

**Minutes**  
**Executive Council of Phi Kappa Psi Fraternity**  
**April 9, 2016**  
**Boston, Massachusetts**

**Call to Order**

With President A. Scott Noble presiding, the meeting of the Executive Council of the Phi Kappa Psi Fraternity was called to order at 9:15AM Eastern Daylight Time.

**Attendees**

<u>EC Members</u>	<u>Staff</u>	<u>Others</u>
Scott Noble (SWG)	Mark Guidi (Executive Director)	Ben Nicol (CEO Foundation)
James Boyle (SWVGP)		
Shannon Price (SWP)		
Tom Pennington (SWAG)	Ron Ransom (Sr. Dir. Chapter Operations)	Don Fites (Foundation Trustee)
Jaipartap S. Ranu (Archon District I)		
Xhoni Qyteza (Archon District II)		
Dustin Meeks (Archon District III)	Kyle Hickman (Sr. Dir. Communications)	John Ziegelmeyer (President Canonsburg Corporation)
Nicolas Sharp (Archon District IV)		
Nicolas Suarez (Archon District V)	Matt Kifle (Director of Chapter Advisory Teams)	David Moyer (Attorney General)
Thomas Zorrilla (Archon District VI)		
		Darrin Widick (Missouri Alpha House Corporation)

The invocation was delivered by Br. Moyer.

**Consent Agenda**

The consent agenda was approved unanimously following a proper motion and second by Br. Noble and Br. Boyle respectively.

- a. Reading and Approval of Minutes of Executive Council, October 10, 2015, Philadelphia, Pennsylvania
- b. Ad Interim Motion No. 25, Volume LVI, to approve the Colony Petition for UCLA Colony.
- c. Ad Interim Motion No. 27, Volume LVI, to suspend the Indiana Beta Chapter.
- d. Ad Interim Motion No. 28, Volume LVI, to suspend the DC Alpha Chapter.
- e. Ad Interim Motion No. 29, Volume LVI, to increase student fees. Motion failed.
- f. Ad Interim Motion No. 30, Volume LVI, to suspend the Ohio Alpha Chapter.
- g. Ad Interim Motion No. 31, Volume LVI, vote of no confidence. Withdrawn.
- h. Ad Interim Motion No. 32, Volume LVI, vote of no confidence. Withdrawn
- i. Ad Interim Motion No. 33, Volume LVI, to terminate membership of certain members of the Indiana Beta Chapter.
- j. Ad Interim Motion No. 34, Volume LVI, to appoint a supervisory committee for the New Jersey Beta Chapter.
- k. Approve Adam Dunworth, *Ball State '12*, as Chapter Advisor for Indiana Iota.
- l. Approve Timothy Randolph, *Minnesota '92*, as Chapter Advisor for Minnesota Gamma.
- m. Approve Elisa Baena, as Faculty Advisor for Illinois Alpha.
- n. Approve Dillon Wyatt *Ball State '13*, as Faculty Advisor for Indiana Iota.
- o. Approve Ryan Harrington *Oneonta '04*, as Faculty Advisor for New York Kappa.
- p. Approve Dr. Leslie Dunn, as Faculty Advisor for Pennsylvania Alpha.

## **Report of the President**

Brother Noble referenced, and expanded upon, his report submitted to the EC. Topics covered included the need to focus on the present and future, build Chapter Advisory Teams, continue to rebuild Headquarters, accreditation expectations, enhance Chapter effectiveness: explore, plan, act, sustain.

Br. Noble also emphasized the need to develop a 'brand' beyond our creed so people know what we stand for (e.g., Men of Excellence) and then ensure all we do is based on supporting that brand along with the need to develop a code of conduct each chapter can base themselves around.

## **Report of the Vice President**

Brother Boyle referenced his written report as well as discussing funding and the Fraternity budget. The fraternity cannot balance the budget on fines. We need to build out our budget with help from the Foundation and the Permanent Fund.

## **Report of the Treasurer**

Brother Price referenced his written report. He also discussed regional training in houses that are not occupied in the summer and/or on breaks.

Br. Price recommended reinstating the Loyalty Fund. This will help get people in the habit of giving to the national fraternity.

Brother Fites highlighted his successful use of affinity credit card/debit cards in other organizations as a means of donations. Br. Price has researched as well. Future discussion planned.

Also discussed were the weaknesses of current governance model of 6 archons supporting 100+ chapters. Discussion included moving to a more tiered model of Archons / Precincts / Regions / Districts / Chapter Advisor Model (Noble). This would require a vote at GAC with potential elections for the new roles at the next WWLS.

## **Report of the Secretary**

Brother Pennington referenced his written report. He also thanked Brother Noble for his efforts and service.

## **Report of the Archons**

Archon I – Brother Ranu referred to his written report. He went on to express his concern that the undergraduates are disconnected with Advisors and often don't know them. He is hopeful that this will improve as we implement the 1 +4 model. Br. Ranu also requested clarity on whom at HQ to contact for various issues. – **See Appendix B**

Archon II – Brother Qyteza referred to his written report. He also expressed his support of the suggested amendment to align election of chapter officers at a common time. He requested

greater communication from HQ on information coming out to provide the Archons more notification of changes at HQ. – **See Appendix B**

Archon III – Brother Meeks referenced his written report as well as supporting Br. Ranu's discussion that chapters are requesting more interaction with their chapter advisors. This should improve with the new 1 +4 model.

Archon IV – Brother Sharp referred to his submitted report. He also discussed some best practices of how his chapter has social events with alcohol while properly managing risk. – **See Appendix B**

Archon V – Brother Suarez referenced his written report. He also discussed the debt issue at Colorado Alpha and the fact that it is was being worked on as well as expressing his appreciation to Br. D'Imperio for his work with Nebraska Beta.

Br. Suarez suggested the need for collaboration and conferencing between chapters for a discussion on their strengths and weaknesses. He also suggested informing the undergraduates at GAC about 'Amazon Smile' or other programs that can give back.

Archon VI – Brother Zorrilla referred to his submitted report. He also feels that after chartering, chapters need to know the next step. This relates to the on-going support to ensure that what starts off well continues.

Also requested by the Archons was background on CBR changes in advance of GAC so they can educate the chapters.

### **Report of Missouri Alpha House Corporation**

Brother Darrin Widick, Missouri Alpha House Corporation Member, spoke about the re-chartering plans for Missouri Alpha for spring 2017. He appreciates the on-going help and support from HQ. Addressed were concerns regarding rumors of on-going, underground activity. He stated he had no knowledge or awareness of such activities, but would go back and investigate further. He stated this is against everything the chapter and alumni had promised and such activities would not be tolerated if discovered to be true.

It was requested the rechartering steps be documented to be used as a blueprint for future recharterings.

### **Report of the Executive Director**

Brother Guidi referred to his submitted report for three major focus areas for the next couple of years: Growth & Expansion, Programming, and Risk Management.

#### Growth & Expansion

To increase growth & expansion, we will increase the number of consultants from 8 to 12 for the 2016/17 year as well as look to leverage a third-party provider to help educate and train our staff and chapters how to rush better. Br. Noble recommended giving specific target numbers to each chapter to hit for their rush to get them to the top quartile.

#### Programming

Br. Noble recommended that to be effective, we need to train 5 members per chapter. Also, Br. Noble expressed the need to train advisors now, so funds are needed now. Br. Guidi was requested to seek additional monies from the permanent fund. – **See Appendix B**

Br. Price asked if we had a prediction for planned programming costs for calendar year 2017. Not at this time according to Br. Guidi, but Br. Allen is working on having this all in place by the July EC meeting. Br. Price also suggested that if newly hired Sr. Director of Business Operations, Amanda Baldwin, does not have time in her schedule, that an outside source for grant writing be hired. Br. Guidi agreed. Br. Fites would like to have documentation at the beginning of the year to be able to disperse funds for grants.

ALA was briefly discussed along with how it fits into overall programming. It was the general consensus that it should be part of third-party Fraternity programming like NIC, Launch Point, Phired Up!, etc. and included in calculations of how many students are reached by programming annually. As we look at the percentage of touch points, we should show with and without ALA.

Br. Guidi was asked how long until we have solid reports on chapter performance. He estimated it would be another 6-9 months given all that is going on and the amount of foundational work that is needed to occur before reporting is possible.

#### Risk Management

The EC was provided preliminary copies of the Risk Management Playbook drafted by Br. D'Imperio and his team. While it received positive feedback, Br. Boyle raised the point that we should run it through legal review before finalizing. Br. Guidi agreed and acknowledged that step was already in the plan.

### **Staff Reports**

#### Senior Director of Business Operations

Br. Guidi and Br. Rico Hernandez presented the financial information with reference to their written report. We are finishing up the 2015 audit and should have the P&L for the 2016 audit by July. Br. Guidi and Br. Hernandez will update our new Sr. Director of Business Operations, Amanda Baldwin.

The budget for the current financial year will be ready for July. It is estimated that the year will end with a surplus of \$300,000 - \$600,000. It was discussed that a not-for-profit board can designate budget surpluses for a specific purpose. The EC agreed to allow this year's surplus to be used to support next year's budget efforts. – **See Appendix A**

#### Senior Director of Chapter Operations

Brother Ransom referenced his submitted report. He discussed how Member Portal will allow greater access to local Alumni Associations. He also discussed how we are planning to expand our consultant roster to 12 next year and offers will be going out soon. GAC planning is being done by Kate Planow, the room block is 38% full and it is hoped that there will be more engagement between undergraduates and alumni this year.

Many chapters are late filing their 990's and are at risk of their non-profit status being revoked. If enough chapters are revoked, our overall national status could be at risk. We are looking to leverage a third-party financial organization to help chapters collect funds and file 990's on time. Discussion was made as to choosing one company or giving chapters options, but requiring they use one.

Br. Ransom also encouraged communication with the chapters, but recommended that he or Br. Guidi be informed as well.

#### Director of Standards

Brother D'Imperio referenced his submitted report. Based on our four-level defined standards, the last key piece is to implement a judicial board to help govern. Motion made and approved to create the judicial board. The key is now to staff it appropriately so it can begin to function. – **See Appendix A**

### Director of Expansion

Brother Rohloff referred to his written report. Also discussed was research on expansion criteria including university viability with regard to academics, university culture and university support as well as viability with regards to alumni support, timing and Greek life culture. Br. Rohloff also discussed the number of expansions planned or anticipated per year:

2016/17 – 7

2017/18 – 10

2018/19 – 10

2019/20 – 10

Br. Noble suggested setting GPA standards in the top quartile of the school rather than setting a specific number.

### Senior Director of Communications

Brother Hickman expanded on his submitted report. The new strategic communication process for the Communications team will be:

- Receive concept, research, and logistics from the individual(s) driving a project (via Wufoo form)
- Develop a rough draft of the communications plan
- Hold a meeting with Fraternity/Foundation staff to brainstorm tactics and delivery to selected audiences
- Finalize the communications plan and add to Teamwork for follow-up/accountability
- Be willing to adjust on the fly from the original plan if circumstances dictate
- Hold an after-action meeting to assess achievement of outcomes and best practices

This process will be repeated for each communications initiative from the National Fraternity.

### Director of Chapter Advisory Teams

Brother Kifle shared and provided a summary of the initial Chapter Advisory Retreat program run during the month of March 2015. The slide deck and supporting documents will be mailed to the members of the Executive Council after their offsite meeting in May.

The following reports were deferred due to lack of time:

- Director of Chapter Services and Accreditation
- Director of Membership Development

Brother Ransom will schedule a 90 minute follow up call to cover these topics. Br. Noble also expressed the need to get principles in line prior to finalizing programming since they need to align. – **See Appendix B**

### Foundation

Brother Nicol provided a historical perspective of grants over the last decade. He noted that we are not awarding scholarships the best we can, but it is going to be addressed in the June meeting. Br. Nicol also discussed rolling out new Chapter specific funds in the form of Chapter Leadership Funds. Br. Fites discussed the financial commitment of the trustees as well as the need for more donors.

Annual program funding varies between \$90-\$225k depending on the programs and grant requests. Br. Nicol is working with Br. Allen, Director of Member Development, and Andrea Kleekamp, Director of Health & Wellness, for future programs. The estimate for grants for 2016 is

\$350k which is about 100% - 200% more than historical averages. Br. Nicol feels this is possible with the new Chapter Leadership Fund where donors have the choice to put their money toward a chapter of their choice for programming.

Br. Noble raised his discomfort with the current budget of the Foundation compared with fundraising. He asked why the Foundation does not adjust its budget for fewer staff and more fund raisers. Br. Fites reported that they were looking at this and would be discussing further in their next Foundation meeting.

Also discussed was the meeting between the EC and the Foundation in Chicago. MOU was directionally agreed to, but further discussions were needed. Br. Boyle was going to be meeting 1:1 with Br. Wineman to discuss further. Until those discussions, Br. Fites reported the Foundation would not discuss the MOU or provide any additional feedback.

## **Old Business**

### GAC Site Selection

Br. Boyle presented videos from both Seattle and San Francisco for the 2018 GAC site selection. After a unanimous vote, Seattle was selected for the 2018 site. – **See Appendix A** Sites being considered for the 2020 GAC are Minneapolis, Chicago and Nashville.

### Alumni Association Dues

There was discussion regarding raising the Alumni Association dues. A resolution was made to recommend approval of article 14, section 4 to change Alumni Association dues from \$100 to \$1000 per year effective January 1, 2017. Motion passed. – **See Appendix A**

A resolution was made to increase initiation fees from \$250 to \$300 +CPI as well as a resolution to increase pledge fees from \$50 to \$100 +CPI. Both motions passed unanimously. – **See Appendix A**

## **New Business**

### Canonsburg

It was discussed that there is a need for a director for Canonsburg who works with Headquarters. The EC at the July meeting needs to approve the Canonsburg board members. There was also discussion regarding extending the terms of the trustee from 2 to 3 terms, if the desired to stay. – **See Appendix B**

## **Closing Ceremony**

(The Ritual, Page 2) – Br. Noble

With no further business to come before the Council, the meeting was adjourned at 6:20PM Eastern Daylight Time.

**Continuation of Boston Executive Council Meeting of Phi Kappa Psi  
Fraternity  
April 25, 2016**

**Attendees**

<u>EC Members</u>	<u>Staff</u>	<u>Others</u>
Scott Noble (SWG)	Mark Guidi (Executive Director)	David Moyer (Attorney General)
James Boyle (SWVGP)		
Shannon Price (SWP)		
Tom Pennington (SWAG)	Ron Ransom (Sr. Dir. Chapter Operations)	
Jaipartap S. Ranu (Archon District I)		
Xhoni Qyteza (Archon District II)		
Dustin Meeks (Archon District III)	Jason Allen (Director Member Development)	
Nicolas Suarez (Archon District V)		
	James D'Imperio (Director of Standards)	
		Michael Morin (Director of Chapter Services)

Discussion of New Alumni Association Applications

EC considered and approved the petition to create the North Florida Alumni Association. – **See Appendix A**

EC discussed, considered and approved the creation of the Rocky Mountain Alumni Association.  
– **See Appendix A**

Both of these new associations will be eligible for voting starting at the 2018 GAC assuming they maintain a good financial standing.

Discussion of Judicial Board

The EC discussed the staffing of the Judicial Board, the creation of which was voted on and passed unanimously at the Boston portion of the meeting. The purpose of the board is to address standards issues that arise that are important, but not critical (i.e., level 1, 2 or 3 incidents) so as to take some of the burden off the EC.

The proposal was made to create a pool of resources who are adequately trained and/or credentialed to have the knowledge to impartially serve on the board. When a board is needed, it would be created to address a specific issue and pull participants from the qualified pool.

While the concept of a pool of resources was generally agreed upon, the EC expressed concern with the initially proposed members of the pool. In addition, they expressed concern that the chairman of the judicial boards, when formed, would be an alumni from the chapter.

Br. D'Imperio took the action to refine the recommendation based on feedback received such as:

- Focusing on former AG's or archons as board members;
- Having a chapter alumni participate, but not head the board;
- Having the pool of possible board participants decided each year or bi-annum so as to avoid delays when a board needs to be created.

EC members took the action to provide Br. Moyer suggestions for names or categories of people to serve by May 15<sup>th</sup>. – **See Appendix B**

A revised proposal will be provided to the EC in advance of the July EC meeting with the goal of completing the staffing process at that time. – **See Appendix B**

#### Report of the Director of Chapter Services and Accreditation

Br. Morin reviewed the proposed structure and details around our new accreditation model. The intent is to have multiple levels that will push chapters through both benefits of being accredited and downsides if not to improve their performance. After two years, the intent is to raise the standards and subsequently standards can then continue to be adjusted upward as necessary moving forward to remain competitive.

EC provided feedback that accredited should not equal average and while we need minimum standards, accredited must be above average and accredited with honors should be in the top 25% and with distinction higher than that. They also provided feedback that some of the accreditation measure be based on involvement with the broader Greek community as well as the university. Finally, the EC asked to ensure all accreditation measures are in alignment with our next generation of member programming and new-member education to ensure alignment.

#### Report of the Director of Member Education

Brother Allen walked the EC through the new-member education manual as well as the broader plan for member education. As a first draft the EC liked the direction this was going. They did provide some feedback regarding ensuring consistency across all education and programming whether with new members, members or alumni. They also stressed the need to ensure the process was collaborative. Suggestions were made to take these drafts and engage with members / GP's from some of our top performing chapters then use time at GAC to get further input. Brother Allen has the action to implement these and provide updated content for further review and discussion. – **See Appendix B**

#### Canonsburg exceptions

The EC reviewed the exceptions for this year's Canonsburg exceptions. There were a number of questions which required further research. Brother Morin has the action to research the questions and provide responses. Following that, an ad interim amendment will be written to approve the exceptions. – **See Appendix B**

#### Phi Psi 500

Separate calls will be scheduled by Brother Ransom to discuss this and we will then schedule a call with the EC in May to review in detail. – **See Appendix B**

#### **Upcoming events**

- May 12<sup>th</sup> – Brainstorming session at Laurel Hall to discuss Phi Psi principles and brand
- June 30<sup>th</sup> – EC call to review reports and historical information in advance of the next EC meeting
- July 6 – EC meeting in NYC. Intent is to be more forward looking and strategic

## Appendix A

### Motions

Motion made to: Approve Von Lehman as auditors

Motion: Br. Boyle

Second: Br. Price

Passed Unanimously

Motion made that: Any surplus this year will supplement next year's projected deficit gap

Motion: Br. Price

Second: Br. Noble

Passed Unanimously

Motion made to: Create a judicial board

Motion: Br. Boyle

Second: Br. Ranu

Passed Unanimously

Motion made to: Host the 2018 GAC in Seattle, WA.

Motion: Br. Price

Second: Br. Meeks

Passed Unanimously

Motion made: Resolution made to recommend approval of article 14, section 4, to raise Alumni Association dues from \$100 to \$1000 per year effective January 1, 2017.

Motion: Br. Boyle

Second: Br. Pennington

Passed 9-1 (Dissenting vote felt it was too big of a jump)

Motion made: Resolution made to increase initiation fees from \$250 to \$300 +CPI.

Motion: Br. Sharp

Second: Br. Ranu

Passed Unanimously

Motion made: Resolution made to increase pledge fees from \$50 to \$100 +CPI.

Motion: Br. Qyteza

Second: Br. Meeks

Passed Unanimously

Motion made: Recommendation to approve the position of the EC for the Foundation MOU.

Motion: Br. Boyle

Second: Br. Ranu

Passed Unanimously

Motion made: Approve the creation of the North Florida Alumni Association

Motion: Br. Price

Second: Br. Pennington

Passed Unanimously

Motion made: Approve the creation of the Rocky Mountain Alumni Association

Motion: Br. Boyle

Second: Br. Pennington

Passed Unanimously

## Appendix B

### Actions

**Br. Allen** will implement recommended changes to the programming guides, iterate with members and provide updated content for further review and discussion

**Br. D'Imperio** took the action to refine the recommendation for the judicial board based on feedback received and provide an updated recommendation to the EC in advance of the July EC meeting

**EC members** took the action to provide Br. Moyer suggestions for names or categories of people to serve on the judicial board by May 15<sup>th</sup>.

**Br. Guidi** has action to get back to Br. Ranu to clarity on whom at HQ to contact for various issues.

**Br. Guidi** and **Br. Hickman** will look to improve the process of providing the Archons / EC more notification of changes at HQ.

**Br. Guidi** will investigate requesting more from the Permanent Fund to train advisors and more members.

**Br. Guidi** and **Br. Nicol** will work on developing an annual grant process that is in line with other high-performing organizations.

**Br. Guidi** will send out a letter to inform AA's that will not be able to vote due to failure of to pay AA Dues.

**Br.'s Guidi and Ziegelmeyer** will collaborate to hire a director for Canonsburg Corporation. Intent is Canonsburg will pay for and provide direction for the person. However, the person will reside on Mark's staff and Mark can provide guidance so this person will be part of the team.

**Br. Kifle** will take the lead on clarifying which Alumni Associations have paid their dues for the previous years (May 2015) and provide this information to the Executive Council.

**Br. Morin** has the action to research the questions and provide responses regarding this year's Canonsburg exceptions then to draft an ad interim amendment for the EC to approve the exceptions.

**Br. Moyer** agreed CBR changes will be posted on-line in advance of GAC and a call scheduled to review. – COMPLETE

**Br. Price** will draft an email to the EC for discussion to reinstate the Loyalty Fund in preparation for GAC.

**Br. Ransom** will schedule a 90 minute follow-up call to review those topics not address in this meeting due to lack of time – COMPLETE

**Br. Ransom** will schedule a call in May for the EC to discuss the Phi Psi 500

**Br. Sharp** agreed to share with the other Archons his chapter's best practices of having social events while avoiding risk management issues.