to an in person format may create some challenges at the chapters

- b. PIC's Review – Kate Cavanaugh, Ritual Chair, and the Ritual Committee have done a great job working on making the PIC work virtually. Had some great success at Alpha Theta recently. With the process worked out, should have these available every few months so that people can go through the PIC remotely
 - c. Sourcebook / Pledge Training – Had plans to make a major revision to the Sourcebook. Major revision will be pushed back to next year as this will take a lot of Erin's time that is not available due to other priorities hitting the office currently (Primarily Solicitation, hiring and training a new Membership and Database Coordinator). The Sourcebook can be updated to be made current with minimal staff time (current format). The pledge canon will be revised soon. The committee's due date for changes is September 8. Have a committee assigned for that.
 - d. Need to do a better job involving Chapter Advisors on communication so that we keep them involved.
6. GR Report
- a. Office / Staff Update – Amy Posavac-Osborne has decided to step back in her hours. Amy will be staying on as our Database and Fundraising Consultant, and we will be hiring a new Membership and Database Coordinator. The ad went out this week in Charitable Advisors and our plan is to have the new hire starting in mid-August. This has given us an opportunity to revisit some of our pledge paperwork and fee procedures to improve those to make the Membership and Database Coordinator position a little less daunting.
 - b. PPP2 Loan – The Fraternity was granted a PPP second draw loan (PPP2) for \$19,625. Initial word from NBOI is that our loan will be forgiven, and the paperwork for doing so will be submitted in the coming weeks.
 - c. House Fund – At the January SC Meeting the GR Presented his report on closing the House Fund and transferring the funds to the Reserve fund as directed by legislation of the Grand Chapter from Conclave. Before doing that, there were concerns as to the tax impact to the donors to the House Fund should they choose to have their donations returned instead of moved to the Reserve Fund. The InDinero tax team discussed this and we have the procedure to pass along to the donors should they wish to have their funds returned to them.
 - d. Grand Chapter 990 – This should be ready for review by InDinero in late August for SC review
 - e. Mid-Year Finances and Budget Review
 - i. From January 1, 2021 to June 30, 2021 the Fraternity has \$170,216 in income against \$221,528 in expenses
 - ii. As of June 30, 2021:
 - 1. General Fund has \$238,713 (NBOI Checking)
 - 2. Reserve Fund has \$584,723
 - 3. House Fund has \$113,253
 - 4. Short Term Savings has \$8,657

- iii. Pledge numbers are on target for budget and initiate number ahead of target for budget
- iv. The PPP2 Loan and the temporary reduction in insurance costs have been very helpful
- v. Several large expenses still need to be paid / transferred out of the checking account before December 31
 - 1. Need to pay Foundation the last \$20,000 installment for funding the Alpha Chi Sigma Scholar Award
 - 2. Need to transfer \$13,585 to Reserve Fund from donations to Reserve Fund in 2020
 - 3. Need to transfer \$5,000 to Short Term Savings Account for CAPEX

7. AGR Report

- a. New Chapter EIN Update – The IRS has instituted a new process for maintaining our Group Exemption and adding Chapter EIN's to our Group Exemption that is going to impact the Fraternity.
 - i. EIN's for subordinate chapters are set up by the submitters SSN. We have red flagged Erin and John by applying for too many subordinate chapter EIN's with their SSN's. As such, we may need the subordinate chapters to apply for their own EIN numbers under the Chapter MA, CA, Treasurer, etc. This can be done online and the GR, AGR, etc. can help walk them through the process
 - ii. New subordinate chapters will need to provide a letter to the Grand Chapter stating that they wish to be added to the Grand Chapter's Group Exemption.
 - iii. To maintain the Group Exemption, it is very important that all subordinate chapters (Collegiate and Professional) submit Annual Reports and Audit forms every year. Alpha Chi Sigma needs to demonstrate 'control' of the subordinate chapters by monitoring activities and finances.
- b. Conclave Bid Update
 - i. Three chapters provided letters of intent.
 - ii. Two chapters have moved forward with planning to provide bids.
 - iii. Once bids are received, AGR Wenzel will prepare a budget comparison, then provide bids and financial comparison to the SC
 - iv. Target is September for SC to make the decision
 - v. Expectation is to have a fully in person Conclave.

8. New Pledge and Fee Collection Process

- a. Essentially going back to the old process where the Chapters are responsible for collecting fees and refunding fees to individuals who do not initiate.
- b. GMA Nalley went through the new process
- c. Amy has information on why individuals did not initiate. Primary reason is "did not have time", followed by "left school", and then "financial constraints" Amy is going to share this with GCA Cole.

A break was called for at 1:57pm

The SC Meeting resumed at 2:15pm

9. Committee Updates

- a. DEI Committee – PFA has set up training that the DEI committee can utilize. GV Webster has gone through two of these courses already (Phase 1 and Phase 2). GV Webster and GCA Cole have been working on a plan based off of the 3P2E process that was used for Health and Safety. This document is still being revised by the committee, and once finalized, will need to decide how to share this beyond the committee
- b. Nominations Committee – Locating candidates to run for Professional Representative positions has been very difficult. Have two people running for Professional Representatives this Fall. Committee reached out to people who have been PR or ran for PR in the past, social media announcements and announcements in the Double Bond newsletter all yielded no additional candidates. Committee is working to develop timelines based on defined committee deadlines.
- c. Expansion Committee – This is a good opportunity to revisit expansion processes as there is not much expansion activity taking place at the moment. Have one colony waiting for a GMA visit. Many new chapters struggled as new chapters as they became a chapter without knowing how to operate as a chapter. Lost three chapters throughout pandemic: Delta Gamma, Delta Omicron, and Delta Pi. Looking for a committee to help colonies understand what needs to happen when they become a chapter and how to operate effectively. Taking a more passive approach right now until we get some of these items in place, and then will take a more active role in expansion. May be beneficial to get information on our chapters that we have and what University characteristics help make strong chapters.

A break was called at 3:11pm

The SC Meeting resumed at 3:48pm

10. Old Business

- a. SC Goals – at the Winter SC meeting, the SC had planned to come up with goals that will help them focus their efforts and would hopefully continue to their successors to help improve continuity between biennia
 - i. GMC Ellis
 1. Plan and hold Professional Induction Ceremonies – Kate Cavanaugh did a great job in this. In conjunction with NDC, a PIC ran ~20 people through the ceremony. Goal is to have a rolling PIC schedule.
 2. Updating the pledge education materials (Sourcebook and Pledge Canon). Would like to revise the Sourcebook. Being pushed back until after solicitation and new staff training. Have a committee for updating

the Pledge Canon. GMC Ellis will be working with the committee to move this forward.

3. Pre planning – Gathering information as to what Universities / chapters are doing in terms of going back to an in person format.
4. Additional effort will be needed to help retrain chapters to perform ceremonies in an in person format. GMC Ellis will hold forums similar to last years' virtual Initiation forums to discuss in-person Initiation planning as well as meet with any individual chapters that have specific issues/needs.

ii. GCA Cole

1. Finish the Health and Safety MOP – Completed and posted on website. Also updating other officer MOP's – in Process
2. DEI Committee – keeping those efforts moving – the committee has a plan and is making good progress towards implementation
3. Expansion Committee efforts. – We have a plan and are into implementation phase
4. Contact all chapters (and colony) and hold Virtual visits with $\frac{2}{3}$ (42) of the active chapters / colony. Exceeded this goal (53 visits)! Most chapters were responsive except a couple.
5. Meetings with all of the DC for supporting them and gaining feedback as to what the SC can do better. All were met with but one DC, who is not communicating at all. DCs were also asked to set goals for themselves for the year.

iii. GPA Pawlowski

1. Solicitation Plan – Meeting with Erin soon. Printer needs to have information mid-August, so still on track for that
2. Contact all Professional Chapters and Groups to see how they are doing. Want to make sure that we are giving them the tools they need to succeed. Many are having struggles from COVID, but GPA Pawlowski is hoping that they will rebound as the pandemic subsides.
3. Demographic survey. Initial thought was to go through Linked in – Not our site. Managed by a member. There may be other ways to do that.
4. PR one-on-one meetings. GPA Pawlowski has been having those. Those have taken the form of free form discussions

iv. GMA Nalley

1. Define the Volunteer Coordinator position and track that. People volunteer for things and we often lose track of that. Need to have a Volunteer Coordinator to track this. Fraternity does not do a good job stating what we need volunteers for. Need to define what we are looking for and then implement that. G-Suite helps us in sharing information. Can be used to create a sustainable framework to share information. Goal is to get this up and running in the Fall so that we can capture recent graduates. These are enthusiastic volunteers that we often lose as

they transfer to the Professional Branch. Need a framework for tracking volunteers.

11. Professional Representatives – Are we selecting them the right way? Would appointments be better than elections? Are we holding the elections at the right time of year? We need to have a firm deadline for the Nominations Committee for when PR Nominations are due. Are there implications for Professionals who might not be able to afford the yearly contribution? To vote for PR, you need to be an active professional, that is why the PR election takes place at the same time as the solicitation. Are there benefits to making Active Professional Status based on something other than donating money to the Fraternity? Do we need better mechanisms for nominating, electing, and reviewing performance of PR's? Does there need to be a mechanism to remove PR's who aren't doing anything? Should there be term limits on the position? Current PRs are probably the best group to answer these questions. PRs agree to meet and discuss these issues and make suggestions for any changes.
12. Making connections – much of the things we need to do is around building connections? How do we keep people involved and inspire others to get involved? What can we do in short term vs long term goals?

The SC Meeting adjourned for the day at 5:49pm.

The SC reconvened at 12:01pm on July 18, 2021

13. Amy Posavac-Osborne and Erin Goodwin presented ideas on member retention.
 - a. Other Fraternities / Sororities have a Student Advisory Committee that they use for volunteer options, beta testing processes / procedures, etc. This would help us understand what our Collegiate members need. Generally composed of one person per District. These committees would meet periodically, and they would elect a president from them, and this person actually sits on the board of directors. Those Student Advisory members generally have a higher chance of staying involved later and being consistent donors to the organization. These members would apply to some higher body (DC's, SC, etc.) and be appointed to the Student Advisory Committee.
 - b. Any committees would need to be utilized. If we started something like this, we would need to use it effectively. It would also have to be used regularly and not in an ad hoc capacity.
 - c. Could start as an ad hoc committee and see how it works. If successful, then could consider other options (Grand Chapter Committee, etc.)
 - d. The SC will discuss and come up with a decision as to how to move forward with this by August 31.
 - e. If implemented, the SC will provide a report the Grand Chapter as to the effectiveness of the committee
14. Volunteer Utilization
 - a. Historically we do a poor job utilizing our volunteers. What can we do better?

- b. Trello is a collaborative project tracking tool that could potentially be used.
- c. A Volunteer Coordinator would be helpful as it would be a central point of contact and could be a longer term position so that there would be continuity over multiple biennia.
- d. It would be helpful for the Volunteer Coordinator to check in with committees and make sure that they are getting the people that they need, and that they are meeting expectations of the chair. Would the Volunteer Coordinator track the performance of volunteers? Individual volunteer activity? Etc.?
- e. GV Helen Webster and PR Kerri Federico expressed interest in being involved in this committee.
- f. Should look at PIN (Professional Information Network) and how that was successful or not, and learn how we can learn from those shortcomings. Are we in a better position to implement this type of program now than we were in the past, given recent advances in technology?
- g. SC will develop what the Volunteer Coordinator position will look like by August 31. Could run this in “test mode” in the Fall semester. Running simultaneously with the Student Advisory Committee could be beneficial.

A break was called at 1:21pm.

The SC Meeting resumed at 1:30pm.

- 15. COVID Guidance for Chapters – The SC will issue guidance to chapters on COVID. Generally defaulting to local regulations. Desire is to keep a mask mandate in place for induction and initiation ceremonies. SC will develop a guidance statement by August 31. E-mail will go out to Chapters and District Counselors by September 1 from GMC Ellis with guidance concerning impact to ceremonies. A Fraternity wide statement will go out via Chrome and Blue, The Double Bond, The *Hexagon*, and Social Media.

The SC went into closed session at 1:45pm.

The SC Meeting resumed at 3:30pm.

16. New Business

- a. What do our members want from the Fraternity Virtual Get Togethers?
 - i. Facebook Live and Instagram Stories are difficult for presenters. There is a lag in responding to comments / messages real time. Format such as Zoom may provide a better format, especially for AMAA (Ask me Almost Anything) type of events.
 - ii. More activities for hangouts. Games or some sort of a structure compared to just hanging out might be helpful as most members are introverts.
 - iii. Is Zoom the best platform? Are there better platform options for having multiple conversations happening at once?
 - iv. May be beneficial to advertise across multiple social media outlets pointing them to the event.

- v. Frequency of AMAA's , Hangouts, etc. Tried to do one of each monthly last year. That may be too frequent. Attendance and participation dropped over time, so that frequency may be too high.
 - 1. Believe that one per month is adequate alternating AMA vs Hangouts
 - 2. Would be good to have others besides SC members doing these
 - 3. Second Saturday of Month at 8:00pm Eastern is targeted date (correlates well with Founder's Day in December)
 - 4. Would be beneficial to have some scripted questions to help make sure we cover relative information / topics
 - 5. September 11 is Hannah – Meet the DC's (Hangout)
 - 6. October 9 – Sean – Meet the PRs
 - 7. November 13 AMAA is Kip
 - 8. December 11 – Merryn / Mitch for Founder's Day
 - 9. May 2022 could be good for SC candidates
- vi. Assuming a Student Advisory Group is created, they can help plan topics for Spring 2022.
 - b. SC will be setting goals for the next six months. Ideally, would like to set both short term and long term goals; however, with the pandemic creating many issues, the focus has been more on the short term. Is there a good way to publish these? SC originally set these up as a way to be accountable to themselves.
 - c. 125th Anniversary is in 2027. Should we start planning ahead of time for doing something special to celebrate this event?
 - d. Can we use G Suite for storage of documents to assist with officer transitions?
 - e. Would like to have mailing lists that people can use – Officer Lists for Each Chapter
 - f. Two Pro Chapters have set up G-Suite accounts to date (Indianapolis Pro and Washington Pro)

GMA Nalley thanked everyone for their service and their efforts and participation at the Supreme Council meeting and adjourned the meeting at 4:37pm (Eastern Daylight Time).

Supreme Council Action Items

- SC to determine feasibility and framework of Student Advisory Committee by August 31.
- SC will develop framework for Volunteer Coordinator by August 31 so that it can run in “Test Mode” during Fall semester
- SC will develop a COVID guidance statement for chapters by August 31.
 - Statement will be issued via Chrome and Blue, The Double Bond, and Social Media
 - GMA Nalley to discuss with GE Coppola for publication in the *Hexagon*
- E-mail will go out September 1 from GMC providing guidance for Chapter ceremonies with current COVID pandemic status
- GPA Pawlowski will coordinate PR Chair and PRs to discuss and answer questions related to item 11. Report on their findings / suggestions due by the Winter SC meeting.

Faithfully submitted,

Yours in the Double Bond,

A handwritten signature in black ink, appearing to be 'J. Stipp', with a stylized, sweeping flourish extending to the right.

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

Procedural Note: Minutes approved by SC Proposition 4874 on August 29, 2021