

Gulf Coast Province Winter Assembly

Hosted by: Epsilon Kappa

Nashville, TN

January 4th-6th, 2019

Business Session

...

Roll Call

...

Reading of Previous Minutes

...

From the 2018 Summer Assembly

House Updates

...

Epsilon Kappa

Officer Reports

...

Satrap-Julianne Willis

- **Charges:**
 - **Completed:**
 - Preside at all assembly meetings and enforce adherence to the constitution and by-laws of the fraternity
 - Appoint all committees and assign committee charges
 - Confer with Vice Satrap regularly about the progress and standings of the committees
 - Sustain communication between the Central Office and other Satraps

Vice Satrap- Keegan Rayford

- **Charges:**

- **Completed:**

- Serve as the liaison between the Executive Committee and the standing committees (including any special committees created)
- Receive updated reports quarterly from committee chairs in order to track progress
- Work with the Province Assembly Planning Committee to assist with the chapters hosting Winter and Summer Assemblies
- Work with Advisory/Awards committee in development of awards and scholarships

- **Other:**

- Province Planning Survival Guide
- Initial stages of Chartering Mississippi Grad

Secretary-Emily Hailstone

- **Charges:**
 - **Completed:**
 - Maintain province records including: contact information for executive committee, chapter officer information, chapter rosters, etc.
 - Keep minutes at all province meetings and conference calls
 - Collaborate with other officers to maintain fluid communication between the chapters and the executive committee
 - Act as a resource to chapters in regards to the Chapter Progress Report with the assistance of the GCC Delegate and Alternate Delegate
 - Maintain Province Officer email addresses and ensure passed to the next set of officers
- **Other:**
 - Created semester event calendars

Treasurer-Connor Stuart

- **Charges:**
 - **Completed Charges**
 - Maintain province funds and records thereof
 - Establish a budget for the province by March 15th in conjunction with the finance committee
 - Provide treasurer reports at province meetings and on conference calls
 - Prepare invoices and collect dues from chapters
 - Work with the finance committee to maintain the province leadership scholarship and research a province backed Kappa Psi Foundation Scholarship
 - **Other**
 - File taxes/avoid wrath of IRS

Deferred Officer Reports

- **Historian-Brittany Forseth**
 - Deferred to Publications committee report
- **Chaplain-Todd Harris**
 - Deferred to Ritual committee report
- **Parliamentarian-D.J. Onuaguluchi**
 - Deferred to Legislative committee report
- **Immediate Past Satrap-Fernando Diggs**
 - Deferred to Elections committee

Supervisors Report

...

Province Supervisor-Harry Marcelin
Province Assistant Supervisor-CJ Duru

Committee Reports

...

Legislative/Risk Management

- **Charges:**

- **Completed:**

- Ensure that all chapters' ordinances have been updated in accordance to national standards.
- Complete any templates, surveys, or legislative updates necessary and submit to Grand Counselor when necessary
- Provide recommendations to the Province regarding changes needed to Province By-Law
- Serve as the resource to Robert's Rules, Province By-Laws, and the Constitution
- Convene with chapter parliamentarians to discuss any barriers they are facing and ensure proper use of Robert's Rules in Chapter meetings
- Create, call for, and bring forth resolutions during each assembly
- Ensure all chapters have updated signatures of all members for risk management every academic semester
- Maintain an up-to-date record of official forms showing that risk management and social media policies have been reviewed with the Brothers of each Gulf Coast Province chapter and have been signed by the current chapter Regent.
- Coordinate with Chapters in the GCP to ensure compliance with National Risk Management policies
- Coordinate with hosting Chapter of Assembly to enforce the fraternity Risk Management policy at Province events
- Create a cheat sheet for Robert's Rules and provide on province website
- Develop in conjunction with the province Parliamentarian an updated teaching presentation with applicable examples in regards to risk management
- Assist in maintaining compliance with the picture policy on social media and GCP and chapter websites

- **Subjectively Incomplete:**

- Develop a Risk Management workshop to be given at Summer Assembly in conjunction with the Parliamentarian.

Province Assembly Planning

- **Charges:**

- **Completed:**

- Establish contact with the other members of your committee and get their contact information
- Assist the province Vice-Satrap and the Host Chapters in organizing the Assembly
- Coordinate CE activities with the host chapters of Assembly and province Vice-Satrap
- Establish monthly contact to aid the host chapters
- Assist province Vice-Satrap in establishing deadline for completion of planning portions of assembly
- Contact future host chapters and prepare the chapters to host assembly
- Contact graduate brothers and chapters near host chapter to aid in assembly planning

- **In-progress:**

- Contact future host chapters and prepare the chapters to host assembly
- Develop and maintain an active list of the order of collegiate chapters to host summer and winter assemblies and to display on the province website
- Assist in establishing a written manual to aid future host chapters hosting assembly and publish on province website
 - Currently keeping records of assembly planning
- Contact graduate brothers and chapters near host chapter to aid in assembly planning

Publications

- **Charges:**
 - **Completed:**
 - All chapters submitted articles for the MASK, Province website has been kept up to date
 - **In-progress:**
 - Continue assisting chapters in following Fraternity social media policy, continue with keeping social media platforms current
- **Other:**
 - Thank you to all the members of this year's Publications committee

Advisory/Awards/GCD

- **Charges:**
 - **Completed:**
 - Serve as advisors to Province Exec
 - Establish new and update award criteria for recognition of chapters and individual brothers
 - Update criteria for a general leadership scholarship to be awarded at winter assembly
 - Promote Awards and Scholarships to chapters and brothers
 - Assist province Vice-Satrap in the development and procurement of award plaques, certificates, etc.
 - Establish rules and regulations to by which to abide when utilizing the province logo.
 - **In-progress:**
 - Establish a yearly GCD meeting at Winter Assembly
- **Other:**
 - Worked with the fundraising committee and treasurer to expand the scholarships from two \$150 awards to four \$500 awards
 - Established new criteria for a new award given to the chapter with the best report highlighting the philanthropy they completed that year
 - Established new rules for the existing awards
 - Decided with the treasurer and vice-satrap what awards should be given
 - Will send plaques in the mail post Winter Assembly
 - Established awards email for specific awards business to use in the future

Province Development/Graduate Relations

- **Charges:**
 - **Completed:**
 - Sent personal emails to recently graduated brothers offering assistance in connecting them to local grad chapters
 - Created GroupMe for collegiate chapter alumni liaisons to encourage communication
 - **In-progress:**
 - Creating a comprehensive survey to collect information from chapters to help identify the strengths and weaknesses to improve chapter operations
- **Other:**
 - Future initiatives will be focused at improving graduate chapter involvement and create networking opportunities between student and alumni chapters!

Finance/Audit/Fundraising

- **Charges:**

- **Completed:**

- Establish contact with the other members of your committee and get their contact information
- Assist province treasurer in developing a budget for current Province expenditures by March 15
- Assist province treasurer in developing a proposed budget for potential Province expenditures by March 15
- Research a sustainable general scholarship fund for the province and present at next Winter Assembly (Mutual Fund, Foundation Scholarship, etc.)
- Audit any individual or group who possesses Gulf Coast Province funds or property if requested by Province or Satrap
- Develop at least 2 fundraising items per year to present at the first informal committee report
- Assist treasurer in maintaining square and PayPal accounts
- Develop one fundraising event for a portion of the proceeds to contribute to the Kappa Psi foundation and/or province scholarship fund
- GCP T-shirts net \$425
- Establish a packet of merchandisers that can be utilized for fundraising efforts

- **Incomplete:**

- Utilize the province logo on at least one fundraising item
- Encourage and acquire donors for this scholarship

Philanthropy

- **Charges:**
 - **Completed:**
 - Establish contact with the other members of your committee and get their contact information
 - Establish a province philanthropy and support the national philanthropy, Reach Out and Read
 - Province Philanthropy: Habitat for Humanity
 - Established contact with local Reach Out and Reach programs for each chapter
 - Support chapters in their philanthropic projects and promote inter-chapter collaboration
 - Compiled information on each chapter's philanthropic events
 - **In-progress:**
 - Establish one philanthropy event to occur at each assembly and Grand Council Convention to be presented at the first informal committee
 - Summer Assembly: 65 books donated to Pediatric Clinic of East Alabama Reach Out and Read Program
 - First province to have a physician come and speak to us
 - Winter Assembly: Habitat for Humanity and Monroe Carrell Jr. Children's Hospital Reach Out and Read Program
 - GCC: Georgetown Ministry Center
 - Restaurant fundraiser

Ritual

- **Charges:**

- **Completed:**

- Work with Chapters to educate and assist with conducting the ritual properly
- Establish contact with chaplains/Ritualist from each chapter
- Inquire and gather updated details regarding each chapter's process member intake process in order to assess compliance with the risk management policy and overall effectiveness
- Coordinate with the National Risk Management and Ritual Committee to maintain compliance with national policies

- **In-progress:**

- Assist province chaplain to update the list of regalia each Chapter currently has and promote the addition of regalia
- Help chapters to develop fundraisers and in contacting graduate brothers to aid with purchase of regalia
- Establish a current list of regalia needed/wanted at each chapter
- Promote Graduate Chapter or Executive Committee involvement in the ritual of initiation in conjunction with the Province Development Committees by creating a list of all initiation dates to share with the Gulf Coast Province

Elections

- 13 candidates all verified
- Next year set up formal charges in the future

Chapter Reports

...

Lunch

...

12:00 PM to 1:30 PM

Picnic in Centennial Park

Roll Call

...

Legislative Session

...

Province Officer Nominations and Elections

...

Satrap

- Nominees
 - Emily Hailstone
 - Keegan Rayford
- Elected:
 - Emily Hailstone

Vice Satrap

- Nominees
 - ~~Emily Hailstone~~
 - Demetrius Onuaguluchi
 - Connor Stuart
- Elected:
 - Connor Stuart

Secretary

- Nominees
 - Brittany Forseth
 - ~~Bailey Fowler~~
 - ~~Connor Stuart~~
- Elected:
 - Brittany Forseth

Treasurer

- Nominees
 - Brooke Gooderham
- Elected:
 - Brooke Gooderham

Historian

- Nominees
 - Keithan Rayford
- Elected:
 - Keithan Rayford

Chaplain

- Nominees
 - Blanca Canales
 - Bryan Keen
- Elected:
 - Bryan Keen

Parliamentarian

- Nominees
 - Jeff Honea
 - ~~Stephen Read~~
- Elected:
 - Jeff Honea

GCC Delegates

- Nominees
 - Stephen Read
 - Stephanie Wendlandt
- Elected:
 - GCC Delegate:
 - Stephen Read
 - Alt. GCC Delegate:
 - Stephanie Wendlandt

Chapter Reports (continued)

...

Evening Events

- **4:30 PM to 6 PM ~ Free Time**
- **6:00 PM to 7:00 PM ~ Province Officer/Graduate Reception**
 - Location: Clydes 1700 Church St, Nashville, TN 37203
 - Recommended Transportation: Self Parking
- **7:00 PM to 8:30 PM ~ Dinner and Reception**
 - Location: Meeting Room of the Marriott at Vanderbilt
 - Attire: Semi-formal
- **9:00 PM to 12:00 AM ~ Evening Social Event**
 - Location: Crazy Town 308 Broadway, Nashville, TN 37201
 - Recommended Transportation: Uber/Lyft

Philanthropy Session

...

CE Presentation



“A Review of Standards for Medical Care of Diabetes 2019”

Topic: Current Diabetes Guidelines and Practices
provided by: Dr. Condit Steil

Location: Meeting Room