GCP Winter Conclave Meeting

January 9, 2016

Welcome and Roll Call (Called to order at 09:16 AM CST):

* Satrap - Dr. Grant McGuffey
* Vice-Satrap - Dr. Ross Woods
* Secretary - Kameron Kelley (absent)
* Treasurer - Yousef Behbahani
* Historian - Fernando Diggs
* Chaplain - Mallory White
* Parliamentarian- Jeremy Osborn
* GCC Delegate- Dave Carbonell (absent)
* GCC Alt-Delegate- Brant Roberts (absent)
* Immediate Past Satrap- Dr. Zac Renfro
* Supervisor- Dr. Belma Muharemovic
* Assistant Supervisor- Dr. Sanaz Farhadian
* Psi
* Beta Rho
* Gamma Zeta
* Gamma Omega
* Delta Gamma
* Delta Eta
* Epsilon Kappa
* Epsilon Lambda
* Auburn Graduate
* Birmingham Graduate (absent)
* Louisiana Grad
* Middle Tennessee Graduate
* North Alabama Graduate
* South Alabama Graduate
* Tennessee Graduate

Reading of the 2015 Winter Conclave minutes waived (motion made to approve minutes by Immediate Past Satrap, Seconded by Delta Gamma) – posted online

Communications from Grand Regent – Brother Latha Radakrishnan (given by Past Grand Regent Brian Riesetter and Assistant Supervisor Sanaz Farhadian)

* Executive committee has gotten a lot of complaints about risk management issues (8 since 2015 GCC)
* Read letter from Latha Radakrishnan about importance of risk management and violating the:
	+ Hazing Policy
	+ Social Media Policy
	+ Inappropriate advertising using the fraternity name
* Regrets being able to not attend due to being in Tokyo, Japan

Grand Vice Regent – Brother Robert Mancini

* Attending 4th GCP meeting
* 58th GCC location will be announced at APhA Annual Meeting in Baltimore, MD
* Would like to collect stories from brothers about their GCC experiences
	+ Please forward to official Grand Vice Regent email account
* Important for chapters/individuals to fundraise for GCC
* Grand Vice Regent is also the chair of the Policy Committee
	+ If you need to reference a policy, make sure to go to kappapsi.org to get the most up-to-date policy or contact Grand Vice Regent with questions

Grand Counselor – Brother Christy Askew

* Reminded that Grand Counselor’s purview is legislation and bylaws
* Collegiate chapters are up-to-date on ordinances
	+ Delta Eta, Louisiana Grad should update
	+ Auburn Graduate, Middle Tennessee Graduate, and South Alabama Graduate should update soon
* All collegiate chapters are up-to-date with their taxes
* Louisiana Graduate, Middle Tennessee Graduate, and South Alabama Graduate please contact Grand Counselor with EIN
* Also important to be cognizant of professionalism

Grand Historian – Brother Melissa Buchanan

* 2011 History Book is available for $9.99 on four different electronic media platforms
* Please submit chapter history report forms and chapter newsletters
	+ Is available online
* Discussed current charge of interviewing the former Grand Regents and Editors of the Mask
	+ Please send questions or inquiries

Communications from Grand Ritualist - Brother Jason Milton (given by Assistant Supervisor Sanaz Farhadian)

* Regret not being able to attend
* Securing a new vendor to obtain more cost effective regalia
* Updating the ritual book

Graduate Member-At-Large –Brother Michael Starvaggi

* Attending 1st GCP Meeting and 1st trip to Mississippi
* Installation of 2 graduate chapters coming up
	+ Jacksonville Graduate – Feb 6
	+ Palouse Graduate – Apr 16th
* Grad chapters should be hearing from the committee soon for ideas of activities that have worked in the past, the structure of dues, and collection of volunteer dues
* Graduating Brothers
	+ If you know where you are going, please contact the grad chapter using the graduate referral in your area so you don’t lose touch with the fraternity
	+ If you don’t know where you are going after graduation, contact grad chapter of your current location
* Please use the graduation ritual
	+ Make it special!! Honor your graduating brothers and utilize your alumni.
* Use platforms other than Facebook to contact brothers of events, etc. because many alumni don’t have Facebook

Collegiate Member-At-Large – Brother Karen Hoang

* Starting a series of webinars
* Surveying collegiate chapters to see what works to compile list
* Please add new brothers to all social media so that they can stay informed
* Any comments, concerns as a collegiate brother contact by email or Facebook

Communications from Executive Director and Past Grand Regent – Brother Johnny Porter

* Be sure to take heed of risk management
* Have had a risk management issue reported in the last 10 days
* The current behavior is making it difficult for the fraternity to grow
	+ It’s difficult to get established at new schools/colleges of pharmacy due to a negative reputation
* Bliss Winner – Ken Roberts from the Psi Chapter
	+ Will be awarded at the APhA Annual Meeting
* M-Cards
	+ Have the pledges fill out their own M-Cards on the website after initiation
* P-Cards
	+ We still have pledge cards available
	+ Contact Central Office
* Next Saturday is the installation of Zeta Omicron in Jordan, UT
* Risk management insurance increase 7% but fraternity is not increasing cost for brothers
* If province meeting is held at hotel, we have a limited amount of liability insurance but there is a charge that must be paid for the hotel to be added to the fraternity policy to be a beneficiary
	+ Possible for the charge to be paid by the hotel but may need to be paid by host chapter
* Kappa Psi Leadership Symposium is a new program beginning in July
	+ Will be held the last week in July
	+ Each chapter will have one member attend
	+ Central Office will pay for food and hotel
	+ Member/Chapter is responsible for travel and minimal registration fee
* Don’t hesitate to contact Central Office for any needs

Recognition of visiting brothers from Satrap Grant McGuffey

House Updates – Brother Mallory White

* If we need to seek shelter for severe weather, follow Beta Rho brothers to basement
* Lunch will be served in the atrium (South Depot Tacos)
	+ Please keep auditorium clean
* Restrooms are outside of the atrium and go right past the library
* Shuttle service is great. Thank you to Brian Reisetter for arranging that.
* No incident reports last night. GCP is awesome!
* Chapter reports should be submitted to Brother Fernando Diggs
* Brother Zac Renfro created a Guidebook that will be useful for the weekend
* Follow ritual protocols for entering and exiting room while the meeting is in progress
* If you are using the conclave hashtag be sure to follow the picture policy

Satrap Report – Brother Grant McGuffey

* Big year of growth for province in membership
	+ Gained North Alabama Graduate
	+ Reception and banquet dinner in Huntsville, Alabama
	+ Young executive committee but leadership has grown exponentially
* Would like to thank the hard work of our committee chairs
* Big charge was to expand the communication within the province
	+ Started a DropBox to gather information from each officer so future officers can use utilize information
	+ Updated website
	+ Updated social media
	+ Increases contact with regents via executive officer contact before each conference call
	+ Utilized collegiate brothers to interview candidates for International Office
	+ Held a philanthropy event during caucus at GCC in order to solidify our provincial bonds
* Thank you for the opportunity to serve

Vice Satrap Report – Brother Ross Woods

* Has had a great time serving and working with current executive committee
* Has strived to increase communication and with committees so that they have an active role in the province
* Established website, province logo, visited both grad and collegiate chapters, and established a fundraising program
* Would like to continue process of collegiate brothers interviewing candidates for International Office
* Would also like continue philanthropy at GCC
* Also was able to assist in initiation of North Alabama
* Worked with EC and advisory committee to establish the GCP Cornerstone Award and scholarships. Would like to get those out so that chapters can be aware and utilize them.
* Would like an increase of both committee and chapter roles within the province.

Secretary Report – Brother Kameron Kelly (given by Satrap Grant McGuffey)

* Regrets not being able to be in attendance
* Updating all province records including chapter rosters, executive committee, and chapter regents
* Created the Province dropbox account to improve communication within the executive committee
* Maintained the minutes from each conference call
* Was a resource for chapter progress reports
* Thank you for allowing me to be your secretary

Treasurer Report – Brother Yousef Behbahani

* Current Balance: $4,985
* Please pay your province dues if you have not yet at this point
* Began fundraising program and we will be selling sweatshirts today
* Graduate chapters please contact so that contact information can be updated

Historian and Publications Committee Report – Brother Fernando Diggs

* 100% article submissions for all 2015 Mask publications for Collegiate Chapters (Winter, Spring, Summer, and Fall)
* Gulf Coast Province photos were well represented in the Mask
	+ Winter – 11 GCP Pictures
		- 
	+ Spring – 2 GCP Pictures
		- 
	+ Summer – 10 GCP Pictures
		- 
* Working on finalized template but deciding how to publish current content without rehashing mask articles
* Obtaining the current status of Newsletters from all Chapters and assist in the developing of a newsletter if they do not currently have one
* In progress
* Create Province Newsletter and send out to the national listserv and Social Media at least once a year
* Created and maintained Instagram and Twitter accounts
* Created a GCP twitter and Instagram account
	+ Would like chapters to submit pictures, alerts, etc. that they would like to reach the province to make them more active
	+ Twitter: @KY\_GCP
	+ Instagram: @kappapsi\_gcp
* Established hashtags for events
	+ #GCPConclave2016
* Created and maintained the Gulf Coast Province website, ensuring the most up-to-date information is being provided to the province
	+ http://kappapsigulfcoastprovince.weebly.com
* Obtained and provided links on province webpage of current status of Chapter websites and assist the individual chapters within the province in creating and maintaining chapter websites
	+ Please contact Historian if most current chapter webpage is not linked
* Worked with fundraising committee to create GCP logo which will be used to create fundraising items
	+ Logo created based on design from Brother Julianne Willis, 
	+ Currently working on guidelines on how to utilize the logo, e.g. must be used with fraternity name and chapter letters

Chaplain Report – Brother Mallory White

* Set great goals in her speech but feels as though she did not meet all of her goals because she wanted to ensure a great Province Assembly
* Had a great time working with the Executive Committee
* Wanted to contact chapters about rituals and any concerns
* Conference call class or guide to give to chaplains to clarify rituals

Parliamentarian Report – Brother Jeremy Osborne

* Deferred report to Legislative Committee Report

Immediate Past Satrap and Advisory Committee Report - Brother Zac Renfro

* Has enjoyed working with Executive committee and to see us grow
* Mobile App
	+ Shared photo album: please adhere to picture policy
	+ General info Link: Can access conclave website, province website, and CE information
* Thanks so much to the committee members for their help

Province Supervisor and Assistant Supervisor Report - Brothers Belma Muharemovic and Sanaz Farhadian

* Introductions to the province
* Congratulations to Brothers Fernando Diggs and Michelle Leatherwood on being awarded Foundation scholarships
* Congratulations to Grant McGuffey on being selected as Mountain East Assistant Supervisor
* Congratulations to Gamma Zeta - #7 Collegiate Chapter
* Congratulations to Delta Gamma - Top Performing Chapter
* Showed how to retrieve the Fall Packet
* Please submit membership rosters for dues
	+ May be paying more or less than you currently should
* Be sure to also update chapter officer information and faculty member roster
* Discussed dates that dues, initiation fees and risk management fees are to be submitted for both collegiate and graduate chapters
* Demonstrated how to apply for M-Cards
* Talked about filing for taxes
	+ Should be done yearly
	+ Be sure to do at least once every three years to prevent loss of tax exempt status
* Chapter ordinances should be reviewed annually and submitted to Grand Counselor at least once every four years
* International Communication
	+ Please utilize the national chapter email: chaptername@kappapsi.org
	+ Google Group
	+ Twitter
	+ Facebook Page
* Upcoming Deadlines
	+ See Report
* Policy Updates
	+ Apparel: Must go through GreekLicensing.com to find vendors to make Kappa Psi items and find an approved vendor
		- Can add a vendor and usually approved the same day
* Risk Management
	+ Policy Updates
		- Any incident needs to be reported immediately to the chapter GCD
		- Updated list of possible sanctions
		- Brothers and pledges need to sign the acknowledgment form at the beginning of the pledge period
			* Should be held at the chapter level while brother is a collegiate member
	+ Should be reviewed annually
* Graduate Chapter Establishment/Reactivation
	+ Strengthened conditions to start or reactivate a chapter
* Social Media Policy
	+ Common sense but please review
	+ If someone contacts you about a posting, contact Central Office before responding
	+ Anyone participating on our social media needs to be a Brother
* Picture Policy
	+ No alcohol!!!
	+ No sexism or obscene gestures
	+ No racism
	+ No illegal activities
* Hazing Policy
	+ It is still hazing even if the pledge wants to participate
* Alcohol Policy
	+ Alcohol should not be the primary purpose of any event
* Chapter Delegates
	+ Please discuss all of the policies with your chapter brothers so that they are aware
	+ Email GCD and cc the supervisors that this has occurred by January 31st
* Shared list of upcoming province assemblies and initiations

Legislative Committee and Parliamentarian Report – Jeremy Osborne

* Ensured we adhered to the bylaws
* Thanked committee members for assistance with contacting chapters about updating bylaws
* Be sure to be familiar with Robert’s Rules of Order
* Please see Parliamentarian or Satrap regarding resolutions
* Amendments
	+ Nominees being present to run for office
	+ Election of GCC and Alternate GCC Delegate

Auditing Committee Report – Kameron Kelly (given by Vice Satrap Ross Woods)

* There have been no discrepancies and the total amount in the bank is $4,985.65

Province Development Committee Report – Joshua Farrell (given by Vice Satrap Ross Woods)

Philanthropy Committee Report – Jessica Yost (given by Vice Satrap Ross Woods)

* Created Facebook group for committee
* Established a province philanthropy for GCC
	+ “Cards for Hospitalized Kids”—cards created for children’s hospitals
	+ http://www.cardsforhospitalizedkids.com
* Established a province philanthropy for GCC
	+ Food drive for school children in need on weekends and holidays
	+ http://oxfordlovepacks.com/web

Province Assembly Committee Report – Mallory White

* Has been 25 years since Beta Rho hosted a Conclave
* Found a t-shirt from that last Conclave
* Selling a new shirt based on the old t-shirt and funds will be donated to the Kappa Psi Foundation
* 76 collegiate brothers, 36 graduate brothers, and 20 pledges
* Thank you to Brian Reisetter, committee members, Beta Rho Grand Council Deputies, Brittany Walters for designing t-shirts, and Todd Harris

Finance Committee Report – Leigh Connor (given by Dr. Yousef Behbahani)

* Account has approximately $4,965

Fundraising Committee Report – Julianne Willis

* Worked with the Publications Committee on the province logo
* Created a sweatshirt to raise funds
* Wanted to do a Tervis tumbler but had difficulty with licensing
* Working on getting sales on the province website
* Also working on fundraising idea to have funds go to Foundation
* Please contact about preferred vendors

Announcement of next Conclave hosts

* Psi 🡪 Delta Eta 🡪 Gamma Zeta 🡪 Delta Gamma
	+ 2016 Summer Conclave: Psi accepts
	+ 2017 Winter Conclave: Delta Eta accepts

**---------------------- BREAK FOR LUNCH ----------------------**

(Called to order at 01:48 PM CST):

Roll Call

* Satrap - Dr. Grant McGuffey: 1 vote
* Vice-Satrap - Dr. Ross Woods: 1 vote
* Secretary - Kameron Kelley (absent)
* Treasurer - Yousef Behbahani: 1 vote
* Historian - Fernando Diggs: 1 vote
* Chaplain - Mallory White: 1 vote
* Parliamentarian- Jeremy Osborn: 1 vote
* Immediate Past Satrap- Dr. Zac Renfro: 1 vote
* Psi: 2 votes
* Beta Rho: 2 votes
* Gamma Zeta: 2 votes
* Gamma Omega: 2 votes
* Delta Gamma: 2 votes
* Delta Eta: 2 votes
* Epsilon Kappa: 2 votes
* Epsilon Lambda: 2 votes
* Auburn Graduate: 2 votes
* Birmingham Graduate - proxy to Gamma Zeta: 2 votes
* Louisiana Grad: 2 votes
* Middle Tennessee Graduate
* North Alabama Graduate: 2 votes
* South Alabama Graduate: 2 votes
* Tennessee Graduate: 2 votes
* 35 total votes

Chapter Reports

* Psi
* Beta Rho

Legislative Session

* Amendment on changing Ordinance 6 of the Bylaws
	+ Tabled until 2017 Gulf Coast Winter Conclave
* Amendment on changing Ordinance 8 of the Bylaws
	+ Amendment Passed

Chapter Reports

* Gamma Zeta
* Gamma Omega

2016 Gulf Coast Province Winter Conclave Resolutions given by Jeremy Osborne

Chapter Reports

* Delta Gamma
* Delta Eta
* Epsilon Lambda
* Epsilon Kappa

Nominations and Elections

* Satrap
	+ *Ross Woods* - nominated by North Alabama
	+ Parliamentarian - motion to close nominations
	+ Epsilon Kappa - 2nd the motion
	+ Elected by acclimation
* Vice Satrap
	+ *Fernando Diggs* - nominated by Epsilon Kappa
	+ Gamma Omega - motion to close nominations
	+ Delta Gamma - 2nd the motion
	+ Elected by acclimation
* Secretary
	+ *Mallory White* - nominated by Beta Rho
	+ Vice Satrap motion to close nominations
	+ Delta Eta - 2nd the motion
	+ Elected by acclimation
* Treasurer
	+ *Julianne Willis* - nominated by Vice Satrap
	+ Chaplain - motion to close nominations
	+ South Alabama - 2nd the motion
* Historian
	+ *Emily Hailstone* - nominated Delta Gamma
	+ Parliamentarian - closes nomination and votes by acclimation
	+ Epsilon Kappa - 2nd the motion
	+ Elected by acclimation
* Chaplain
	+ Michelle Leatherwood - nominated by Gamma Zeta
	+ *Kathryn Litten* - nominated by Epsilon Kappa
	+ Auburn Graduate - motion to close nominations
	+ Gamma Omega - 2nd the motion
	+ Kathryn Litten elected by ballot
* Parliamentarian
	+ Adam Harden - nominated by Parliamentarian
	+ Historian - motion to close nominations
	+ Parliamentarian - 2nd the motion
	+ Elected by acclimation

House Updates

* 5:45 to 7:15 - Shuttles from the Inn to the Jackson Avenue Center
* 6:00 to 6:30 - Reception for Graduate brothers and current and future Executive Committee
* 6:30 to 7:00 - Past Grand Regent Open Forum
* Beginning at 8:15 - Shuttles go from Jackson Avenue Center to The Inn
* 9:00 - 1:00 - Shuttles from The Inn to The Library
* No cover to The Library tonight

No new business