**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