**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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	+ Delta Eta
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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)
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	+ South Alabama Graduate
	+ Tennessee Graduate
* House updates – Victor and Kelley
* Closing – Ross 2:43 pm