**Kappa Psi Pharmaceutical Fraternity, INC.**

**Gulf Coast Province**

Winter Conclave 2017

January 7, 2017

9:00 am Central Time

* Call to Order & welcome – Satrap – 9:21 am
* Roll Call – Secretary
  + Satrap: Dr. Ross Woods - present
  + Vice-Satrap: Dr. Fernando Diggs - present
  + Secretary: Mallory White - present
  + Treasurer: Dr. Julianne Willis - present
  + Historian: Emily Hailstone - present
  + Chaplain: Kathryn Litten - present
  + Parliamentarian: Dr. Adam Harnden - present
  + Immediate Past Satrap: Dr. Grant McGuffey - present
  + Province Supervisor: Dr. Belma Muharemovic - present
  + Province Asst. Supervisor: Dr. Sanaz Farhadian - present
  + Psi - present
  + Beta Rho - present
  + Gamma Zeta - present
  + Gamma Omega - present
  + Delta Gamma - present
  + Delta Eta - present
  + Epsilon Kappa - present
  + Epsilon Lambda - present
  + Auburn Graduate - present
  + Birmingham Graduate - present
  + Louisiana Graduate - present
  + Middle Tennessee Graduate - present
  + North Alabama Graduate - present
  + South Alabama Graduate - absent
  + Tennessee Graduate (Proxy to Psi)
* Correspondence
  + Grand Regent – read by Dr. Sanaz Farhadian
    - Please review the new risk management policy and have all brothers sign acknowledging these updates
    - We will review these updates today and the province delegates will sign
    - GCD verification forms were due by Oct 15 can be found in fall packet if your chapter has not filled this out
    - Proposed Kappa Psi strategic plan – please review and send comments and suggestions by March 17
  + Grand Vice Regent – read by Dr. Sanaz Farhadian
    - Please review the risk management policy updates and changes
    - Delegates are responsible for relaying these updates to their chapters
    - 58th GCC - information on hotel reservations and registration should be available within the month
    - Remember there will be foundation fundraisers at GCC
  + Grand Counselor – Dr. Christy Askew
    - Received many questions this term on discipline within chapters
    - Willing to discuss any questions that anyone may have
    - Encouraged every chapter to review their ordinances and the specifics about the pledge process
    - If your chapter doesn’t have an outline regarding penalties, it is encouraged that you consider adding one
  + Grand Historian – read by Dr. Belma Muharemovic
    - There are history spotlights that will be released later this month
    - Let her know if there is a topic you would like the historian committee to highlight
    - Please send in chapter history reports
  + Grand Ritualist – read by Dr. Belma Muharemovic
    - There is now a ritual video available on a secure server online that has been very popular
    - Still working to negotiate with suppliers on more affordable regalia
    - More chapters are performing graduation and memorial rituals and others are encouraged to do so if they do not
  + Graduate Member At Large – read by Dr. Ross Woods
    - Utah graduate chapter chartered on Dec 14
    - Hawaii graduate chapter has been granted charter (March 3)
    - May have 1 or 2 more by 58th GCC
    - Time to pay 2017 GC voluntary dues
    - Be mindful of the new updates in the risk management policy – these changes are to protect the fraternity and ourselves
  + Collegiate Member At Large – read by Dr. Sanaz Farhadian
    - Collegiate development committee has been working on charges
    - 1-2 page PDF each month with topics for collegiate information
    - Revamped the collegiate guide to GCC to be distributed soon
    - Reach out and use Karen as a resource for any questions or concerns (phone: 4403631211 email: collatlarge@kappapsi.org)
  + Past Grand Regent – none
  + Executive Director – none
* Recognition of visiting brothers
  + Dr. Christy Askew - Grand Counselor
  + Dr. Brian Reisetter - Past Grand Regent
  + Brothers from DFW Graduate Chapter
  + Brothers from Atlanta Graduate Chapter
  + Brothers from Gamma Psi
  + Brothers from Central Michigan Graduate Chapter
  + Brothers from Minnesota Graduate Chapter
  + Brothers from Epsilon
  + Brothers from Iowa Graduate Chapter
  + Brothers from North Carolina Graduate Chapter
  + Brothers from Gamma Phi
* House Updates – Keegan Rayford: lunch from 12-12:30, CE from 12:30-1:30, collegiates will have Q&A with province EC from 12:30-1:30
* Officer Reports –
  + Satrap: Dr. Ross Woods
    - Working to develop graduate chapters and reorganize so that officers for those chapters are more available in the area they represent
    - Focused on helping the host chapters for this year province assemblies
    - Able to sponsor travel and registration for some brothers for the leadership seminar
    - Will be raffling off some prizes later today as well
    - Also looking into starting some scholarships through the foundation
  + Vice-Satrap: Dr. Fernando Diggs
    - Helped with planning province assemblies
    - Restructured committees to encourage more involvement among both collegiate and graduate brothers
    - Encourage everyone to get involved on committees
  + Secretary: Mallory White
    - Minutes on the website
  + Treasurer: Dr. Julianne Willis
    - Now have a pay pal for chapters to pay dues
    - Still fundraising with sweatshirt sales
    - Account will have a balance of over 12,000
  + Historian: Emily Hailstone
    - Defer to publications committee
  + Chaplain: Kathryn Litten
    - Defer to ritual committee
  + Parliamentarian: Dr. Adam Harnden
    - Defer to legislation session
  + Immediate Past Satrap: Dr. Grant McGuffey
    - Defer to website
  + Province Supervisor & Asst. Supervisor: Dr. Belma Muharemovic & Dr. Sanaz Farhadian
    - Fall packet was due Oct 15 – please send it in if you haven’t
    - Spring packet will be due February 15
    - Chapters must file taxes by May 15th
    - Feb 15th dues, member, faculty, officers
    - March 1 mask
    - March 15 graduate chapter dues
    - April 15 tax season and early chapter progress report deadline
    - GCD award forms April 15
    - May 15th final deadline for chapter progress report
    - June 15th new graduate
    - June 23 scholarship tray
    - June 30 chapter history report
    - Policy updates reviewed
      * Graduate chapter chartering
        + 3 submitted dates for chartering must be non-sequential dates
        + Reactivated chapters don’t get a new charter but owe fees
      * House rules at GCC
        + Clarifies that delegates have to be on chapter roster
        + Chapter can submit an updated roster with delegate form
      * Chapter dormancy
        + Declared dormant after 3 consecutive years of nonpayment at the start of 4th year
      * Picture and social media policy
        + Eliminated redundancy
      * Risk management policy
        + Important to understand that the perception of an event is important
        + No event should have alcohol as the main focus, no fraternity funds should be used to buy alcohol
        + Should not advertise alcohol at events
        + Pledges should not be drinking at fraternity events or on fraternity property/premises
        + Brothers should be aware of their behavior and speech around pledges
    - Risk management verification form will be signed by delegates today
* Previous Minutes – Distributed by email and posted on the website, motion to waive reading of minutes by Brother Zac Renfroe, second by Brother Adam Harnden
* Committee Reports
  + Legislative/Risk Management Chair – Todd Harris
    - Call for resolutions will occur during the lunch break
  + Province Assembly Planning Chair – Keegan Rayford
    - Thank you to everyone for coming out to conclave
  + Publications Chair – Emily Hailstone
    - Email any photos from the weekend to gulfcoasthistorian@gmail.com for the video during the banquet
    - Two newsletters were published this year for province updates
    - See the province website for updates
    - All chapters sent in Mask articles on time with photos
  + Advisory/Awards/GCD Chair – Dr. Zac Renfro
    - There will be 2 raffles today – one for free registration for next winter conclave and one for $100 off GCC registration
      * Winner of Conclave registration: Earl Morris from Gamma Omega
  + Finance/Audit/Fundraising Chair: - Dr. Brian Reisetter
    - Working on the idea of GCP having a scholarship on a national level
  + Philanthropy Chair: - Devon Burhoe
    - Event today will be making goodie bags and make get well cards for children at Oschner’s
  + Ritual Chair: - Kathryn Litten
    - There was a survey to determine what rituals each chapter performs
    - Waiting until the new company for regalia is secured before doing a fundraiser to help chapters buy new regalia
* Chapter Reports

1:55 pm

* Legislation session
* Roll Call – Secretary
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* Winner of GCC sponsorship – Dr. Garrett Aiken
* Elections – new officers:
  + Satrap – Dr. Fernando Diggs
  + Vice Satrap – Dr. Adam Harnden
  + Secretary – Dr. Julianne Willis
  + Treasurer – Emily Hailstone
  + Historian – Keith Foster
  + Chaplain – Keegan Rayford
  + Parliamentarian – Todd Harris
  + GCC Delegate – Kayla Hill
  + Alternate GCC Delegate – Kathryn Litten