

ALPHA CHI SIGMA FRATERNITY

Minutes of the Supreme Council Meeting (Virtual Online Meeting) January 12 - 13, 2024

The Supreme Council convened virtually from January 12 through January 13, 2024. Present for all or part of the meeting were GMA Sean Pawlowski, *Gamma Upsilon 2006*, GCA Sarah Pickett, *Gamma Theta 2000*, GMC Matt Schnippert, *Gamma Beta 2003*, GPA Kerri Federico, *Mu 2008*, GH SO Merryn Cole, *Alpha Theta 2003*, GR John Stipp, OA, *Epsilon 1989*, AGR Jon Wenzel, OA, *Delta 1996*, Director of Fraternity Operations Erin Goodwin, Membership and Database Coordinator Jennifer Showerman, OA, *Zeta 1992*, GV Kip Nalley, OA, *Alpha Sigma 1990*, GH D. Mitch Levings, OA, *Beta Delta 1975*, Helen Webster, OA, *Alpha Rho 1994*, DC Chair NCDC Hannah Bowman *Beta Nu 2006*, CDC Patrick Gillespie, *Beta Rho 2014*, SWDC Don Cole, *Iota 1997*, CCDC Erin Lewis, *Gamma Iota 2009*, PDC Courtney Johnson, *Beta Rho 2017*, PR Jen Schnippert, *Gamma Beta 2003*, PR Robert Duff, *Gamma Iota 1998*, PR Faith Yarberry, *Alpha Sigma 1992*, Oliver Penrose, *Gamma Theta 2003*, Robert Leasure, *Alpha Kappa 1987*, Olivia Hathaway, *Alpha Kappa 2021*, Brad Hulse, *Morgan Stanley Inc.*

GMA Pawlowski called the meeting to order in closed session at 12:04pm (Eastern Standard Time).

1. The SC discussed typical items in closed session
 - a. Staffing discussions and merit increases
 - b. Chapters of concern (chapters on probation and status thereof)

A break was called for at 1:47pm

2. The SC reconvened in open session at 2:05pm
3. Brad Hulse from Morgan Stanley joined the call and discussed the Fraternity's investment portfolio performance, projections, and recommendations.
 - a. Morgan Stanley accounts showed a 13% rate of return net of fees for the year
 - b. 2023 was an unusual year for the S&P 500. The 5 largest stocks in the S&P 500 showed a 63.8% increase in price change. Those five companies comprise a large portion of the index as it is weighted based on company size. The P/E ratio of these companies is high and as such, there is risk that investors may start selling them off.
 - c. Economy is strong and unemployment remains low. Chances of recession are low, and if one were to occur, it would likely be mild.
 - d. Remain optimistic on the stock market, but need to be aware of companies that have excessive P&L Ratios.
 - e. Interest rates should be decreasing in 2024

GMA Pawlowski welcomed everyone to the SC meeting and the attendees introduced themselves to the group.

4. GMA Pawlowski asked the SC members to discuss budgetary requests
 - a. GPA - The PRs would like some funds, but they should be good with the amount budgeted
 - b. GMC – Nothing needed
 - c. GCA – New Member Assistance Fund. Had \$7,500 in that fund. Helped 51 potential new members. That is an important fund to help assist people wanting to join the Fraternity and is needed. Updated procedure for that last year which appears to going well. Would like to keep that as is.
 - d. GHSO – Nothing needed
5. GMA Report
 - a. The Supreme Council this biennium has three out of four council members serving on the Supreme Council for the first time. They have all done a great job coming up to speed and are doing a great job.
 - b. 57th Biennial Conclave
 - i. Gamma Upsilon had been selected to host the 2024 Conclave; however, in November, Duquesne informed the Fraternity that the University was no longer allowing the use of on campus housing for conferences.
 - ii. AGR Wenzel reached out to multiple Universities for potential conclave sites and obtained two very strong bids fairly quickly
 - iii. The 57th Biennial Conclave will now be hosted by Zeta Chapter at the University of Illinois
 - iv. The bid process for future submissions should be updated as University conference services appear to reach out more quickly to someone at the Grand National level compared to students.
 - v. A call for Conclave forums will be sent out for recommendations.
6. The GR Reported that Conflict of Interest forms have been received for the SC Members, GR, AGR, and GHSO.
7. Budget Discussion
 - a. The budget was discussed in depth.
 - i. The Fraternity has done well in the past few years to cut costs.
 - ii. Income is heavily dependent on the collegiates recruiting new members.
 - iii. Increases to the Pledge and Lifetime Fees will likely be recommended at Conclave
 1. These small incremental increases are better than keeping fees flat for many years and then putting in a very large increase to make up for several years of inflation
 - b. Costs for Conclave Registration, Room and Board were discussed in depth. These costs need to be set in a fair manner.

- c. The budget draft was updated and resent to the SC for discussion after the group has had time to review.

8. Conclave

- a. Gamma Upsilon is disappointed about not being able to host Conclave. However, it was due to a University decision to not provide housing to conference groups and nothing could have been done by the Gamma Upsilon Chapter or the Grand Chapter.
- b. Zeta is excited about hosting Conclave. They had put in a bid for Conclave and were not selected, so the chapter was very pleased to learn that they now have an opportunity to host Conclave.

A break was called at 4:16pm

The meeting resumed at 4:32pm

9. Conclave Planning

- a. What went well at the last Conclave?
 - i. Forums went well. Attendance was varied based on many people coming down with COVID during Conclave.
 - ii. What topics would be good for Conclave forums?
 - 1. Career / Networking forum was very well received
 - a. The professional headshots from Charles McAnany were greatly appreciated.
 - b. Could we have breakout sessions during the Career / Networking forum split out by academia / industry, or even various industries?
 - 2. Some downtime would be appreciated mid-Conclave to help the introverts decompress and for time for committee work
 - 3. May not need this exactly, but something that helps bring each District together would be useful. Hexagon Olympics were useful for team building, but the athletic events were not popular in recent years.
 - 4. Poster session has been a learning experience for the attendees as well as a learning experience for the poster presenters.
 - iii. Conclave dates and additional information will be available after a contract is signed with the University of Illinois
 - iv. Conclave information will be published in the *Chrome and Blue* and the *Double Bond*
 - v. Can we have a Zoom call for delegates at some point before Conclave to go over the legislative process?
 - vi. Can former delegates share their experiences with short videos or other media to help encourage people to want to attend Conclave and be a delegate / alternate delegate.
 - vii. Do we need to adjust deadlines due to many schools having finals?
 - viii. Conclave Help e-mail has been very helpful

- b. What can we do better at the upcoming Conclave?
 - i. Mobility issues. We are exploring renting a golf cart to help people with mobility issues get around campus
 - ii. People with dietary restrictions? Gluten free, vegetarians, vegans, etc.?
 - 1. For the University of Illinois. There will be a registration form with the University Conference Services where each attendee will provide any dietary restrictions.
 - 2. Food services will be a cafeteria environment. Will get more details as we get closer to Conclave.
 - iii. The University is ADA accessible.
 - iv. Unbunked beds would be helpful
 - v. What do the logistics look like if you can only attend part of Conclave?
 - 1. What do you do to register?
 - vi. Can we get the Conclave committee e-mails set up sooner? Some committees may want to meet prior to Conclave.

GMA Pawlowski thanked everyone for their attendance and participation and adjourned the meeting for the day at 5:51pm

The SC Meeting Resumed at 12:04pm on Saturday, January 13

10. GHISO Report

- a. Conduct issues do not get shared publicly and are discussed in closed session
- b. Spent time doing a lot of training for chapters and DC's over the past year
 - i. If people are looking for training on Health and Safety resources, reaching out to the GHISO is an excellent resource for that.
- c. Found some issues with Bylaw II that need to be addressed at Conclave. Some things are a little unclear and there will be work at Conclave to update this to improve clarity.

11. GPA Report

- a. Fundraising campaign – Total donations were ~\$80,000 for the year. Overall decrease in donations year over year, so we need to work to improve donations
- b. PR Election for 2023 is completed.
- c. PR's are having regular meetings. Working on a virtual career fair. Initially looking to put on forums for job seekers. Resume writing, interviewing, etc. to help people find jobs.
- d. Monthly *Double Bond* newsletter that PR Chair Lib Morgan is the editor.
- e. Professional Chapters and Groups.
 - i. LA Pro has changed status from a Chapter to a Group
 - ii. Some other Professional Chapters are struggling and may be changing their status as well.
 - iii. Struggling with involvement and engagement of Professional Brothers.

12. GMC Report

- a. Eliminated time limitation on Wyvern Pin program for earning higher tier pins
- b. Improved our applications for Alpha Chi Sigma Scholar this year. Working to get more information out on social media to get more applications
- c. Delta Sigma installation early in 2023
- d. Ended the use of the Virtual Initiations that had been utilized during the COVID-19 pandemic shutdown
- e. Sent out ritual updates in the Spring to chapters. Chapters need to follow state, local, and University guidelines. Hazing is defined differently in many places and chapters need to understand what applies to them at their location. These regulations can include things like blindfolds and chemical reactions.
- f. Fraternity Canon. Remind chapters of the purpose of pledge education and preparing them to become your Brothers.
- g. People need to learn to read the Archaeus as it offers a lot of guidance and information that is helpful for performing the ritual.
- h. The Model Initiation at Conclave is going to be important as many people haven't seen a Model Initiation since the 2018 Conclave.

13. GCA Report

- a. District Counselors joined the SC meeting last July for two days of training around several areas. We have a lot of new DC's this biennium, and it was very beneficial and well received by the attendees.
- b. Had two DC's that stepped down during the biennium and have been replaced.
- c. Technology has helped the Fraternity still be responsive to Chapters when DC's aren't available
- d. Having monthly DC chats held by DC Chair Hannah Bowman.
- e. Pushing to get DC Committees built up
- f. Created a Virtual District Committee this biennium. This has helped people be involved even if they do not live near a Collegiate Chapter.
- g. Lots of work done around reviewing Chapter Bylaws and started generating a Generic Chapter Bylaw document for people to use as a reference.
- h. Many chapters are doing well recovering from the pandemic shutdown. Some are still struggling to recover.
- i. Delta Theta and Gamma Psi were declared inactive in 2023.
- j. One expansion effort underway at the University of Delaware. They held their first initiation this past semester and are progressing.
- k. NMAF – Helped 51 people this year. Process seems to be working well
- l. *Chrome and Blue* going out monthly to provide information to our Collegiate Brothers

14. GR Report

- a. Financial Update.
 - i. 2023 was a good year for the Fraternity financially, bringing in \$14,547 more in income compared to expenses, primarily due to higher pledge and initiate

- numbers and some expenses being lower than expected. That number is unaudited and subject to change.
- ii. Investment performance in 2023 was good with the Reserve Fund gaining \$96,731 in 2023. No funds have been withdrawn from the Reserve Fund since 2020 for operating expenses.
 - iii. The GR gave a brief discussion on how the Fraternity funds are used and invested for the meeting attendees.
- b. Insurance
- i. Insurance costs have stabilized as the Fraternity has been claim free for several years.
- c. National Office Property Review
- i. We spent time after the January 2023 SC meeting analyzing how well the National Office property is meeting our needs. A report was generated, and although it does not make financial sense to change our location at this time, it will serve as a good starting point for future analyses
- d. Used Regalia Distribution
- i. Regalia was received back from several chapters that had gone inactive during the pandemic. These items were sorted and “gently used” regalia was distributed to the chapters to replace Missing or Unusable regalia. This saved the Grand Chapter and Collegiate Chapters around \$5,200
 - ii. Regalia items were offered to the Professional Chapters for use in PIC’s.
 - 1. Kansas City Pro and Indianapolis Pro Chapters were provided sets
 - 2. No other Professional Chapters were interested
 - 3. A Professional Chapter CRRI Form was created for tracking condition of these sets
- e. Internal Policy Review. There are several internal policies that the Fraternity has implemented in order to fulfill some items of the 990. These are essentially best practices for the management of a nonprofit corporation. These policies need to be reviewed periodically to ensure that they are still current.
- i. Conflict of Interest Policy
 - ii. Whistleblower Policy (for Employees)
 - iii. Document Retention Policy
 - 1. The Document Retention Policy has not been reviewed in over a decade. Throughout the year the GR, AGR, and Director of Fraternity Operations have worked on revising this to better match current recommendations from reference materials such as from the IRS, employment laws, nonprofit recommendations, accounting guidelines, and Title IX recommendations. A draft was shared with the SC in December for review and discussion. The document was reviewed and adopted.

A break was called at 2:05pm

The meeting resumed at 2:15pm

15. The 2024 budget was reviewed based on the revision from yesterday and approved by the SC.

16. AGR Report

- a. Nothing to report beyond what was stated in the GR and AGR Reports

17. Committee Reports

a. DEI Committee

- i. A letter was sent out to all of the Chapter MA's and HSO's to attend DEI training. Dates have been set for synchronous training. Those dates were set at different times to accommodate peoples' schedules.
- ii. Added a discussion on microaggressions
- iii. Have a DEI Corner article in the *Chrome and Blue* and the *Double Bond*
- iv. Goal for the next year is to write another article for the *Hexagon*
- v. Tried to create affinity groups. Have one currently, which is an LGBTQI+ group.
- vi. Pin program is underway. Ordering 150 for first level and then 50 for higher levels. Will have four levels similar to the wyvern pin program. Policy and forms have been created.

b. Nominating Committee

- i. The Committee has completed its work nominating candidates for the upcoming SC election at Conclave. Nominees put forth by the committee are:
 - 1. Grand Master Alchemist:
 - a. Merryn Cole, *Alpha Theta 2003*
 - 2. Grand Collegiate Alchemist:
 - a. Matt Schnippert, *Gamma Beta 2003*
 - 3. Grand Professional Alchemist:
 - a. Faith Yarberry, *Alpha Sigma 1992*
 - 4. Grand Master of Ceremonies:
 - a. Hannah Bowman, *Beta Nu 2006*
 - b. Kerri Federico, *Mu 2008*
- ii. Additional nominations may be added to the slate as per the Constitution and Bylaws.
- iii. Bios and statements will be published online and in the *Hexagon*

c. Expansion

- i. We have an opportunity at Florida Gulf Coast University
- ii. University of Delaware Group is progressing
- iii. No Professional Chapter / Group expansion efforts to cover

A break was called at 3:34pm

The meeting resumed at 4:09pm

18. Social Media Planning

- a. How do we want to manage our social media? Touch points for various things and from SC members. We have started building an event calendar. Are we meeting the needs of our Brothers?
 - b. Can we start creating a calendar with posts that are generated by members for social media instead of putting a bunch of work on Erin, especially at the last minute.
 - c. Do not have much of a social media plan in general. Used to have a social media chair.
 - d. Absolutely need some sort of calendar. Erin needs content provided to her well in advance in order to make things match our brand.
19. Volunteer Utilization Update
- a. Have two chairs on the Volunteer Committee. We need to utilize the people who are willing to volunteer their time for the Fraternity.
 - b. There was a Professional Member survey sent out a few months ago. Part of that included if the respondents wanted to volunteer, and if so, how they would like to be contacted.
 - c. Advertising that there is Fraternity life after graduation would help us to get people aware that there are opportunities to contribute their time to the Fraternity after graduation. Most people aren't aware that there are ways to be active after graduation.
 - d. If we do a forum for this at Conclave, it may be helpful, but it has to be advertised well so that people attend. (i.e. I'm not graduating this year, so I don't need to attend this).
20. Developing a Strategic Plan for Fraternity Growth
- a. Lost a lot of chapters during the COVID-19 pandemic.
 - b. It would be great to have a one year, three year, five year plan to work with coming out of Conclave.
 - c. There must be a way to help start some Professional Groups.
 - d. For the collegiate chapters, how do we support our new chapters? Most of the chapters that have gone inactive lately simply dwindled away.
 - e. The work we have put into training the DC's should be helpful, especially if most of them are reappointed.
 - f. Why have Professional members disappeared? Are there things we can do to help you come back and be active in the Fraternity?
 - g. Can we do features on the Professional Groups?
 - h. Graduates do not have a good idea as to how much time / effort is required to be a volunteer after graduation. People may feel like there are a lot larger time requirements than there really are.
21. Marketing and Non-Traditional Fundraising
- a. Sean is going to try and find out what companies recruit at UIUC to help guide us on where to solicit charitable donations from companies.
 - b. There may be companies located in Chicago, Indianapolis, and St. Louis that would be willing to provide funding as well.
 - c. If we could have a Conclave location and time set further in advance, that might help us come up with a prospectus to provide potential donors.
 - d. We need these other income streams to help take the pressure off of the majority of our income coming from Pledge Fees and Lifetime Membership Fees.

22. SC members should set up regular touch points with candidates for their office to improve the office transition at Conclave. SC members should also update their Manuals of Procedure for their office before Conclave.

Proposition 4994

1/13/2024

Made by: John Stipp , Grand Recorder

The proposed Document Retention Policy be adopted.

Justification: The Document Retention Policy was reviewed by the GR, AGR, and DO. Updates were needed from the 2012 revision to better align with current guidance and practices.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4995

1/13/2024

Made by: Sarah Pickett , Grand Collegiate Alchemist

The Supreme Council removes Delta Alpha Chapter at University of Rhode Island from probation.

Justification: The chapter has made positive changes as requested by SC Proposition 4946 and met all probation terms successfully. Positive report from the DC supports this decision.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4996

1/13/2024

Made by: Sean Pawlowski, Grand Master Alchemist

The registration fee, paid by all attendees except invited awardees, and the National Office staff, at the 57th Biennial Conclave will be as follows: \$125 (student) \$300 (active professional), \$450 (inactive professional) until May 31, 2024. After May 31, 2024 an additional \$50 will be added to the registration fee. The final deadline for registration is June 15, 2024. For members who are not elected delegates or invited guests, room and board charges will be \$400 student double per person; \$750 professional double per person. The upcharge to upgrade to a single room for a student or professional is \$105. Individual tickets to the Kuebler Banquet for non-registrants will be \$65.

For: 4 Against: 0 Result: Passed Unanimously

Proposition 4997

1/13/2024

Made by: John Stipp, Grand Recorder

The proposed budget for 2024 be adopted.

For: 4 Against: 0 Result: Passed Unanimously

GMA Pawlowski thanked everyone for their service, efforts, discussion points, and participation at the Supreme Council meeting and adjourned the meeting at 5:47pm (Eastern Standard Time).

Faithfully submitted,

Yours in the Double Bond,

A handwritten signature in black ink, appearing to be 'J. Stipp', with a stylized flourish at the end.

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

Procedural Note: Minutes approved by SC Proposition 5001 on January 31, 2024