

Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

Office of the
ASSISTANT
GRAND RECORDER



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Friends,

I would like to start out my annual report by thanking Erin Goodwin and Jen Showerman for their creativity, diligence, and professionalism. Without their hard work and efforts, national office operations would not seem to the casual observer to be a smooth, well-oiled machine. Indeed, their responsiveness and ingenuity make the bumps in the road seem to disappear from an outsider's perspective. Thank you as well to GR Stipp's leadership and resourcefulness in keeping the non-profit business and financial aspects of the fraternity on an even-keel. Rather than duplicate the content that GR Stipp is providing in his report, I will briefly highlight a few newsworthy efforts in 2023.

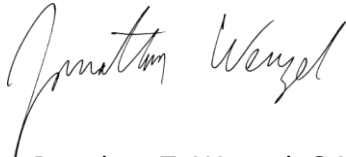
As Assistant Grand Recorder, my position is to support the Grand Recorder in his tasks. Most of my work involves meeting support for SC meetings and Conclave. This entails bid solicitation then contracting lodging/dining, meeting space reservation and transport coordination at a competitive cost. Getting the financial business and contract details hammered down for conclave is a lengthy process. The general conclave bid process has not changed in decades, perhaps before the advent of university conference services websites, and entails chapters ultimately submitted a detailed financial bid. For the 2024 conclave, the Gamma Upsilon bid fell through at the last minute with Duquesne University's Board of Directors deciding to get out of the off-campus organization conference business in November 2023. The consequence was a need to rapidly find an alternative conclave venue which was required to be managed in-house. It was quite revealing, in discussions with various university conference services, that many conference services will not be responsive to collegiate chapters, but only to national-level decision makers. Consequently, our processes need to be revised before the next conclave planning cycle.

Regarding conclave, a request for competitive bid was solicited from University of Michigan, Case Western Reserve, University of Illinois, and University of Maryland. These locations were selected based on proximity to a collegiate chapter, driving distance from most chapters, proximity to an international airport, size of the university, and description of conference services and history of hosting national conferences. Ultimately two universities were responsive, and the University of Illinois won the competitive bid. Several universities offer competitive summer conference venues as an aspect of university business. Regarding conclaves in the future, it may be best to modify the planning and bid process where, for chapters of interest, the GR/AGR solicit competitive bids from conference services directly, especially since the GR/AGR negotiate and sign the final contracts for conclave. In addition, the bidding, then conclave advertising, delegate election, and registration processes should also start earlier in the biennium. More details of the specifics of what conclave will look like at the University of Illinois, while contractually being settled, will be revealed through the Fraternity's traditional means of advertising, and disseminating details of conclave.

Other aspects of work in 2023 involved producing a revised fraternity expense form, assisting the GR on non-profit compliance and contract review, providing administration of the fraternity's technology, and managing special requests from chapters.

Friends, it has been a wonderful year. I look forward to the great things to come.

Yours in the Double Bond,

A handwritten signature in cursive script, reading "Jonathan Wenzel". The signature is written in black ink and is positioned above the printed name.

Dr. Jonathan E. Wenzel, OA, Delta 1996
Assistant Grand Recorder
Alpha Chi Sigma Fraternity