

ALPHA CHI SIGMA FRATERNITY

Minutes of the Supreme Council Meeting

Brook Park, Ohio

January 14 - 15, 2022

The Supreme Council convened at the Holiday Inn Express in Brook Park (Cleveland) Ohio from January 14 through January 15, 2022. Due to the COVID-19 pandemic, the attendance at the meeting was limited. COVID-19 tests were provided and the attendees tested themselves daily. Participants who were not present physically were able to attend virtually via Zoom. 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 Jennifer Showerman, OA, *Zeta 1992*; GV Helen Webster, OA, *Alpha Rho 1994*; GH D. Mitch Levings, OA, *Beta Delta 1975*; GE Brian Coppola, *Alpha Beta 1988*; 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*; NDC Rebecca Marsnik, *Beta 2013*; PR Chair Samantha McKenna, *Tau 2010*; PR Don Cole, *Iota 1997*; PR Faith Yarberry, *Alpha Sigma 1992*; PR Patrick Gillespie, *Beta Rho 2014*; PR Kerri Federico, *Mu 2008*; PR Robert Duff, *Gamma Iota 1996*; PR Sandy Sansing, *Beta Delta 2002*; Sarah Pickett, *Gamma Theta 2000*; Student Advisory Committee Chair Jovy Trejo, *Beta Gamma 2019*; William Chang, *Tau 2003*; Oliver Penrose, *Gamma Theta 2003*; Mohammad Alshebber, *Beta 2018*; Alison Uhl, *Alpha Theta 2005*; Josh Stenger, *Epsilon 2002*; Sarah Phillips, *Alpha Sigma 2013*; Megan Czerniejewski, *Beta Psi, 2010*; Mariah Covington, *Delta 2010*; Brad Hulse, Morgan Stanley

Meeting was called to order at 9:00am.

The SC went into Executive Session at 9:00am.

The SC reconvened in Open Session at 11:49am

1. Conflicts of Interest
 - a. No SC members reported any conflicts of interest that would impact the meeting.
2. GPA Report
 - a. Professional fundraising – Great year for fundraising. Over \$96,000 for the year. \$18,000 for Giving Tuesday, and \$8,000 for Founder’s Day
 - b. Professional Representatives
 - i. Defining their place in the Fraternity – accountability
 - ii. How to inspire others to be involved

- iii. Pro Chapters and Groups. Want to meet with more of them as the year progresses
- iv. Will roll our resume' review program later this year. Believe we are missing things like this in the organization. Will start as a pilot program to help develop it and help gauge how much desire is there for our members

3. GCA Report

- a. Sarah Pickett and Hannah Bowman have been extremely helpful in DC training, communication around Collegiate Branch issues, and in other GCA work.
- b. GCA has visited all but five collegiate chapters. Primarily positive in nature and mostly social.
- c. Two in person visits. Beta and Beta Tau. Pandemic is making this challenging
- d. DCs are working well
- e. Expansion has been bumpy. Half a dozen inquiries or so, but pandemic is causing issues due to constant openings / closings of Universities as cases rise / fall.
- f. Lost five chapters in 2021. All had withered to a point where they did not have enough members to stay viable. Have developed an MOP for shutting down a inactive chapter
- g. OVDC Kelly had to step down as she was relocated for her career. The District was split up with their chapters sent to nearby districts
- h. GCA has asked for any attendees, or others to please reach out if they want to get more involved in district committees or are interested in serving as a DC in the future
- i. Chapters have questions about the conduct process.
- j. Safety – nothing much going on
- k. DEI – will hear more in report
- l. Beta – no longer has a house
- m. Alpha – transitioning to their new house
- n. Founder's Day was very successful. GH Levings did a great job with that event.
- o. Working to document things so that the next GCA will have an easier time transitioning into the role.

4. GMC Report

- a. Very busy year focusing primarily on two things – How to do ceremonies virtually, and how to transition back to in-person ceremonies.
- b. Virtual Initiations and how to hold ceremonies virtually – Chapters have needed a lot of support with that. Had many Zoom meetings for that.
- c. Professional Induction Ceremonies – Had a couple of those, and is looking to hold more of those virtually in 2022
- d. Had a couple of chapters who had in person ceremonies in the winter semester of 2021, and many more in the fall semester. Lots of learning from that and were able to share best practices with other chapters. Held forums and meetings with individual chapters who wanted to hold in person ceremonies. How to have a good initiation experience, and be able to hold the ceremony safely.

5. GR Report

- a. Office / Staff Update – Earlier this year, Amy Posavac-Osborne reduced her hours. Amy will be staying on as our Database and Fundraising Consultant, and in August we hired Jen Showerman, OA, *Zeta 1992* as the new Membership and Database Coordinator.
- b. PPP2 Loan – The Fraternity was granted a PPP second draw loan (PPP2) for \$19,625. That loan has been forgiven.
- c. House Fund – The House Fund has been closed and the funds transferred to the Reserve Fund.
- d. Insurance – We were able to again successfully argue for a reduced General Liability Rate for 2022. This will save the Fraternity \$45,000. This will likely not happen again in 2023 and we can expect the insurance rates to go back up in 2023. We will not be able to argue for reduced rates due to no claims until 2024 at the earliest.
- e. Finances and Budget Review – The Fraternity had \$36,985 more in income compared to expenses. This was due to a variety of factors such as the PPP2 Loan, Insurance cost reduction, and carryover pledges from 2020. We did not pull any funds from reserves in 2021.

6. GMA Report

- a. State of the Fraternity
 - i. Issues and challenges ongoing. Pledge and initiation numbers are better than we expected. Way down from 2015 peak. Need to recover pledge and initiation numbers. Need ways to sustain the pledge and initiation numbers.
 - ii. Need to be increasing our number of chapters
 - iii. 2021 finances were much better than expected
 - iv. Conclave will be expensive – Looking for ways to increase revenue to help offset the costs
 - v. Volunteer and professional concerns. There are some things that we are not providing our Professional members. How can we provide that to them? What needs are we not meeting? SC is addressing concerns as they come in. Even though everyone may not see the work on that, it is taking place.
 - vi. Fundraising efforts were good and help energize our donors. Need to invigorate our donors and potential donors.
 - vii. DEI Committee – will have a report later. Working on ways to better serve our members on Diversity, Equity, and Inclusion.
 - viii. GV Helen Webster has been serving as Volunteer Coordinator. Will report later
 - ix. Student Advisory Committee has been formed and is starting to function. Jovy Trejo is at the SC meeting representing them.
 - x. 2022 will be a challenge in terms of budget.
 - xi. Want to find a way to keep us on a path for sustained growth. More members helps us keep costs down. This also brings the Brotherhood to more people.
 - 1. Jovy reported to the group that Beta Gamma chapter reported that they have had issues with starting back up in person. Had a lot of potential pledges, but had to turn many away due to the ability to manage that many chapters, and the ability to financially handle the large pledge

class. (Financial issues being that the chapter could not cover the costs for the activities. Food, gas, etc.)

7. Nominations Committee Report has not been received
8. Student Advisory Committee – First meeting will be January 23rd this year. Topic will be recruitment.
9. Expansion Committee – Committee has five members. Good size for committee right now. Had inquiries from five Universities.

The GMA called for a break at 12:55pm for lunch and for improving audio quality for the Zoom attendees

The SC meeting resumed at 2:00pm.

10. Brad Hulse from Morgan Stanley reported on the Fraternity's investment portfolio

- a. Market performance was good in 2021 with returns of 9%
- b. Rising inflation will hurt the performance of bonds
- c. Expect a positive rate of return in 2022, but there may be some volatility

11. Committee Updates

- a. DEI Committee – GV Helen Webster reported on the DEI Committee. The committee was formed at Conclave. Added Faith Yarberry to the committee. GCA Cole, GV Webster and Faith have all had DEI training from various sources. Will be compiling our own training materials while utilizing resources from other sources.
 - i. Proposed goals / plans – Like to provide DEI training for all Collegiate and Professional members. Would like to require this training of Fraternity leadership. Want to have an open discussion of these items at Conclave. Want everyone to feel comfortable. Will assist the SC in increasing diversity within the Fraternity. Our chapters tend to be more diverse than the Fraternity leadership. Why is this the case? What can we do to improve diversity? Planning on training our leadership right now and then expand it to others starting at Conclave. The GMA would like to make this required training for leadership going forward. Implicit bias tests. The individual tests take five to ten minutes.
 - ii. Discussion of a Pin Program. Have the wyvern pin program for outreach. Could we have a DEI pin program focused on DEI initiatives?
 - iii. Developing an Incident Reporting Survey
 - iv. Determining if any Conclave Legislation is needed for DEI
 1. Making this a standing committee
 - v. Chrome and Blue and Hexagon articles forthcoming

The GMA called for a break at 2:59pm

The SC Meeting resumed at 3:17pm

12. GE Brian Coppola updated the attendees on the *Hexagon*

- a. Originally wanted to reiterate need the content. We have a continual crisis for content. Each issue is essentially a hand to mouth process. There is plenty of space, and anyone that can generate content is more than welcome to do that. What can we do to get more control under the Grand Editor? Can we move more from generation of content to a curation of content. i.e. search out articles published in other publications and republish them with permission. For those articles, can we work with the Chapter MA's to see if there is a Fraternity connection to these articles. The trick may be to make the Fraternity connection to those articles. With 61 active chapters, we should be able to obtain a lot of content very easily
- b. Image Quality for *Hexagon* – pictures from most modern phones are of acceptable quality. Images pulled from websites are generally downgraded for the website and are not suitable for printing.
- c. Would it be beneficial to curate material from social media? Epsilon Chapter has a “Why AXΣ Wednesday's” where members post an instagram story as to why they joined Alpha Chi Sigma. Things like this could be great places to obtain content.
- d. Curation is just “gathering the berries”. Just do that and send it to Brian. Don't try to edit or rewrite anything. Raw materials are what Brian needs to start with.

13. Volunteer Utilization

- a. How do we utilize our volunteers?
 - i. Want to come up with some sort of list of who wants to do what. Even things like I would like to do “X”, but not now. Can we keep that on file somehow?
- b. What do our volunteers need? Are they getting the experience they want from the Fraternity?
 - i. Members want to stay involved. But some members feel isolated, frustrated, and powerless. Some feel that there are some people who know what was going on and others are not. Some collegiates may be intimidated by meeting Professional Members with titles. Collegiates generally don't have much visibility as to what is going on at the Grand Chapter level or beyond their chapter.
 - ii. Can we have more “town hall” type meetings instead of, or in addition to AMAA meetings?
 - iii. Access to information – Digital format of *Hexagon* may not be easy to read on all formats? (Cell phone vs. tablet vs. computer)
 - iv. People don't know:
 1. What Committees are there and how do we contact them?
 2. What qualifications are needed to run for various offices?
 3. How do Brothers go about expressing interest to run for office?
 - v. Other organizations put a link to “nominations are open” everywhere when they come open. That can point them to the website.
- c. Can we be more prompt in acknowledging achievements (Reserve Fund, Citations, etc.).
- d. Would it be beneficial to send out a survey to people asking why they are active / involved with Alpha Chi Sigma. Or why they are not active in Alpha Chi Sigma. May not get a ton of responses. May want to look into direct contact with people as well.

- e. Should we specifically invite people to town hall meetings? Could invite people to discuss specific topics to get their input on.
- f. Some people did report that they were pleased with their Fraternal experience.
- g. There was a concern that we only post things to Facebook and Instagram.

The SC Meeting adjourned for the day at 5:06pm.

The SC reconvened at 9:08am on January 15, 2022

14. Fraternity Growth

- a. Better financial health for the Fraternity cannot be achieved without growth. Have not had a real growth plan recently. Through the pandemic, we have been focusing on maintaining the chapters and active (Collegiate and Professional) members that we have.
- b. Goal is to help our existing chapters first.
- c. Need to better publicize that our membership can come from Chemical Sciences. Not just Chemistry.
 - i. Advertising in General Chemistry classes can help gain some diversity with students in Chemistry-related fields
 - ii. Is limiting people joining in the second semester of their freshman year limiting our chapters' ability to succeed. People generally start college and want to join groups. By restricting our membership to the second semester, we are competing against groups that people have already joined.
 - iii. Second semester requirement is also very confusing to people
 - iv. This would be a good topic for discussion at Conclave

15. Marketing

- a. Need to do a better job marketing Alpha Chi Sigma
- b. Could we get lists of contact information for students before / when they start college. Erin reached out to Purdue and chapters can request that from their Universities. Universities will not provide this to non-local organizations.
 - i. If we wanted to start with this, we might want to try this on chapters where we have a strong Chapter Advisor. This could skew the data if the chapter is strong already. If we can target a chapter that isn't as strong, it will give us a better idea if it is helpful.
 - ii. Alpha Gamma may be a good candidate for this as they have strong faculty support.
- c. What should the marketing materials look like? Erin and Merryn to work on this and will request input from the Student Advisory Committee.
- d. Want to add some ad words for Google so that the Fraternity comes up first on searches that people make on Google.
- e. Website needs some updating. However, we have a lot of constraints around that because it is tied to our database. Erin can have Allison Wisher make the changes, but we need to know what changes need to be made.

- i. Helen is going to find volunteers to go through the website to help find things that need to be corrected.
- ii. GMC to work with Student Advisory Committee on items for website

A break was called at 10:10am.

The SC Meeting resumed at 10:25am.

16. Member Directory issues

- a. Discussed some Membership Directory issues that we are seeing on the webpage

17. Technology Issues

- a. Having issues with computers shutting off at the office randomly. Need to address this with Byte Café. Need to improve our access to database as we have to have the computer on at the office for someone to log in to in order to work remotely. This needs to be addressed. Also, cannot access Quickbooks Online from the office due to the firewall. This needs to be corrected.
- b. Professional chapters can request a gmail address and can have access to some of the shared drives if they would like.
 - i. Professional chapters interested in this should reach out to GMA Nalley and AGR Wenzel to obtain access.

18. Health and Safety 3P2E Review

- a. Need to review policy. Scavenger Hunts were banned by SC proposition, and should be added to policy.
- b. Conduct Process
 - i. Several chapters have used conduct process. When doing so, there are a lot of questions that go to the DC and GCA. Some chapters are interpreting things differently, so some things may need to be explained more clearly
- c. Advice from Holmes-Murphy
 - i. Education Plan – One chapter wanted to add items about Sexual Violence and Sexual Harassment (SVSH) to their bylaws. This is not necessarily appropriate to be in a chapter bylaws. Holmes-Murphy recommended that we add some educational resources on our website for this.
 - ii. May need to update our education plan to include additional SVSH content
- d. Will use this time between now and Conclave to develop any relevant legislation that may be needed.

19. Conclave

- a. Fraternity has been in contact with Virginia Tech Conference Services. Working on getting a contract from them, as one has not been available.
- b. Room rate costs are relatively high.
- c. Travel costs are difficult to estimate with the ongoing pandemic

- d. GMA Nalley would like to make Conclave be more professionally enriching for the attendees.
- e. Corporate Sponsor Plan – GMA Nalley and GPA Pawlowski have been working on ways to obtain corporate sponsorship to help offset the costs of Conclave. The corporations would get various levels of advertising amongst the attendees and access to the attendees. This could help the sponsor corporations identify potential employees, customers, etc.
 - i. Would prefer to have a Title Sponsor for Conclave. They would get their name on many things, special recognition in the Hexagon, and access to contact our members.
 - ii. Gold Sponsors – would get a variety of things they could host. Opening Reception, etc.
 - iii. Silver, Copper, etc. levels will not get as many perks as the Title or Gold Sponsor(s)
 - iv. E-mail addresses for conclave attendees (or others) would be an opt-in process.
 - v. Could create logistical challenges
 - vi. Need to move quickly on this as Conclave is coming quickly
 - vii. Would the PFA be able to provide us some help developing this?
- f. Due to uncertainty from pandemic, need to be careful with people purchasing non-refundable travel. Will need to provide clear communication on this so that everyone is on the same page.

A break was called at 11:55am.

The SC Meeting resumed at 12:45 pm.

20. Budget

- a. The budget was discussed, reviewed, and passed.

A break was called at 2:22pm.

The SC Meeting resumed at 2:55pm.

21. New Business

- a. Delta Nu Treasury - \$1,653.91 was received from Delta Nu. Prior to the 2020 Constitution and Bylaw revisions, this would have been held in the Dormant Chapter Fund for five years for the chapter. These instructions are no longer in the Constitution and Bylaws; however, the Dormant Chapter Fund still exists from an old SC Proposition. To comply with the current Constitution and Bylaws, an SC Proposition needs to be passed eliminating the Dormant Chapter Fund.
- b. Chapters have confusion about what should and shouldn't be in their chapter bylaws. How can we provide assistance to assure compliance and help eliminate confusion.

- 22. Nominations and Elections – Generally in election process, the recent practice is to only say positive things about the candidates. Bringing up negative issues with candidates is not really

brought up in session. How do we develop a way that feedback can be given on potential candidates?

- a. Should there be some sort of performance reviews for our volunteers?
- b. Questions as to why is there always only one candidate for GMA?
- c. Anyone can run for any position as long as they meet the criteria set in the Constitution and Bylaws. The Nominations Committee is not the only pathway to serve on the Supreme Council.

GMA Nalley thanked everyone for their service and their efforts and participation at the Supreme Council meeting and adjourned the meeting at 4:14pm (Eastern Time).

SC Propositions from Supreme Council Meeting

Proposition 4888

1/14/2022

Made by: Kip Nalley, Grand Master Alchemist

Faith Yarberry, Alpha Sigma 1992 is appointed as co-chair of the DEI Committee.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4889

1/14/2022

Made by: Merryn Cole, Grand Collegiate Alchemist

All Supreme Council members, District Counselors, Professional Representatives, Supreme Council Candidates for 2022 election, Grand Recorder, and Assistant Grand Recorder shall complete Diversity, Equity, and Inclusion Training prior to Conclave

Justification: DEI Committee was created at 2020 Conclave and has developed associated training. Fraternity leadership should complete this training prior to Conclave where it will be rolled out to others.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4890

1/15/2022

Made by: Kip Nalley, Grand Master Alchemist

The Supreme Council fully accepts the bid from the Gamma Iota Chapter to host the 56th Biennial Conclave. Conclave will be held on the Virginia Tech University campus in Blacksburg, Virginia in the summer of 2022, with the exact dates to be determined. The GR and AGR are authorized to sign contracts with Virginia Tech University pertaining to the event.

Rationale: SC Proposition 4877 Conditionally approved the bid. This proposition is needed to accept the bid and sign any appropriate contracts.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4891

1/15/2022

Made by: John Stipp, Grand Recorder

That a \$35 Health and Safety Surcharge be applied to the Pledge Fee and an \$95 Health and Safety Surcharge be applied to the Lifetime Membership Fee for all individuals pledging the Fraternity. This surcharge is needed in order to pay the cost of General Liability insurance for the Fraternity. This surcharge will expire on July 31, 2022, or until replaced by another Supreme Council Proposition. At that time a new surcharge may be instituted with the specific amounts based upon the cost of coverage and the number of pledges and initiates.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4892

1/15/2022

Made by: Kip Nalley, Grand Master Alchemist

The registration fee, paid by all attendees except invited awardees, and the National Office staff, at the 56th Biennial Conclave will be as follows: \$100 (student) \$250 (active professional), \$400 (inactive professional) until May 31, 2022. After June 1, 2022 an additional \$50 will be added to the registration fee. The final deadline for registration is June 15, 2022. For members who are not elected delegates or invited guests, room and board charges will be \$350 student double per person; \$600 professional double per person. The upcharge to upgrade to a single room for a student or professional is \$75. Individual tickets to the Kuebler Banquet for non-registrants will be \$55.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4893

1/15/2022

Made by: John Stipp, Grand Recorder

The proposed budget for 2022 be accepted.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4894

1/15/2022

Made by: John Stipp, Grand Recorder

Cox, Beckman, Goss and Company, Certified Public Accountants, be appointed to provide a Review of the financial records of the Alpha Chi Sigma Fraternity for Fiscal Year 2021. The cost of this work shall not exceed \$2,500.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4895

1/15/2022

Made by: John Stipp, Grand Recorder

The Dormant Chapter Fund is eliminated.

Justification: Changes in the Constitution and Bylaws in 2020 made this fund irrelevant.

For: 4 Against: 0 Result: Passed Unanimously

Supreme Council Action Items

- ADO Goodwin to begin work on marketing activities
- GPA Pawlowski will talk to Helen Webster and PRs about doing an online town hall type meeting and seeding it with questions in case there are times when there aren't any questions coming in from the attendees.
- GE Coppola will look into digital format options for the *Hexagon* to see if we can expand easy access to other devices.
- Need to put information on running for offices on website and in professional newsletter or email instead of social media. As that is more reliable. "Call for nominations"
- Need to reestablish Reserve Fund recognition
- Need to reestablish Recognition Pins (25 year and 50 year)
- Create a Google drive for image repository for people to use

Faithfully submitted,

Yours in the Double Bond,



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

Procedural Note: Minutes approved by SC Proposition 4897 on February 10, 2022