**Kappa Psi Pharmaceutical Fraternity, INC.**

**Gulf Coast Province**

Summer Conclave 2016

June 18, 2016

9:00 am Central Time

* Call to Order & welcome – Satrap – 9:08 am
* Roll Call & Chapter Updates – Secretary
  + Satrap: Dr. Ross Woods
  + Vice-Satrap: Dr. Fernando Diggs
  + Secretary: Mallory White
  + Treasurer: Dr. Julianne Willis
  + Historian: Emily Hailstone
  + Chaplain: Kathryn Litten
  + Parliamentarian: Dr. Adam Harnden
  + Immediate Past Satrap: Dr. Grant McGuffey (x)
  + Province Supervisor: Dr. Belma Muharemovic
  + Province Asst. Supervisor: Dr. Sanaz Farhadian
  + Psi
  + Beta Rho
  + Gamma Zeta
  + Gamma Omega (x)
  + Delta Gamma
  + Delta Eta
  + Epsilon Kappa
  + Epsilon Lambda
  + Auburn Graduate
  + Birmingham Graduate (x)
  + Louisiana Graduate
  + Middle Tennessee Graduate (x)
  + North Alabama Graduate
  + South Alabama Graduate
  + Tennessee Graduate
* Recognition of visiting brothers – Chi, Illinois Grad, Gamma Psi, Epsilon Phi, Beta Zi
* Previous Minutes – Distributed by email, motion to waive reading of minutes by Brother Adam Harnden, second by Brother Michael Graeber
* Correspondence
  + Grand Regent – Dr. Belma Muharemovic
    - Continue to face challenges with risk management
    - Congratulations to new graduates – keep in touch with chapter and reach out to local grad chapter
  + Grand Vice Regent – Dr. Sanaz Farhadian
    - Updates from policy committee
    - Most changes don’t affect this meeting
    - 58TH GCC Aug 1-5 in Naples, FL
    - Holding a raffle for a free room upgrade – flyers will be passed out and Sanaz has more information about tickets (announced in Vegas)
    - GCC sponsorship by the province will be discussed later
    - Looking for approval from the province for electronic voting (Turning point voting)
  + Grand Counselor – Dr. Belma Muharemovic
    - Taxes and ordinance submissions are going well
      * Missing tax ID for some chapters – Belma will give list to Julianne
    - Review every 3 years for ordinances
    - 2 common areas sent back
      * Ordinance 3 Sec 1 – required section that is frequently left blank or grad chapters will add information about joining the chapter and not the fraternity
      * Ordinance 2 Sec 1 – refers to policy manual
  + Grand Historian – Dr. Sanaz Farhadian
    - If you have stories or questions for Leaders in Legends, email by Aug. 31 to grandhistorian@kappapsi.org
    - Newsletters, chapter history reports and province history reports emailed to Melissa – annually
    - 1st set of history facts will be posted soon
  + Grand Ritualist – Dr. Belma Muharemovic
    - Working on a new vendor for ritual items and regalia to be more affordable
    - Updated ritual book
    - Review ritual check list on kappapsi.org for questions about materials
  + Graduate Member At Large – Dr. Belma Muharemovic
    - Working on graduate referral forms and you should hear back soon
    - Very low number of grad brothers pay voluntary dues – please pay if you have not
    - It is your responsibility to ensure the Kappa Psi name is not tarnished
  + Collegiate Member At Large – Dr. Sanaz Farhadian
    - Representing KY at Leadership Academy in Virginia
    - Working on responses for a survey sent out to chapters – only Delta Eta has responded
    - Working on updated collegiate officer training manuals
  + Past Grand Regent - none
  + Executive Director - none
* House Updates
  + Victor – thank you for coming and glad you’re here.
  + Thank you Ross, Fernando, Psi brothers for help planning
* Officer Reports – reports uploaded on the website (can access via national page), events, 2016 Conclave reports
  + Satrap: Dr. Ross Woods
    - Realigned committees and restructured to increase grad involvement
    - Minutes posted online and sent out via listserv from monthly EC calls
    - Working closely with Psi and Delta Eta for summer and winter conclave
    - Next winter conclave is Gamma Zeta in Birmingham, AL
    - Working to update and bolster Grad chapters as brothers graduate and move
    - Working on winter conclave and GCC sponsorships
    - Electronic voting at GCC will be discussed during legislative updates
  + Vice-Satrap: Dr. Fernando Diggs
    - Worked with Ross and Psi chapter to plan this event
    - Working with philanthropy committee to plan events for conclave
  + Secretary: Mallory White
    - Send contact information for newly elected officers for each chapter if you have not
  + Treasurer: Dr. Julianne Willis
    - Created budget with current and future expendatures
    - Now have Square up and PayPal
    - Have filed province taxes – will email chapters who need to file taxes or need an EIN
    - Will reimburse the first delegate signed up for Leadership conference
    - Sweat shirts still available
  + Historian: Emily Hailstone
    - Defer report to publications committee
  + Chaplain: Kathryn Litten
    - Sent out survey to see what regalia each chapter has, what they need, and what rituals are performed
    - Had few responses, can resend survey or can get responses in person today
    - Will speak today at round table on history of the ritual
  + Parliamentarian: Dr. Adam Harnden
    - On behalf of legislative committee
    - Working on updating bylaws
    - Making an emphasis on risk management
    - Hope to have a power point to expand upon policies – hope to have members of EC travel to each chapter to present it
  + Immediate Past Satrap: Dr. Grant McGuffey
    - Defer report to Satrap report
  + Province Supervisor & Asst. Supervisor: Dr. Belma Muharemovic & Dr. Sanaz Farhadian
    - Raffle tickets $10 will put you in a drawing for an updated room
    - Presentation on GCC by Robert Mancini
    - Policy updates will be deferred for later – will hold a conference call with Regents to cover these
* Committee Reports
  + Legislative/Risk Management Chair – Dr. Adam Harnden
    - Deferred to Parliamentarian
  + Province Assembly Planning Chair – Dr. Marvin Smith
    - Working with Delta Eta for winter conclave
    - Looking forward to a meeting in New Orleans
    - Book early because of this location as well as logistics involved with meeting
  + Publications Chair – Emily Hailstone
    - Refer to report online
    - Mask article due July 1
    - Brother spotlight – still taking nominations until July 15
      * Can be anyone (academic merit, service merit, etc.)
    - Newsletter for province came out in March
    - Next one will be end of Sept or early Oct
  + Advisory/Awards/GCD Chair – Dr. Zac Renfro
    - Defer to online
  + Province Development/Graduate Relations Chairs: -
    - Defer to lunch
  + Finance/Audit/Fundraising Chair: - Cr. Brian Reisetter
    - Report online
    - Auditing books and budgets on regular basis
    - Fundraising workshop will be held this afternoon
  + Philanthropy Chair: - Devon Burhoe
    - Planned event for this weekend – will be at Redbirds game tonight
      * Only have 1 table and planned for 4
      * Will be a health fair
      * Men’s health week and father’s day weekend
      * Immunizations, med safety for children, DM screening
      * Rotate working for every 2 innings
    - Donations for Ronald McDonald house – Psi chapter works closely with Memphis house
      * Bring donations to Victor – will also collect money at Redbirds game
  + Ritual Chair: - Kathryn Litten
    - Defer to Chaplain
* Legislative Update – Dr. Adam Harnden
  + Adam sent out message about discussion of things that has/will come up at winter meeting
  + This will hopefully allow discussion at winter meeting to go more smoothly
  + Bylaw amendment suggested at winter 2016 was tabled
    - Want to gauge opinions to bring to legislative committee
    - Hopefully have better discussion to bring forward in winter 2017 to avoid tabling again
    - Ordinance 6 Sec 3 – creating a way for those unable to attend to still run for a position
    - Brother Mancini sent in a suggested amendment – allows for nominations to begin before the meeting at the call of the Satrap and those unable to attend to submit a meeting prior to the meeting
    - Southeast province begins nominations 3 months ahead of meeting
  + Call for resolutions – bring to Adam by end of lunch
  + Discussion of our stance as a province on electronic voting at the next GCC
    - Will be a large investment so requires discussion

12:05 pm

* Roll Call & Chapter Updates – Secretary
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  + Epsilon Lambda
  + Auburn Graduate
  + Birmingham Graduate (x)
  + Louisiana Graduate
  + Middle Tennessee Graduate (x)
  + North Alabama Graduate
  + South Alabama Graduate
  + Tennessee Graduate
* Awards
  + Recognition
    - Victor Rivera – Immediate past regent
    - Kelly Smith – Redbirds, hotel
    - Sarah Atyia – T-shirt and registration packet
    - Kate Crew – gifts and social events

2:35 pm

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  + Middle Tennessee Graduate (x)
  + North Alabama Graduate
  + South Alabama Graduate
  + Tennessee Graduate
* House updates – Victor and Kelley
* Closing – Ross 2:43 pm