

# Alpha Rho Chi

## Fall 2006 Letter



Archis at  
Taliesin West



Photos courtesy Michael Ward and  
Marrisa Robles, Andronicus Chapter,  
University of Southern California



Around town



Bright and active for the second  
day's session.

## Together in Tempe

### Leadership Conference 2006 – Tempe, Arizona

Over 60 Alpha Rho Chi actives, colonists, and alumni gathered in Arizona State University on September 14. Although all of them were happy for the a chance to meet or reunite, they were there for some intensive training because this year's Leadership Conference was the first to include two days of speakers and workshops.

Early arrivals to Tempe were treated to a tour of Taliesin West, Frank Lloyd Wright's home and studio in Scottsdale, Arizona, courtesy of the Alpha Rho Chi Foundation.

Friday's session was a high-energy keynote seminar by Brendon Burchard, author of *The Student Leadership Guide*. Burchard drew from both his personal and management consulting experience to present a value-based approach to leadership as a collective process. Although he covered a lot – overcoming barriers to leadership, a leadership framework and managing communication and conflict – the day was enlivened with exercises designed to keep both body and mind stimulated.

Kimberly Novak, Director of Student and Campus Community Development at Arizona State University, started the second day by moving beyond the aura of fear surrounding risk management to demonstrate how to use proactive decision-making in pursuing our organization's goals. Novak shared several practical tools and processes for evaluating risks and dealing with them. This approach uses common sense to avoid the extremes of ignoring possible dangers or looking for ways to cancel everything.

Members of the fraternity carried the rest of the day with seminars on alumni relations, identifying and developing future leaders, and running effective meetings. Excerpts from some of these presentations are featured in this issue.

### Thank you

Alpha Rho Chi thanks everyone who made this year's Leadership Conference a success. Foremost, we thank all the presenters and volunteers, especially the event's coordinator, Brother Andrea Hauber. In addition to the Taliesin West tours, APX thanks the Alpha Rho Chi Foundation for sponsoring part of Brendon Burchard's keynote presentation. Finally, we thank the Satyros Chapter, Satyros Alumni Association, and the Arizona State University for their hospitality.

### More information online

Resources and tools from this year's conference are available at [alpharhochi.org/features/lc2006.shtml](http://alpharhochi.org/features/lc2006.shtml)

# confessions of an Alumni Control Freak

By Laura Schmidt, Worthy Grand Associate Architect

During early May 1998, I suffered from an acute bout of insomnia. I was living at the Anthemios Chapter house, and it seemed that every night for a week, I was woken by a bed-drenching nightmare. First, it was a 5-alarm fire, in which the house was burned to the ground; followed by an explosion due to a malfunction of the vintage 1947 Kewanee boiler (facts we were required to remember as pledges) in the basement. Another was a tornado that struck the house and left nothing but dust and splinters.

These nightmares culminated on the night of May 13th, the night before I walked down the center aisle of Foellinger Hall to receive my Bachelor's Degree from the University of Illinois.

Initially, I thought I might be touched with clairvoyance. So, naturally, I did what any clairvoyant brother would do in a time such as this: verify the fire extinguishers were in good working order, check the boiler for proper function, and keep a keen eye on the central Illinois weather reports.

I could not fully understand why I would have a series of such horrible nightmares leading up to such an important and joyous day in my life. But reflecting back on it, it now makes perfect sense. Like any graduate, I was terrified of the road that lied ahead. But as a brother of Alpha Rho Chi, there was so much more at stake. I was saying goodbye to being an active.

It's not like I hadn't prepared for this. Not one week after my own initiation did we begin the process all over again; rushing new members, inducting pledges, and a few short months later, initiating new brothers. I had a hand in training four years worth of younger brothers who were ready to take the helm from me, and other members of my graduating class. But was it enough? Were they up to the task?

## First symptoms

Something really funny happens to many of us when we first become alumni. One moment, you're leading a chapter meeting, and the next; you're merely a guest. Every alumnus has been there, and the result can be disastrous. While the alumnus has good intentions, the active leadership often read the attempts to help as alumni trying to retain control.

My own experience with this phenomenon is a textbook example. As an active, I held many leadership positions: rush chair, social

chair, commissary chair, pledge trainer. I took my positions very seriously, implementing new ideas, often with excellent results. I was a legend. So I expected that after I graduated, the actives would continue to see the benefit in the new ideas I had implemented, and at least, carry on all the traditions that I believed had been a foundation for our chapter. But I expected wrong. And that's where it turned ugly. I became an alumni control freak.

## Control freaks in their natural habitat

Spotting an alumni control freak is a lot like bird watching. They're not always easy to see, but their call gives them away first. They make noises that sound like, "you can't do that" or "But we've always done it that way".

I knew I had a problem when I showed up at a chapter meeting, and I heard a unison groaning noise when I walked in the door. I hit rock bottom that day, and I needed help.



Eight years later, the Anthemios Chapter house remains still more or less in one piece.

## The road to recovery

Being an alumni control freak is not an easy affliction to overcome. A realization came when I ended up moving to Los Angeles and becoming involved with the actives and alumni from the Andronicus chapter. I was afforded the opportunity to work for the fraternity without the distraction of Alumni Control Freakism. How could I say "we've always done it this way" to a chapter I wasn't always affiliated with? The solutions we developed met our needs but won't work for everyone in every situation.

It's been 8 years since I graduated from the University of Illinois, and even though I don't get to visit as much as I would like, I still care deeply for my own chapter. The Anthemios chapter house was never mowed down by a tornado, nor has it suffered from any fires (thank God). However, they did end up replacing that boiler a few years ago, and the Anthemios actives do things a lot differently than we did when I was an active. I wish I could say that I knew all of the actives personally, but I don't. However, the few that I have met have only gone to prove that Alpha Rho Chi really does prepare students to be well-rounded articulate leaders, who love this fraternity dearly. And isn't that the whole point?



## The Alpha Rho Chi Letter

Worthy Grand Scribe  
Richard L Jenkins

Associate *Archi* Editor  
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## The Rise

A series of issues of The Rise have been scheduled for the upcoming year. Essays in each issue will explore the deeper meanings of the Ritual.

If you are interested or wish to contribute, contact the Grand Lecturer, Brian Swilling, at [gl@alpharhochi.org](mailto:gl@alpharhochi.org)

## wanted editors

Interested in getting APX out where every one can see it? Alpha Rho Chi is seeking editors for our publications. Whatever your strengths or interests, we have a job for you. Gather the latest chapter and alumni news stories or apply your design expertise.

## Interested? Questions?

Contact Rick Jenkins at [wgs@alpharhochi.org](mailto:wgs@alpharhochi.org).

## An eight-step program

Being an alumni control freak is an affliction rooted in good intentions. It is not curable, but fortunately, it is manageable. Unfortunately, there is no 12-step program to aid in dealing with Alumni Control Freak Syndrome, so using my experience working with other alumni with this affliction; I have been able to devise an 8-step program that can help.

### Step 1: Embrace Change

Times change. And therefore the fraternity will change also. True, tradition is a big part of fraternity, but any organization that does not evolve with its members will wither and die. A good leader is someone who tries new things, and rejects the status quo. Instead of lamenting that things will be different, celebrate that the younger actives are enthusiastic and willing to work for different results.



### Step 2: Respect Boundaries (AKA: What would Dr. Phil do?)

Imagine living next door to your mom and dad, and having them use the “for emergencies only” key so they can come over and tell you what to do whenever they felt like it. That’s what it’s like for the actives when alumni don’t respect their boundaries. Even though they both have similar goals, the active chapter and the alumni association are two independent organizations. When you attend chapter meetings, remember that you are a guest. Though most active chapters would never dream of requiring this, it would be polite to ask permission to attend. The same is true for the Ritual. The Ritual belongs solely to the active chapter. It is their show. Offer your hand, but let them run it. Most people learn by doing. Let them learn.

### Step 3: Know When to Step In

Managing alumni control freak tendencies does not mean that an alumnus should let go of everything. The actives are the trapeze artists, and the alumni are the net. There will be times when your maturity and expertise will be required. Of course, help when asked. In addition, if the chapter is facing any legal issues or experiencing difficulty with the university, your involvement and support will be appreciated. However, if you recognize a problem with drugs or alcohol or if you witness or hear rumors about hazing within the chapter, it is your duty to step in. Should you feel unequipped to handle any situation such as this, seek help from other alumni, the Grand Council or your regional director.

### Step 4: Know How to Step In

Most of us, through our work experience have received some form of conflict management training. A conflict between actives and alumni is a good time to use these tactics. First, do your best to address any situation one-on-one. Never use the chapter meeting as a forum to address any issue for the first time. If a one-on-

one discussion is not possible, consider bringing the issue to the chapter’s executive board. In any case, always be open and honest, and assure the actives that your first priority is the safety and welfare and success of the chapter.

### Step 5: Know When to Butt Out

Whether it’s as simple as setting times for chapter meetings or as complex as completely restructuring the executive board, the decision belongs to the chapter. When the chapter decides to change the way they operate, remember that they are merely adjusting the organization to better suit the needs and personalities that make up the chapter today. The chapter may even choose to amend their constitution and by-laws; let them. Most governing documents require 66-75% approval of any amendment, so you can be assured that any change is warranted by far more than the majority of the chapter. It’s the democratic process at work. As long as any changes do not conflict with the law, risk management, university rules, anti-hazing policy, be glad that they’re doing something to get better results.

### Step 6: Look Ahead

Involvement with Alpha Rho Chi does not have to end on graduation day. As a recent graduate, you have a lot of enthusiasm for the fraternity. Why not harness that for the alumni association? Be sure to contact the alumni association executive board and see what they’re working on. Take it from me, you don’t have to wait to be asked to do something for alumni, and there are plenty of opportunities out there. For alumni board members,

make sure the alumni association has struck a healthy balance between aiding the chapter and acting as a touchstone for fellow alumni.

### Step 7: Prepare, Prepare, Prepare

Knowing the chapter has all of its ducks in a row before you graduate is the best preventative measure a graduating senior can take. How many of us out there can say that we actually read our chapter’s Constitution and By-Laws when we were actives? If the chapter does not have a risk management plan, or a hazing policy in place, make that happen before you graduate. Create a policy and procedures manual; it’s the best way to preserve how “we’ve always done something”. You never know, the active chapter could decide to make a few changes and realize they want to change back. A good policy and procedures manual will help. It’s also the best way to prepare successors in the leadership roles. If you’re already an alumnus, it may be too late to get these documents in place. But it is never too late to be a role model for the chapter. Encourage the current active chapter to do their best, and give your help when they ask for it.

### Step 8: Have Faith

This is perhaps the most important step of all. Believe it or not, the foundation of our brotherhood is stronger than you think. Alpha Rho Chi has been around for 92 years. We have survived fundamental shifts in architectural education, several wars, and going co-ed. On a personal level, when you showed up at your first rush or recruitment meeting, you were probably just an 18-year-old kid. You learned as you grew and the chapter survived. The current actives will survive too, and so will their successors. Being an active is more about learning how to be a good leader. Sometimes they will fail, and that’s okay. Remember. They are the trapeze artists, and you are the net. Let them fly.

# alumni **Thank you for your support**

The Alpha Rho Chi Fraternity recognizes the alumni who have made their alumni dues contributions as of September 19, 2006. We are happy to note this year's list reflects three chapters not on last year's list.

\*Special thanks go those who have contributed regularly for the past five years or more.



## Andronicus

Dwight Broadneaux  
Michael Calzada  
Christopher Durkee  
Michael Ellars\*  
Phil Enquist  
Alan C. Gasser  
Armando Gonzalez, FAIA  
Michael Hricak  
Sam Ly  
Denver Markwith Jr.  
Renay Marquez  
Anthony McLin  
John Melcher  
Todd Miller  
James Mock, AIA\*  
Keith Olsen  
Yvette Ortega-Garrison  
Edward F. Pearson  
Jeannette Quon  
Carl Raymond\*  
Kenneth Schwartz, FAIA  
John Sterni  
Mark Welz  
Edward Widofsky



## Anthemios

Charles Albanese  
Bryan Albue  
Richard Albyn\*  
William R. Baker  
Daniel Balla  
Kevin Bauer  
Lauren Blissard  
Robert E. Boles  
John Bowman\*  
Sidney Bradd  
William Bradford  
Michael Coblenz  
Richard J. Diedrich\*  
Paul M. Ehrlich  
Gary Eimerman  
Alexander Garbe  
Bethany Garbe  
Johanna James-Heinz  
Peter J. Heinz\*  
Henry Hill, II  
Steven Howlett  
Dennis Humphries  
Kurt Johansen  
Adam Johnson  
James Kellogg\*

Kelly Kelton\*  
Albertas J. Kerelis\*  
Kendall Kirkpatrick  
William Kitchel  
Frank Kitchel\*  
Elizabeth Laske  
Roy S. Latka\*  
Peter Lendrum, FAIA  
Danielle Likvan  
Casey Lohman\*  
Audra Lyons\*  
David Lyons, MAI\*  
Thomas J. Maher III, AIA  
Greg Marker  
Karen Marker  
C. James McDonald  
William McQueen\*  
Charles Morley\*  
Susan Nachtigall  
Kurt Neubek, FAIA\*  
Gerald Olen  
William Paschke  
Caroline Pelley\*  
Gregory Pelley\*  
Michael Petti  
Bruce Phillips, Jr.  
Charles Pickard  
Gordon Pierce  
Shelly Reid\*  
Thomas Schmenk  
Laura Schmidt\*  
Wayne Schmidt  
Robert Selby, FAIA  
Ian Stegherr  
Scott Strnad  
Richard Stump  
Steven Swanson  
Taivo Tammaru  
Robert Taylor\*  
Michael Thieme\*  
Thomas Waggoner  
Donald Wald  
Edward Zagorski



## Apollodorus

Michael Burke\*  
Brendan Ellis\*  
Robert Ford\*  
Amber Ford\*  
Lynda Holbert-Hyman  
Daniel Lee  
Robert Lewis  
Stephen Schram  
Ty Thacker



## Cleisthenes

Richard Jarvis  
Lannis Kirkland  
Charles Knapp Jr., AIA  
Grishma Patel  
Linda Thai  
Richard West



## Daedalus

Robert Cooley  
Michael Joseph Dern  
Katherine Dunklau  
Eric Heinsohn\*  
Howard Jeng  
Lance Karutz  
John R. Lawrence  
Lorenzo Martin-Lopez  
Mark Posnick  
Ryan Rosen  
Charles Sinkey Jr.  
Scott Swanson  
Mark Tucker\*  
Laurie Tyler  
Ryan Upp  
Shawna Upp  
Sheri Yonamine



## Daphnis

Terri Brumett  
Samuel Pate  
Beth Pullen  
Jayraj Raval  
Brian Ray  
Bill Sharon  
Jim Snow  
Rick Tennil  
Thomas Usher



## Demetrios

David Dahnke  
Myron Denbrook Jr.  
George Dolby\*  
Alan Jazak  
Eric D. Lipschutz  
Thomas Paquetet  
Michael Todd Roush\*  
Henry Shuster\*  
Phillip Templeton  
Alfred Wangenheim Jr.  
Jennifer Williams



## Domitian

Thomas Sutton III



## Heracleides

James Corkill  
Robert Ferkin  
Malinda Payne-Sharpley



## Iktinos

Roy Albert, AIA  
Rufus Holland Brady Jr.  
Mara Braspeninx  
R. James Bryden\*  
Dana Habel\*  
Peter Haddix  
Stephin Janick, Jr.  
Adrianna Jordan  
Tyra Sorensen  
Peter J. Wexler  
Paul Zider\*



## Imhotep

Theresa Crampton  
Michael Hagge  
Lauren Jackson



## Metagenes

Jeffrey Backman  
Philip Buckberg\*  
Kim Clark  
Charles Cooper Jr.  
David S. DeVerter  
Mary B. DeVerter  
Richard Jenkins\*  
Thomas Jenkins\*  
Lisa G. Jones\*  
Susan S. Karageorges  
William Keller  
Jeffrey Kendrick  
Scott Ledford  
Michele LeTourneur  
Henry Maeser  
Janet Reiss-Johnson  
Thomas Vitanza  
Troy Watson Jr.  
Gary Zickafoose\*



## Mnesicles

Orrin Field  
Martin Huisinga  
Thomas Mortenson\*  
Gregory Shuster  
Keith Sjoquist

# Convention

## 60th National Convention

### Memphis, Tennessee

#### March 22-25, 2007



Our next National Convention is shaping up as one of our most exciting. Save the date. The winter issue of the *APX Letter* will have more information and registration. If you can't wait, check [alpharhochi.org/convention](http://alpharhochi.org/convention) for the latest hotel and event information.

# Logo Contest

## Our Biggest Little Convention

### Reno, Nevada in 2008

Looking ahead, plans are already underway for the National Convention to return to Region 8. In anticipation, Alpha Rho Chi is announcing its fourth logo contest. Help us capture the excitement. If your design is selected, APX will cover your registration fee for the 61st National Convention in Reno! The winner will be announced in Memphis.

#### Who May Enter:

Any active or alumni member, colonist, or pledge of Alpha Rho Chi may enter a logo design. One entry per person.

#### How to Enter:

All entries must be e-mailed to [wga@alpharhochi.org](mailto:wga@alpharhochi.org) by 11:59 pm PST, January 15, 2007. For design specifics and entry requirements, visit [www.alpharhochi.org/convention](http://www.alpharhochi.org/convention).

The winners will be selected at the sole discretion of the convention committee, and they may request that changes be made to the selected design.

#### The Grand Prize:

Complimentary convention registration for the 2008 National Convention is waived! That's a value of approximately \$150.00! Attendee is responsible for his or her own lodging and travel to the convention.



#### Nicon

Sonja John  
Xiomara Munoz

#### Pytheos

Scott Beckman  
Erin Froschheiser  
Nicolas Kattentidt\*  
Nicole Ludacka  
Patricia Wahlgren\*

#### Rabirius

Rebecca Gill  
Amy Jo Griffith  
Joseph Henderson  
Jason Kasparek  
Lori Beth Wilson

#### Rhoecus

Jennifer Haworth  
Matthew Krieger  
Patrick McCurdy, AIA\*  
Jacquelyn Rogers\*

#### Satyros

Carl Buchanan\*  
Andrea DeHerrera  
Theresa Dorsey  
Robert Johannsen  
Henry Metzger  
Christopher Mills  
Herman Orcutt  
Deva Powell  
Joshua Thompson  
Robert Vanderwerf  
Roger Wilcox

#### Seshait

Jeffrey Bush  
Christian Dino  
Nerissa Jemmotte\*  
Warees Smith\*  
Anson Stuart  
Brian Swilling  
Shawn Vann  
Karen Williams

#### Vitruvius

Javier Arencibia\*  
Suzianne Battista  
Ryan Binkowski  
Jeffrey Chambers\*  
Melissa Conchilla  
Leighton Deer  
J. Peter Devereaux\*  
Gary Ehrlich  
Megan Eirich  
Aaron Feldman-Grosse  
John Filip  
Richard J. Fruth II  
Philip J. Gaydos\*  
Andrew Giffin  
Andrew Griffin\*  
Andrea Hauber  
Gregory Hoplamazian  
Barry Huber\*  
William T. Jones\*  
Eric Karasek  
Mark Kates  
John Marko\*  
Joseph Matyaz\*  
Stephen W. McLaughlin  
Barbara Ann McNulty\*  
Nicole Morris Dress\*  
Mark Nicholson  
Vickie Petriw  
William Reehl III  
Patrick Ridgley\*  
Freeman Russell Jr.  
Thomas Salaki  
Alan D. Smith  
Russell Snyder Jr.  
Daniel Steenstra\*  
Joseph Sterba  
Matthew Terruso  
Brian Traylor

#### Xenocles

Suzanne Berens\*  
Ghassan Hissen  
Kyle Horton\*  
Vicki Horton\*  
James McKinney

The Foundation was established as a philanthropic organization dedicated to funding the professional growth and vitality of Alpha Rho Chi and to expand its presence in architectural education and research. To that end, the Foundation awards scholarships to members of Alpha Rho Chi; sponsors professional programs and publications; underwrites the APX Bronze Medal Program and promotes new and innovative educational opportunities for students in architecture and the allied arts.

## PURPOSE

**JOHN R. ROSS SCHOLARSHIP PROGRAM**

This Program funds scholarships for tuition and/or fees supporting undergraduate or postgraduate study at accredited schools of architecture and the allied arts in the US.

- Awarded annually at the National Convention for academic achievement, fraternal leadership and supporting school and community activities
- Over 25 scholarships have been awarded

**CHARLES BURCHARD PROFESSIONAL PROGRAM**

This Program supports participation of professionals at accredited schools of architecture and allied arts in the US and at other venues which, in turn, expands the educational experience and the interaction among practitioners, educators and students.

- Substantially underwrites the cost of professional programs and other important educational experiences at the National Convention each year
- Provides matching funds to active chapters and colonies for a jointly sponsored professional program at their university

**VERLE ANNIS APX ENDOWMENT PROGRAM**

This Program funds the promotion of professional achievement awards and research in architecture and the allied arts:

- Underwrites the Alpha Rho Chi Medal program
- Support for research and dissemination of knowledge through publication of professional papers and articles

## PROGRAMS

The Alpha Rho Chi Foundation is organized as an independent Board of Directors consisting of unpaid volunteers with the WGA and WGE participating as nonvoting, ex-officio members. Professional advisors are available to assist with coordinating and ensuring donor's wishes are achieved. The Foundation is registered with the State of Illinois as a nonprofit, charitable organization.

- Endowment funds support national programs with distributions limited to a percentage of annual income from an investment portfolio
- Managed funds established by individual donors, Chapters and Alumni Associations for their direct benefit for designated scholarships and programs

## ORGANIZATION

All gifts to the Alpha Rho Chi Foundation are tax deductible to the extent permitted by law.

- Cash donations are always appreciated. They can be unrestricted or designated for managed funds. Contributions of stocks, bonds, insurance policies, capital assets and real estate can also provide the Foundation with needed resources.
- Deferred gifts such as bequests by a will, a charitable remainder unitrust or a charitable gift annuity can all support our goals. We will be pleased to provide additional information about these and other estate planning gift programs to you and your advisors.

Please help us by making your check payable to the Alpha Rho Chi Foundation – send it today to:

**Alpha Rho Chi Foundation**

Sam N. Douglass, Treasurer  
305A West Washington Street  
Pontiac, IL 61674

Additional information can be found on the Alpha Rho Chi web site at [alparhochi.org](http://alparhochi.org) or by contacting:

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## HOW YOU CAN HELP APX

A trusted resource for the  
alumni and active members  
of Alpha Rho Chi

# beyond robert's rules

## Tips for effective meetings

Adapted from a presentation by Gregory S. Pelley, Anthemios Alumnus, University of Illinois

Whether it's in a chapter meeting or in the business world, the effectiveness of meetings are vitally important, since they take the time of everyone present. Unproductive meetings leave participants feeling frustrated by lack of accomplishment or trapped in a waste of their time. If chapter meetings are running over an hour, you may know that feeling. Fortunately, some planning and attention can keep meetings productive and on track.

### Form follows function

Every meeting must have a specific purpose. The biggest trap we can get into is the "Regular Meeting." Regular meetings can simply become forums that quickly lose a sense of purpose, leading to aimless and interminable discussion where nothing gets accomplished and/or low attendance.

There are five general purposes for a meeting. Before your meeting, determine the purpose of your meeting and structure it accordingly.

**Planning:** When multiple people are needed to build a plan or to get buy-in or commitment for a plan.

**Informational:** To distribute knowledge and educate members, usually through reports of members and committees.

**Decision Making:** For making decisions as a group. Election of officers, selection of pledges, or changes to rules (policies, procedures, governance.) It is in decision making meetings that Robert's Rules are most effective.

**Problem Solving:** To address a specific problem. Be sure to use a disciplined methodology to address the problem, and that each step is agreed upon before moving on.

**Relationship/team building:** To celebrate, motivate, or otherwise bring members together.

If your organization is meeting 'regularly' (e.g., once a week), it is recommended that you

rotate through the general purposes noted above. Avoid combining purposes (which tends to muddy the processes.) Include at least one relationship/team building meeting.

You may also want to (in general) plan an academic term's worth of meetings. For example, planning and decision making meetings tend to predominate at the beginning and end of the terms. In the middle part of the term, many of your meetings will center on informational, problem solving, and relationship building.

### Agenda

The single most effective tool to keep meetings on track, on time, and effective is the agenda. The agenda is simply an outline of the topics to be discussed. The agenda may include the time allotted to each discussion item.

The agenda should always include a statement of purpose for the meeting, and the type of meeting – in other words, state the goal of the meeting and establish the process that will be used to accomplish it.

**As a rule a thumb, the preparation time for a meeting agenda will be greater than or equal to the intended length of the meeting.**

- Establish the schedule and time for the meeting (start and end times)
- Design the agenda to involve participants early
- Next to each major topic include the type of action needed (decide, discuss, re-

view, select, finish), the type of output expected (decision, vote, assignment of action item), and a time estimate for the topic.

- Prioritize the agenda items. Some things need to be done immediately, others can be deferred until later meetings.
- Post the agenda at least 24 hours prior to the meeting.
- Follow your agenda, but be willing to adapt when necessary.

### Time management

Assign a timekeeper. If an item on the agenda is running long, ask the group for their input to resolve it (table the discussion, refer to a small group, continue the discussion, etc.).

### Soapbox/Dominators.

Occasionally, your meeting will be consciously or unconsciously hijacked by a meeting dominator. Some strategies to help overcome them:

- If you (as chair/facilitator) are the dominator, then stop talking. If you're not sure, ask a trusted brother to signal when you need to shut up.
- Structure the discussion and keep to the agenda
- Ask thought-provoking questions. For example, avoid open-ended questions like "What do you think of this plan?" – this gives highly verbal people an opening they can't resist. Instead try something like, "Here's the plan. What do you think are the strengths that you would not want to lose, what causes you concern, and did we miss anything?" Specific

questions keep people on topic.

- Structure some small group work within the meeting. Break up into small groups for a few minutes and have the groups report back to the overall meeting.
- If you are the chair, interrupt the person speaking, and summarize their point, "So Greg, you're saying that we should dance the tarantella naked, is that right? Does anyone have an alternative view?" This acknowledges to the speaker that he/she has been heard, and solicits other opinions. Alternatively, you could say, "Greg, you have made your point and made it very well, but I think we need to move on."

### Silent participants

On the opposite end, you will have people who never participate. To get them participating:

- Ask a specific question, and go around the table, having everyone answer.
- Have everyone write down ideas on post-its or note cards as a sort of silent brainstorm activity.
- Break into small groups/pairs and have brief discussions that are then brought back into the larger group.
- Engage the participant in private – ask a question about the topic, and encourage them to make their thoughts known publicly.

### Necroequisadism.

When you're "beating a dead horse," it's a good time to move to on.

# Alpha Rho Chi

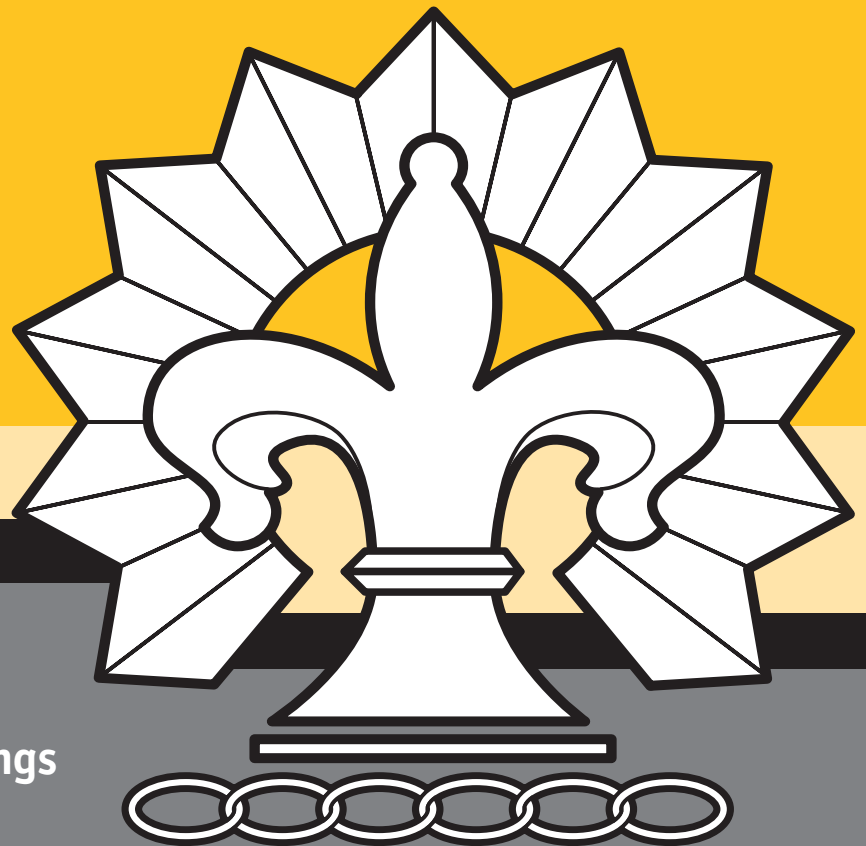
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APX Letter, Fall 2006

FALL 2006



Leadership  
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Effective meetings  
Logo contest

# Alpha Rho Chi Letter