

# Grand Council Summer Meeting Alpha Rho Chi Fraternity Arlington, Texas • July 9-11, 2010

## *Attending*

Vicki J. Horton, Worthy Grand Architect  
Scott Swanson, Worthy Grand Associate Architect  
Stephen P. Janick, Grand Advisor

Erin Froschheiser, Worthy Grand Estimator  
Richard L Jenkins, Worthy Grand Scribe  
Jason Kasperek, National Director

Called to Order, Friday July 9, 2010 at 9:00 am

## *Minutes*

1. Minutes from June meeting approved
  - WGS to post online
2. Convention minutes
  - Grand Council received an advanced draft from the 63rd Convention Secretary. Pending final changes from Convention Secretary, now out of the country

## *Reports*

### **Worthy Grand Scribe**

- Finishing transition for WGS.
  - Have switched WGS email account, download predecessor's e-correspondence
  - Mailbox transition pending Executive Assistant appointment
  - Still need to ensure I get electronic files (Word files, etc.) that have been promised
- Chapter Reporting System
  - Programming work approx. 75% complete
  - On track to be completed by Aug
  - Will need to work out launch plan/initial state with ND and with WGE
  - End-user manual will be key sub-project.
- APX Letter
  - Lining up stories for Fall Letter
  - Alumni Dues lists, budget story will be key elements from WGE
  - Deadline for articles is June 31
  - Future issue deadlines are (roughly) Thanksgiving, Convention
  - No editor yet identified
- Website/Social Media
  - Added homepage elements for Facebook Group and Twitter Feed
  - Working to use Twitter feed for regular and light announcements

- Encourage appointees to suggest tweets - public announcements, news, interesting info. We can schedule these in advance for future release.
- Thanks to WGAA for helping me get my feet wet

### **Worthy Grand Associate Architect**

- How-to project final drafts are due this week. Will work with WGS to develop webpage for their posting and to coordinate announcement in APX letter.
- Planning APX gathering in conjunction with ASLA conference in DC this October. Aaron Feldman POC.
- Joe Henderson and Aaron Feldman are developing 4 alumni-focused workshops for LC.
- continuing work on alumni handbook.

### **Worthy Grand Architect**

*See attached*

### **Worthy Grand Estimator**

*See attached*

## *Appointments*

- The following appointments were named for the 2010-2011 year.

Grand Advisor	Stephen P. Janick (IKTI)
Leadership Conference	Hilary Englehart (RABI)
Grand Lecturer	Laura Schmidt (ANTH)
Education Director	Ryan Rosen (DAED)
Convention Director	Lori Beth Wilson (RABI)
National Director	Jason Kasperek (RABI)
Region 1 Director	Jay Blackburn (RABI)
Region 2 Director	Diana Nelson (ANDR)
Region 3 Director	Randy Kirschner (PYTH)
Region 4 Director	Scott Strnad (ANTH)
Region 5 Director	Joe Henderson (RABI)
Region 6 Director	Brian Earle (META)
Region 7 Director	Kristen Ruch (META)
Region 8 Director	Rafeeq Asad (SESH)
Expansion Director	Mara Braspeninx (IKTI)
Archi Editor	Karen Marker (ANTH)
Associate Archi Editor	Renay Marquez (ANDR)

- Positions open:
  - Webmaster
  - APX Letter Editor
  - Development Director
    - Discussions on goals and direction for the position
    - To be related to 5-10 year plan

- Frank Kitchel may be good advisor on needs/roles
- Centennial presents opportunity and needs for development
- Discussion on relationship/competition between fraternity and APX Foundation
- Experience of other PFA members may be instructive comparison
- National Historian
  - Discussion of goals and needs for history Some priorities
    1. Establish filing system
    2. Identify and order warehoused items
    3. Format/system to collect information/items on ongoing basis
    4. Visual representations of history
  - Candidate names identified by not confirmed at this time
- Recommendations were made for the following positions
  - Risk Management                      Zee Metheny (COSS)
  - WGA to outline goals and responsibilities prior to contacting candidate
- Executive Assistant
  - WGS outlines key tasks/responsibilities for position: mailbox, membership database changes, bronze medal program administration, mailings, etc.
  - WGS to manage position on month to month basis.
  - Rate of \$12/hour based on prior Executive Assistants.
  - Funding support expected from APX Foundation, but not yet secured.
  - WGE asks to consider badge/certificate orders
  - Appointment of Laura Gagliano approved. Funding deferred until budget discussion.

### *Regional Alignment*

- ND outlines reasons for revising regional groupings
  - RD loading
  - Effect of a regional partner on Metagenes
  - Lesser benefits/effects for other organizations
- Scenarios discussed for VITR, SEVE reassignment and effects of reduction on adjacent regions
- Motion to reassign Vitruvius Chapter and Severus Colony to Region 7. Passes unanimously.

### *Vision Planning Workshop*

A facilitator was brought in to lead a discussion to identify a vision and priorities for the fraternity's development over the next 6 years. Key elements identified for enhancing the fraternity's prominence in the profession were faculty development, alumni development, communications and leveraging the upcoming 100<sup>th</sup> anniversary milestone.

Facilitator to provide notes/findings from the discussion in a separate report.

## *Colony Installation/Expansion*

- WGAA moves to shift transition of responsibilities from expansion to education team for colonies to the point the Grand Council accepts the petition to establish a colony.
  - Prior transition was at colony's pledge ceremony. Colony education team to be responsible for organizing event rather than Expansion Director as previously established.
  - Change driven in large part by allocation of travel expenses to allow Education Director to travel to colony pledging event to assist/evaluate the colony educator at the weekend's training session (or at a subsequent colony visit, depending on availability)
  - Colony pledging/education event (reimbursable) representation to include: Colony Educator, RD, GL/GC representative, Education Director.
  - Readiness for colony education team to be better defined and accelerated by the WGAA. Colony education team to develop program to engage new colony in interim between acceptance of new colony and pledge ceremony.
- Education Director
  - WGS to contact Exp. D.
  - Will ask Exp. D. to expand planned outreach programs to targeted schools of architecture
  - Coordination to encourage establishment of alumni associations
  - Development of marketing/expansion messaging

## *Convention Credentials*

- Committee met to evaluate standards to ensure credentials in order and organizations in good standing.
- Proposed credentialing requirements presented. *Report attached.*
- Motion to accept report of the committee. Approved unanimously.

## *Awards Program*

- Gold Medal program. Discussion of process changes for regular awarding of gold medal and prerequisites to gaining approval of chapters/associations at the Convention
- Silver Medal program. Discussion of potential candidates.
- Fraternal Service Award. Discussion of new program to recognize accomplishments on behalf of the national fraternity. Options for form of the award including, service pin, plaques, statuette, challenge coins considered. WGAA to instigate additional presentation ideas.

## *2014 Convention Preplanning*

- WGAA to report on next call

## *Faculty Summit*

- Invitation to faculty in development. Faculty considered include: D. Noble, L. Kirkland, A. Kaha, M. Malecha. WGA and ND likely representatives of GC.
- Topics for development

- Faculty advisor information sharing
- Feedback on fraternity's mission
- Guidance to provide new and prospective faculty advisor
- Establishing a faculty advisory council to the national fraternity
- Budget to plan for travel, lodging, and meals for one full day's meeting

## *6-Year Vision*

Discussion and brainstorming on measuring success in key areas identified for 6-year vision

The following items were marked on the boards for each item

### **Leverage 100 (1914-2014)**

- Reconnecting alumni
- Financial growth
- Professional development
- Major initiatives
  - Growth
  - Maintenance
  - Service
  - Innovation
- Convention

### **Communication**

- Regular, consistent
- Coordinated
- Purposeful
- Clarity of information/purpose/timely info
- Branding, voice
- Fostering M&M
- Transparent
- Accessible

### **Alumni**

- Reasons for engagement (benefits, actives)
- Leveraging skill sets
- Strengthen alumni ties
- Cross-generational
- (Professional) Recognition – Identification
- Professional Services Directory
- Expand, Renew volunteer base

### **Faculty**

- Summit
  - Define responsibilities

- Appreciation/recognition
- Footprint at universities
- Improve relationship
- Foster faculty membership
- Faculty advisory council
- Expand influence
- Utilize their skills for (both's) enrichment
- Expand their academic network

### *RD Goals and Priorities*

- No chapters at critical level of dysfunction
- Common threads for lower achieving chapters
  - Lack of goal setting and execution
  - Weak faculty advisor relationships
  - Recruitment levels depressed with the economy, skill levels compound challenges
  - Apathy

### *Budget*

- Grand Council reviewed each budget line item in revenue and expenses.
- Motion to approve budget was unanimous

### *Convention*

- Convention Director and assistant called in to deliver report.
- Cities under investigation for 2012 include Jacksonville, Mobile, Sacramento

### *Leadership Conference*

- Leadership Conference Director called in to review planned schedule and allocated budget.

**The meeting was adjourned at 12:13 am Sunday, July 11, 2010**

**Richard L Jenkins**  
Worthy Grand Scribe,  
Alpha Rho Chi Fraternity



## Alpha Rho Chi Fraternity Worthy Grand Architect Monthly Report

July 7, 2010

- Appointments:
  - Several positions remain “open” and numerous brothers have expressed interest in serving Alpha Rho Chi. It remains up to us in our deliberations this weekend to marry the two categories to the Fraternity’s benefit.
  - WGE and I interviewed two Grand Lecturer candidates over the past two weeks and I’ve forwarded their responses (and our questions) to each of you for your consideration. I’m prepared to make a recommendation during our meeting this weekend.
- National By-laws: received a draft copy of the official Convention Minutes from the Convention President. We’ll need to review this weekend and suggest edits/fill in gaps. I’ll have official copies of the national C+BL for each of you this weekend.
- Provided contact information for Brother Ivy to the Iktinos Chapter upon their request. They are hoping to have him speak as part of the U of M lecture series during the next school year.
- Recommend we send the WGAA to PFA Conference this year. We’ve set a tentative budget of \$885 (registration, hotel and airfare).
- LC10 planning update will take place during our summer meeting on Saturday. ND and I held a conference call last night with Cheryl May, a professional speaker. We considered her for last year’s LC, but her fee was cost-prohibitive. She’s now a private contractor, so the fee she has quoted for us this year is far more in line with our “normal” expectations: \$2,000 + expenses (hotel, airfare, meals). I’m expecting the total to run \$2,500-\$2,600 and I will approach the Foundation to see if their budget will allow for partial funding.
- Still have been unable to schedule a conference call with Doug Noble to discuss a Faculty Summit.

### WGA’s To Do List:

- Update awards program



## Alpha Rho Chi Fraternity Worthy Grand Estimator Report

July 7, 2010

- Fiscal Year 2010 final budget resulted in a \$17,867 income, which is better than a deficit, but unfortunate we could not spend more on services to the fraternity.

### Income

- On the bright side we had more pledges than anticipated, due to our colonies. However, we are shy 73 initiates for our target.
- Chapter Reports and Dues - still an estimated \$1,562.50 outstanding from a total of five chapters.
- Alumni Dues – we needed another 38 brothers to contribute to reach our budget number.

### Expenses

- The bulk of budgeted expenses not spent were webpage development and Leadership Conference (partially due to lack of reimbursement requests.)
- Webpage hosting and security certificate expenses increased by 50% this year. I inquired as to whether we would see another significant increase. The answer was pleasantly surprising. We should not have be charged the higher rate, as we were grandfathered in. We should receive a refund.
- I did not receive any invoices from Jernigan for grad regalia. I sent a message 7/6/10 asking if there are any unpaid balances.
- Herff Jones has been contacted about an incomplete DAED order. We were not billed for the missing items.
- Waiting on invoice from Heirloom Artists for certificate calligraphy orders placed at the end of May.
- Little was spent on “Alumni Services” and nothing on “Regional Services,” or “Professional Programs.”
- Convention has a surplus, but it is a little deceiving. Receipts for items such as printing of name tags and delegate binders were not submitted for reimbursement. This should be addressed as it can cause future budgeting problems.
- Alumni Dues Reminder Notice was sent via Facebook June 29, 2010. Received one online cc payment since *and a couple checks, but it may be coincidental.*
- Alumni Dues – the brothers I contacted regarding their fellow AA member’s incomplete payments did not turn up any new ways of reaching them. I would like to make sure future dues return slips and ACH applications have a space for phone number/email if there are questions with payments.
- GC Credit Cards
  - Anticipate receiving previous WGS’s card in the next month or so, after files are transferred
- Attended LC conference call 7/5/10. Programming for alumni has been selected and topics for actives are being narrowed down. We will have sponsorship for at least one meal.
- Met with local bank regarding their available services 6/17/10. They believe they can eliminate some of the fees we are incurring for ACH and rubber checks. Will provide summary for discussion.

# Credential Notes for Summer Meeting

June 7, 2010 – WGE and ND meet with Brothers Manuel Perez and Kirstin Borg to continue the discussion started at National Convention. The following is our proposal for credential requirements and collection procedures.

## Requirements to seat a delegate

- Dues and Fees must be current \*
- Proof of Incorporation \*
- Membership roster must be current (AA-1 for AAs/ formerly S-2 for chapters) \*
- Current Photo ID – Must be submitted on site
- Credential Form – Must be submitted on site
  - Original seal is **required** and must match that on file with the WGS
    - WGS to collect all seals by November 30, 2010.
  - Original signatures are required
    - Scanned signatures/delegate forms will be accepted only when all of the following exceptions are met:
      - Organization can prove a hardship circumstance. For example, one of the board members resides out of the country.
      - Prior approval of Credential Committee/Grand Council
    - Alumni Association credential form shall be revised to require signature of President and second Executive Board Member – Secretary, Vice President, or Treasurer.

\*Items should be submitted in advance to expedite the credential check process. Advance submissions will be accepted up to one week prior to the day of the first business session. After that date, items must be submitted on site.

## Credential Form Distribution

- Original will be sent from WGA to all presidents
- Duplicates will be sent from WGA as necessary. Credential Committee will be notified of the organizations submitting duplicate forms.
- Not available on the national website

## Delegate Identification

Ribbons worked well. They should be coordinated with the name tag design.

## Delegate Seating

Formal announced seating worked well in Richmond. In addition to calling out organization name, announce individual's name.