

**MINUTES OF GRAND COUNCIL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.**

**February 2, 1992
Columbus, Ohio**

52. CALL TO ORDER

Grand Senior President Vohs called the Grand Council meeting to order at 11:00 a.m. on Sunday, February 2, 1992.

53. ROLL CALL

Members of the Grand Council in attendance: Charles J. Vohs, Grand Senior President; Dr. Dennis R. Parks, Grand Junior President; Robert G. Cabello, Grand Secretary; Dr. Larry G. Spees, Grand Marshal; and Kevin J. Garvey, Grand Councilor. Grand Treasurer Stan G. Thurston and Grand Councilor Mark D. Still were unable to attend. The following Undergraduate Representatives to the Grand Council were also in attendance: Kevin T. Gates, N.J.I.T. '87 (Finance); Raymond H. Hutchison, William Paterson '89 (Undergraduate Operations); and J. Warren Smith III, Barton '90 (Alumni Operations). The following personnel from the National Headquarters staff were also in attendance: Executive Vice President John R. Chaney, Director of Chapter Services/Expansion Jeffery S. Owens and Vice President for Development Steven V. Zizzo.

54. APPROVAL OF MEETING MINUTES

It was moved by Brother Cabello, seconded by Brother Garvey and passed unanimously to approve the minutes of the telephone conference calls of December 18, 1991, December 13, 1991 and of the August 10, 1991 meeting.

55. APPROVAL OF MAIL VOTES

It was moved by Brother Spees, seconded by Brother Cabello and passed unanimously to approve Mail Votes No. 226, 227 and 228. (Attachment A)

56. NEW BUSINESS

The following were discussed and action taken on items as indicated:

A. COMMITTEE ON PERSONNEL (Attachment B)

1. It was moved by Brother Spees, seconded by Brother Garvey and passed unanimously that the job performance appraisal and salary management program be implemented effective July 1, 1992.
2. It was moved by Brother Spees, seconded by Brother Garvey and passed unanimously that Brother John T. Kauffman, Purdue '43, be awarded the Distinguished Merit Award.

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3. It was moved by Brother Spees, seconded by Brother Cabello and passed unanimously that the job description for the Vice President for Development be changed to include responsibilities for coordinating and implementing a capital campaign.

B. COMMITTEE ON UNDERGRADUATE OPERATIONS (Attachment C)

1. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to direct the National Headquarters professional staff to send a letter to California-Berkeley's Nu Chapter encouraging them to reach 20 active members by the end of the current academic year.
2. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the chapter at Davis & Elkins be put on administrative suspension until receipt of the second workbook "Roadmap To Success." The motion went on to state that the chapter be specifically told to clear up the perceived drug usage problem and work on their negative image problem or face a membership review and/or charter revocation.
3. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the chapter at Illinois State be told to return to campus in the fall of 1992 with 30 active undergraduate members. The motion went on to state that if this is not accomplished the chapter must submit a report to the Grand Council as to the condition of the chapter and what action is going to be done to address the chapter's problems.
4. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the chapters at Loyola and Lycoming be sent a letter demanding that they clean up their drug use perception and negative image of the chapter. The motion went on to state that if this does not happen, a membership review and/or a charter revocation may occur.
5. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the University of Michigan's Theta Chapter be reorganized and all current undergraduates be made alumni. The motion went on to state that the National Headquarters professional staff are to work with the principal Theta Alumni to accomplish this in a mutually agreeable manner with the ultimate goal being to re-occupy the Baldwin Street house with a number equal to the average chapter size on campus at the expiration of the current sorority lease of the property.
6. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to have the Grand Senior President replace the current Missouri Grand Chapter Advisor.

7. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to immediately revoke the charter in accordance with Fraternity guidelines of Tulane's Gamma Omicron Chapter unless they had 15 active undergraduate members on February 1, 1992.
8. It was moved by Brother Cabello, seconded by Brother Garvey and passed unanimously that Executive Vice President John Chaney be authorized to make initial overtures to several fraternities to investigate their interest in merging with Alpha Sigma Phi with a report to be submitted at the June meeting as to the status of all overtures made.
9. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to continue with all sanctions imposed on Marietta's Delta Chapter by the Executive Vice President's letter of October 26, 1990. The motion went on to direct the chapter to present written evidence of their compliance with these sanctions at the June Grand Council meeting. The motion went on to further recommend that three men be sent to the 1992 National Leadership Conference & Convention.
10. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to send a letter of support and praise to Ohio Northern's Gamma Alpha HSP for a good job addressing the administrative suspension sanctions. The motion went on to lift all administrative sanctions against the chapter except for the live-in advisor requirement.
11. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to have the Grand Senior President remove Brother John Luckenbill as the Stockton State Grand Chapter Advisor and Brother Mario Rossi as the Assistant Grand Chapter Advisor.
12. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to adopt the following as the chapter chartering requirement: Any group applying to Alpha Sigma Phi Fraternity for a charter must have a minimum of 50 undergraduate male members and be enrolled at the school requesting the charter. An exception to the above rule may be obtained upon petition to the Grand Council if either of the following criteria is met: 1. The Chief Student Affairs Office of the College supports the request for a lower chartering size, or 2. The average fraternity size on the campus is below 50; based on available data. If an exception is granted to the petitioning group, in no case would the required chartering number fall below 30 or the all campus average fraternity chapter size, whatever is higher, with the numbers to be verified by the Chief Student Affairs Officer.

13. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to approve the University of Findlay Colony's request for a charter with 35 men on their roster.
14. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to recognize the colonization process at the University of South Carolina-Coastal Carolina College.
15. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to officially recognize the Pi Interest Group at the University of Colorado.
16. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to require the SUNY-Buffalo Colony to have 25 men by February 15, 1992 or be dropped as a colony.
17. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that colonies be given two calendar years after colonization to meet chartering standards of the fraternity. The motion goes on to state that if these standards are not met, a group will be automatically dropped from colony status by the Fraternity, unless otherwise directed by the Grand Council.
18. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the Finance Committee consider increasing the travel reimbursement allowance given to undergraduate delegates attending the National Leadership Conference.
19. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that the liability insurance costs for undergraduate chapters be increased to a minimum of \$65 per man effective January 15, 1993.
20. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that henceforth there be no "local option" for chapters securing liability insurance; once current local chapter policies have expired.
21. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that a system of insurance premium allocations be established for all undergraduate chapters to be determined by the Executive Vice President. The motion went on to state that this premium allocation system was to be in effect on January 15, 1993.
22. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously that we establish an annual \$1,000 chapter deductible for liability insurance.
23. It was moved by Brother Cabello, seconded by Brother Spees and

passed unanimously that interest groups and colonies be covered by liability insurance. The motion went on to state that colonies be given a grace period by which groups recognized after October 1st of any year shall not be assessed insurance costs until the following October 1st.

24. A motion that a Director of Expansion be hired effective July 1, 1992, one year earlier than had originally been planned, was tabled until the June meeting.

C. COMMITTEE ON ALUMNI OPERATIONS (Attachment D)

1. It was moved by Brother Parks, seconded by Brother Garvey and passed with four yes votes and one abstention to award the Delta Beta Xi award posthumously to Brother Howard L. Kleinoeder, Washington '35, Omega '90.
2. It was moved by Brother Parks, seconded by Brother Garvey and passed unanimously that the Distinguished Service Award be presented to Brother Robert A. Sandercox.

D. COMMITTEE ON FINANCE (Attachment E)

1. It was moved by Brother Parks, seconded by Brother Spees and passed unanimously to establish a liability insurance deductible fund.
2. It was moved by Brother Parks, seconded by Brother Garvey and passed unanimously to send to the 1992 Convention a recommended change that drops the seven year Tomahawk constitutional item and returns it to a lifetime subscription.
3. It was moved by Brother Parks, seconded by Brother Garvey and passed with four yes votes and one no vote to allow the Executive Vice President to complete the lease agreement at the Baywood property, not subject to the sale of our current National Headquarters building at 24 West William Street.

E. OTHER

1. It was moved by Brother Parks, seconded by Brother Garvey and passed unanimously to approve the Educational Foundation Trustees' hiring of Ketchum, Inc. as campaign counsel.
2. It was moved by Brother Garvey, seconded by Brother Spees and passed unanimously to authorize an amount of up to \$30,000 to pay for counsel services and campaign expenses through June 30, 1992 with the monies appropriated from the excess earned yield of the endowment.

57. DISCUSSION ITEM

- A. The chartering fee is to remain at \$600 in order to attract additional interest groups.
- B. The moving expenses to the Baywood facility are to be discussed further by the Finance Committee.
- C. The Educational Foundation Trustees' request to have a total of 15 Trustees, including one interlocking Grand Council member was thoroughly discussed. The sense of the Grand Council was to hold this discussion until campaign counsel makes specific recommendations on desired board size and composition.
- D. The Educational Foundation Trustees' request to have the Grand Council initiate a long-range National Headquarters needs survey and building plan. It was felt that this might be an appropriate add on assignment to Brother John Gibson's National Committee on Undergraduate Housing.
- E. The Grand Council approved oversight and review responsibility changes for two national committees. The National Committee on Provinces/Volunteer Network was moved to the Undergraduate Operations Committee and the National Committee on Service was moved to the Personnel Committee.
- F. The Grand Senior President announced plans to have the National Advisory Committee Chairmen meet with him and the Executive Vice President this spring immediately following the Grand Province Chief orientation program in Delaware, Ohio.

51. ADJOURNMENT

The meeting was adjourned at 12:10 p.m.


John R. Chaney
Executive Vice President


Robert G. Cabello
Grand Secretary

Approval of Mail Votes 226, 227 and 228

Mail Vote 226

Approval of the 1991-92 Educational Foundation Budget by the Grand Council.

Mail Vote 227

Approval that effective October 1, 1991, the pension of Ralph F. Burns be increased by \$150.00 per month.

Mail Vote 228

Approval that the petition to be chartered submitted by Phi Iota Colony at the University of Delaware, Newark, Delaware, be granted to them as Delta Pi Chapter on December 14, 1991.

REPORT TO THE
COMMITTEE ON UNDERGRADUATE OPERATIONS

1. Mid-Year Statistics

Current Status: 52 Chapters
 4 Colonies
 2 Interest Groups

Pledges:

1985-86	1,049
1986-87	969 (-8%)
1987-88	994 (+3%)
1988-89	981 (-1%)
1989-90	951 (-3%)
1990-91	954 (NC)

12/31/88	521
12/31/89	551 (+6%)
12/31/90	456 (-18%)
12/31/91	470 (+3%)

Initiates:

1985-86	810
1986-87	751 (-7%)
1987-88	904 (+21%)
1988-89	749 (-17%)
1989-90	808 (+8%)
1990-91	768 (-5%)

12/31/88	304
12/31/89	374 (+23%)
12/31/90	232 (-38%)
12/31/91	284 (+22%)

2. Chapters of Concern

California-Berkeley. At the August meeting, revocation procedures were discontinued contingent upon Nu Chapter's meeting the expectations laid out for them. They have turned in no written report, but Jess Silva, HSP, reports they currently have 14 brothers and two pledges, and have met all other expectations laid out in the August 17, 1991 letter from John R. Chaney. They will be receiving their second visit of the year on February 6. (See Enclosure A, pages 12-15).

Davis & Elkins. The chapter was directed to complete a Roadmap to Success workbook by early September 1991 and a second workbook by January 1992. The first workbook was received at Headquarters on October 16, 1991, and the second workbook had not yet been received at the time of this report. They will receive a third visit on February 23, 1992. (See Enclosure B, pages 16-17).

Illinois State. Their numbers have consistently fallen ever since chartering in 1988. They returned with 25 men in the fall; twelve are seniors and many are not very active in the chapter. They took five pledges in the fall, compared to twelve last year. Their third visit of the year will be in February from Jeff Owens, in conjunction with a visit to Chicago to look at possible National Leadership Conference sites.

Loyola. Numbers seem to be steadily increasing over the past two years, but there is evidence of drug use in the chapter house. They will receive their second visit of the year on March 18, 1992.

Lycoming. They did not meet the GPA requirement to retain their floor; however, they came very close so the university is not going to take it away from them unless they plummet this spring. The university is very concerned about their size, though. They are requiring a list of 26 men to move onto the floor for next year; the chapter currently has 22 brothers, four pledges, and five graduating seniors. Formal Rush begins during the last week in January. Ryan Dunham will visit them a second time beginning January 22.

Michigan. RED LIGHT! They have 16 members currently, and eight are graduating seniors. They have just not been successful in recruiting men, and reported only two pledges so far this year. They received two visits last term and will be receiving a third visit on February 12.

Missouri. They currently have 17 brothers and two pledges, with five of the 17 being seniors. The undergraduates still owe the Fraternity approximately \$3600 and another \$960 for liability insurance premiums. A promissory note is being developed. They will be receiving a visit on March 8.

Oregon State. The chapter owes more than \$5000 to the Fraternity. At the time of this report, they had not called to set up a promissory note, as they were to do. They received one full visit and a special visit in the fall, and will receive another visit on April 12, 1992. A large part of the problem stems from many brothers not living in the house, and the chapter not charging those brothers enough money for chapter dues and fees. The staff has been working with the chapter on solving this problem, and it is projected that more brothers will be living in the house next year.

Presbyterian. This chapter returned to school with 13 brothers. They have remained weak for the past several years. Tom Stroffolino visited there for the second time this year on January 13 to assist with Formal Rush.

Tri-State. They currently have 15 brothers, 11 of which are juniors and seniors. The alumni of the chapter paid last year's delinquent bills. Also, rumor has it that the university is really struggling financially and enrollment is down 44% from last year. They received their second visit of the year on January 6.

Tufts. A 12-man pledge class saved them last year, but they have been unable to build upon their membership since then. They have reported no pledges this year, and five of their 17 are seniors. Ed Lenane visited them for their second visit of the year on January 19.

Tulane. The chapter's revocation procedures were placed on hold contingent upon the chapter having 15 undergraduate members by this meeting. They started the school year with six brothers. Their Formal Rush period begins on January 18 and goes through January 24. They are to report back to Jeff Owens regarding rush results after January 26. (See Enclosure C, page 18).

Wake Forest. Their membership was spiralling downward until they took an interest group of 20 they needed, plus three more for a total of 23 for the term. They still need attention so they continue to develop. They will receive their second visit on January 28.

3. Chapters with Violations/Suspensions

American. Beta Chi Chapter's sanctions were lifted, contingent upon the submission of a written Officer's Training Program and the dissemination of a letter by the chapter to their alumni describing current Risk Management operations. They have chosen to send the letter in the next issue of their chapter newsletter, and at the time of this report, no Officer's Training Program had been received. (See Enclosure D, pages 19-20). They will receive their second visit of the year from February 16-22.

Lehigh. The chapter was found guilty of a hazing incident on August 23, 1991 involving pledges carrying pledge paddles on their backs as they worked outside in the yard. They were placed on probation by the university and we added an additional four sanctions. (See Enclosure E, pages 21-29). Of the requirements that were to be completed by this meeting, they have still not recruited a Grand Chapter Advisor. They did send in their pledge education program; the first page of the program is in the enclosure for your information. They received a full visit from Ryan Dunham and a special visit from Jeff Owens in the fall, and will receive another visit on March 29.

Lock Haven. Delta Nu Chapter's probation period was extended to December 1992 by the university since all previous sanctions levied against the chapter were not satisfactorily completed. These sanctions date back to the keg party held on March 31, 1990, where a female student was raped by a brother. Sanction 4 of the letter dated April 25, 1991, from Carol Latronica, Associate Dean of Students, was never met. (See Enclosure F, pages 30-33). To date, all others have been met or are still being completed.

Since then, one of the brothers placed an article in the student newspaper that made light of the rape incident. The chapter swiftly took action against the brother. The article and his sanctions are enclosed. (See Enclosure G, pages 34-36). They received a full visit from Ryan Dunham and a special visit from Jeff Owens in the fall, and will receive another visit on February 2.

Marietta. The chapter was directed to complete all of the sanctions addressed in the October 26, 1991 letter from Executive Vice President John R. Chaney, and submit a written report for this meeting. The report was submitted and is enclosed. (See Enclosure H, pages 37-48). The chapter was released from all college sanctions and probation without our prior notification. The chapter failed to notify Headquarters of initiation ceremonies and alcoholic parties in the fall, and it is believed that one of the brothers who was removed from the chapter last October during the membership review is living in the house again. The HSP will be making an appearance at the committee meeting. The chapter will receive their third visit of the year on February 12, 1992.

Ohio Northern. It was passed at the August meeting that administrative suspension be continued until August 1992. Although the chapter has shown tremendous improvement since August 1991, they failed to turn in a written progress update and also failed to obtain a live-in advisor by January 1, 1992. The university administration is working on the live-in advisor situation at the present time. They did meet university requirements for accreditation for the 1991-92 school year. (See Enclosure I, pages 49-52). They received two full visits this year, a visit for the Winter Accreditation Meeting, and two other visits for Chapter Advisory Team (CAT) Meetings, and will receive another visit on February 19.

Ohio State. The chapter went in front of the IFC Judicial Committee on January 16 for an on-campus incident (fight) that occurred in late October; however, no charges were filed by the victim, and no notification was given to Headquarters until December, just before winter break. We are currently awaiting the official outcome of the hearing, and will take appropriate action at that time.

Stockton State. At the August meeting, all sanctions placed against Delta Lambda Chapter were lifted, contingent upon the appointment of a Faculty Advisor and a written agreement to follow the college and FIPG policies on alcohol. At the time of this report, neither had been completed. There is also a pending possible violation against Delta Lambda Chapter for having an open bar during their Semi-Formal. (See Enclosure J, pages 53-55). They received two visits in the fall, and will receive another visit by Jeff Owens in the spring.

4. Colony/Interest Group Update

Central Michigan. Phi Kappa Colony stood at 36 pledges at the end of fall semester; however, many members did not return to school in January for a variety of reasons. As a result they started this term with approximately 26 men. They currently have two houses on campus. They are targeting April 11, 1992 as their Chartering Banquet date. They will receive a third visit on February 16.

Findlay. Their petition for colonization was accepted at the August 1991 meeting to officially recognize them as the Gamma Pi Colony. They have submitted a petition for chartering, but it lists only 28 eligible members. They are targeting March 29, 1992 for their Chartering Banquet date. They will receive a third visit this year on February 9.

Coastal Carolina. Phi Lambda Interest Group has submitted a petition with 25 members to become a colony of the fraternity. They received a full visit from Owen McCulloch and a special visit from John R. Chaney in the fall, and they will receive a visit on January 24.

Colorado. Official recognition has been given to Pi Interest Group. Their group potentially could start at around 30 members, but several of these men were to go through IFC Formal Rush before they committed. The campus is very supportive, and the group will at least receive a visit from February 1-6, and April 15-22. John Chaney visited with this group's president in November, 1991.

SUNY-Binghamton. Phi Theta Colony must set a goal of 50 men and establish a chartering date no later than June 28, 1992. They currently have 26 undergraduate members. Chapter Leadership Consultants have also expressed concerns regarding Risk Management towards alcohol. (See Enclosure K, pages 56-57). They will receive a third visit on January 22, 1992. Members who have graduated during the past two years have requested to be initiated at a special ceremony in April.

SUNY-Buffalo. Gamma Epsilon Colony has reported zero pledges thus far this year. Furthermore, seven of the nine undergraduate members listed are seniors. They are to obtain a goal of 25 men by February 1, and 50 men no later than November 1, 1992. They will be calling Executive Vice President Chaney at the committee meeting to update him on their progress, as their Formal Rush ends on January 31. (See Enclosure L, pages 58-59). They will receive a third visit on January 26. Previously graduated members have continually expressed a desire to establish an initiation date.

5. Chapter Visits

We will very easily meet our goal of visiting each chapter at least twice this year. Before winter break, 76 full visits and several other special visits were made by representatives from the National Headquarters.

6. Expansion

The following campuses are currently considered our best expansion opportunities:

a) University of Alabama. We have continued to be in contact with Randy Rucker, a legacy whose father was an Alpha Sig at Wake Forest. The last contact was made in late November, when Randy decided that he wanted to concentrate on academics through the remainder of the term.

b) **University of Arizona.** Originally, we had been contacted by Anatoly Litvak, a brother from Stevens Tech who transferred to Arizona and was interested in starting another group. He lost interest, but we have since been contacted by a young man named Todd Gonzales who is very interested in starting a fraternity. He was sent some information on Alpha Sigma Phi just before winter break.

c) **Ohio Wesleyan University.** Rich Ritter, a brother from the Toledo chapter who transferred to Ohio Wesleyan, has combined with a group called B.O.S.S. (Brothers for Social Service) to form a group of approximately 30 men. The group has begun to meet regularly, and are targeting February 24, 1992 as a date to turn in a petition to the Ohio Wesleyan administration that will grant them "Associate Member" status. Upon this petition's being approved, they will turn in their petition for colonization to Alpha Sigma Phi.

d) **Villanova University.** Villanova's administration is currently opposed to any fraternity expansion, but there is one local unaffiliated group on campus. They discussed affiliating with Alpha Sigma Phi near the end of last term, but eventually turned it down. Many of the older members feel it is quite an honor to remain as the only "local" on campus. Gary Bonas, Greek Advisor, thinks they are a fine group of about 55 men, and he feels that they will eventually affiliate, either this spring or next year after many of the older members graduate. He is supportive of us and wants to see them affiliate with us.

e) **Wingate College.** Wingate is forming a new Greek system on campus. Due to some turnover in key personnel, their decision has been slowed, but they will be announcing who will be coming onto campus in March. (See Enclosure M, pages 60-61). We have visited Julie McSwain, Greek Advisor and a key player in the decisions, twice in the fall, have corresponded with her regularly, and she has accepted an invitation to attend our 1992 National Leadership Conference & Convention. Right now, we are currently awaiting their announcement.

7. National Leadership Conference & Convention, 1992

Plans are underway for this year's National Leadership Conference & Convention to be held at The Adam's Mark Hotel in Charlotte, North Carolina. John T. Kauffman, Purdue '43, will be the featured speaker at the final banquet. Prices have been set for undergraduate attendees this year to offset some of the increased costs incurred of going to an off-campus setting. They are as follows:

- \$175 - Delegates and registrants before May 1, 1992
- \$205 - Non-delegates who register after May 1 and before July 24, 1992
- \$230 - Non-delegates who register after July 24, 1992

Alumni attending the Volunteer Alumni Conference will pay \$200, unless requesting a single room.

One item the committee may want to consider is increasing the rate reimbursed for mileage traveled by undergraduate and alumni delegates to and from the National Leadership Conference & Convention. It is currently \$.05 per mile traveled, round trip.

8. National Leadership Conference 1993 and Future Conferences

At the August 1991 meeting, the staff was given the latitude to select from Toledo, Chicago, Rutgers, and Stockton State for sites of the 1993 Conference and the 1994 Convention. Information on these possibilities has been collected and research will begin in February 1992.

At present, the staff is beginning to initiate action that would result in the selection of a Charleston, SC location for 1995 and Williamsburg, VA location for 1996 as portions of our Sesquicentennial Celebrations.

9. Province System

Currently all Grand Province Chief positions are filled.

Province I	Mark R. Arend, Washington '81
Province II	Larry D. Philippi, Bowling Green '76
Province III	Charles McCaffrey, Illinois '82 Assistant Chief, Stewart A. Freeman, Illinois '85 Assistant Chief, John V. Kim, Illinois '86 Assistant Chief, Thomas R. Hinkley, Indiana '84
Province IV	William J. Siering, Toledo '80 Assistant Chief, Edward G. Leedom, Bowling Green '86
Province V	Armando Rodriguez, Jr., Miami '82
Province VI	Mark A. Williams, Rio Grande '79 Assistant Chief, Jeffrey L. Lewis, Rio Grande '77
Province VII	Richard G. Kahler, Radford '82 Asssistant Chief, Bernice F. Bullard III, Barton '84 Assistant Chief, James J. Brown, UNCC '86
Province VIII	Mike McCann, Marshall '83 Assistant Chief, Michael W. Moyer, Lock Haven '87
Province IX	Craig Snyder, Penn State '85 Assistant Chief, James Comerford, NJIT '84
Province X	Dr. Otto Sonder, American '47 Assistant Chief, Eric J. Kirleis, Plattsburgh '88

Owen G. McCulloch, Oregon State '86, has been hired as Special Projects Facilitator until not later than June 30, 1992, to advance the current Province System. He will be planning an Orientation session and a training session for the Grand Province Chiefs as part of his new duties.

10. 1992-93 Chapter Leadership Consultants

The following four people have accepted an interview for the position of Chapter Leadership Consultant on February 7:

David Gatzke, U.C.L.A. '89
Bernard Schulz, Radford '89
Jason Sherry, Cornell '89
Mark Winston, Oregon State '88

These three men, in the listed order, would be the first to be offered an interview after February 7 if less than two men accepted the position after the first interviews:

David Baird, East Carolina '88
Timothy Glynn, Illinois Tech '89
David Critchlow, Iowa State '87

With Edward Lenane traveling through the 1992-93 school year, we will continue to have a total of three traveling consultants.

As you can see, some spectacular candidates have applied, and they will continue to provide excellent leadership to our chapters, colonies, and interest groups during the 1992-93 school year.

11. Chapter Services Projects

Other than the advancement of the Province System and general chapter services operations, the Headquarters Staff will be diligently working on the following goals:

a) Development and production of a Grand Chapter Advisor's Manual to be completed by late summer and presented to Grand Chapter Advisors via a developmental workshop at the 1992 National Leadership Conference & Convention. This manual will also be distributed to campuses where active Alpha Sig chapters are established and to other fraternity headquarters.

b) Development of the 1992 National Leadership Conference & Convention program.

c) Revision of the Chapter Consultation reports to contain more specific, concise recommendations to the chapters and reflect the "Standards of Excellence" guidelines.

d) Transition of current colonies to strong chapters and interest groups to colonies.

e) Acquisition of new Alpha Sigma Phi groups at Ohio Wesleyan University and Wingate College.

f) Renaming the title of the publication, currently known as the "Old Gal Gazette," to something that will more accurately reflect the modern focus of the magazine. This change will occur after the 1991-92 school year.

g) Acquiring strong, involved Grand Chapter Advisors, faculty advisors, and corporation/association officers/members for undergraduate groups where these role models are missing.

12. Items for Discussion

The committee may wish to discuss any or all of the following items:

a) Chartering requirements for Gamma Pi Colony and future colonies. A definitive decision on the 50-minimum number or a lesser requirement might want to be considered. A decision to request a change to our Constitution might be in order. This lists the chartering fee at \$600. Current expenses for materials sent to a chapter upon chartering is approximately \$2000. The committee may want to discuss these fees and make recommendations for adoption at the National Convention.

b) Colonization and interest group recognition requirements.

c) Undergraduate appearances before the committee. Grand Senior President Vohs believes it would be beneficial for the committee to establish criteria for bringing undergraduate chapter officers before the Grand Council. The committee may also wish to look at incorporating alumni participation along with undergraduate representatives in such cases.

e) Awards Committee. In the absence of a standing awards committee, the Undergraduate Operations Committee may want to be the approving authority for chapter awards generated by the staff.

13. Liability Insurance

During a recent December conference call, it was decided to take our National liability insurance program to the London market. This was prompted by a decision by our current carrier, New Hampshire, to leave the fraternity market. Preliminary investigations led us to believe that we would face ever increasing premiums from other carriers, even though quotations would not be offered until very late in our renewal search process.

The London market is offered through Lloyd's by James R. Favor and Company, our original liability broker and our current property insurance carrier. This option offered us the opportunity to have a \$35 per member premium based on our October 1 report of undergraduate membership. Without increasing the \$60 rate charge in the past three years, we could pay our premium, set aside a \$25,000 self-insured deductible and have a slight gain on the program to pay for national headquarters insurance, Directors and Officers coverage, provide some administrative overhead cost support and operate our own internal risk management program. This would allow us to control our own rates while still having the same \$1M per incidence/\$5M aggregate as we have had in the past.

Our questions for the operation of this program include:

1. Should we increase the cost to \$65 per man? The current rate of \$60 per man for our 1661 enrolled undergraduates would pay the \$35 premium

(\$58,135), the \$25,000 deductible and leave our undesignated gain of \$16,525. An increase to \$65 would cause the gain to rise to \$24,830. While our rates have held for three years, it might be time for an increase in this area. Two of the three fraternities in our Lloyd's of London consortium—Phi Delta Theta and Lambda Chi Alpha bill their liability insurance at \$65 per undergraduate.

One particular way we could hold the rate increase from this year's billings is to recognize that our billing premium will only be for a partial year as we adjust our liability insurance effective date from the current March 12th to January 15th, so as to coincide with our property insurance program billing dates.

2. Do we allow the individual chapters a "local option" in securing liability insurance coverage? At present we have a handful of chapters who are outside of our program. If they show identical policy protection we do not interfere. If their policy coverage is found inadequate, we allow them to immediately get it into compliance or we add them to our policy and invoice them.

3. Should we establish a system of premium allocation? Under this, chapters with less risk pay less and those with violations, past claims, poor risk management policies, a house, etc., pay additional based on established criteria.

4. Should we also establish a chapter deductible? For instance, local chapters must pay for the first \$500 or \$1,000 for each claim in which an insurance reserve is created. In addition to making them responsible for improved risk management through monetary participation, it would somewhat protect our \$25,000 reserve and keep frivolous claims from being reported to the carrier.

5. Should we make a conscious decision to purchase or reject an annual umbrella policy? This coverage will cost approximately \$15,000 for the first \$1M excess of primary coverage, \$7,500 for the second \$1M, \$5,000 for the third, \$3,000 for the fourth and \$2,500 for the fifth and all subsequent \$1M coverage. Our insurance broker believes we do not need the coverage, but that we do have exposures to losses that would exceed our present coverage.

6. We should make a conscious decision about when to cover our interest groups and policies. Under present standards, we do not cover interest groups until they colonize. We do not cover colonies that were not colonized after October 1st of a given year until the following school year and then have the coverage pro-rated. Our insurance broker states on the subject of "interest groups" that, "the exposures of Alpha Sigma Phi (not those of the interest group) are protected within the premium charged as they are within the normal activities of a National fraternity in the area of potential expansion."

14. Success Stories

Delaware finally chartered to become Delta Pi Chapter on December 14, 1991.

Washington, N.J.I.T., and Bethany have all been recognized for their excellent work in F.I.P.G. policy making on their respective campuses.

Indiana has moved into their brand new 98-man capacity home. The dedication will be on February 22.

Wake Forest pledged 23 men this fall for their largest class in some time.

15. Advisory Committees

The Undergraduate Operations Committee has the responsibility to review the National Expansion and Service Advisory Committees. Committee Chairmen William F. "Biff" Matthews and Alan M. Breedlove have made preliminary reports as follows:

A. National Committee on Expansion

Committee Structure: William F. "Biff" Matthews, Chairman, Norman R. Hamilton, Armando R. Rodriguez, Jr., Larry P. Walker, Alfred V. Garesche, Jeffrey A. Keen, and D. Todd Harris (U.C.L.A. undergraduate). Additional committee members are Mark D. Still (Grand Council) and Jeffery S. Owens (professional staff).

Budget: \$13,500 is the agreement for operating both the expansion program and the advisory committee operations during 1992-93. It is believed that \$10,000 allocated for this year's operations will support the current program.

Overview of Plans: The committee is still working on the development of an expansion decision matrix. The committee will have a conference call meeting after February 1, and plans to have a full committee meeting in Charlotte during the National Leadership Conference & Convention.

B. National Committee on Service

Committee Structure: Al Breedlove, Chairman, Daniel Babb, Thomas Hinkley, and Shaun Sizemore. Additional members include Dr. Larry Spees and Mark Still (Grand Council), and C. Ryan Dunham and John R. Chaney (professional staff).

Budget: The proposed budget and current operating budgets are both \$2500 and believed to be sufficient to sustain current operations and future plans.

Overview of Plans: The committee has developed a letter to be sent to prospective organizations. Upon receipt of response from these organizations, the committee will meet via conference call to select 8-10 candidates to be interviewed in Columbus in April or May. It is anticipated that this will result in three being recommended for Grand Council consideration at the summer meeting.

REPORT TO THE JOINT COMMITTEE
ON ALUMNI OPERATIONS

1. Annual Loyalty Fund

	<u># of Donors</u>	<u>Gross Receipts</u>	<u>Net Receipts</u>	<u>Average Gift</u>
1982-83	1,716 (+ 9%)	\$ 51,696 (+ 20%)	\$ 40,085 (+ 51%)	\$ 30.13 (+ 10%)
1983-84	2,116 (+ 23%)	83,435 (+ 61%)	59,228 (+ 48%)	39.43 (+ 31%)
1984-85	2,147 (+ 1%)	89,091 (+ 7%)	66,003 (+ 11%)	41.50 (+ 5%)
1985-86	3,101 (+ 44%)	136,936 (+ 54%)	90,389 (+ 37%)	44.16 (+ 6%)
1986-87	2,373 (- 31%)	128,238 (- 7%)	96,165 (+ 6%)	54.04 (+ 22%)
1987-88	2,766 (+ 17%)	136,561 (+ 7%)	107,339 (+ 12%)	49.37 (- 9%)
1988-89	2,390 (- 14%)	134,745 (- 1%)	88,934 (- 17%)	56.38 (+ 14%)
1989-90	3,142 (+ 31%)	166,780 (+ 24%)	93,842 (+ 6%)	53.08 (- 6%)
1990-91	2,787 (- 11%)	167,922 (0%)	97,137 (+ 4%)	60.25 (+ 14%)
12/31/88	1,108	58,744	31,842	53.02
12/31/89	1,116 (+ 1%)	63,356 (+ 8%)	41,892 (+ 32%)	56.77 (+ 7%)
12/31/90	1,039 (- 7%)	53,992 (- 15%)	32,429 (- 23%)	51.96 (- 8%)
12/31/91	704 (- 33%)	50,811 (- 6%)	37,955 (+ 17%)	72.18 (+ 39%)

A slight increase in total dollars was attained during fiscal year 1990-91 to set a new record. A record was also set by exceeding the \$60.00 mark for average gifts made. This year Brother Sandercox has agreed to provide leadership in establishing The Founders Club for those brothers who make annual gifts totalling \$2,500 or more to the Educational Foundation. Thus far, four brothers have joined the club and four new people have been added to the Grand Senior Presidents Club for 1991-92. As the statistics show, the Annual Loyalty Fund levelled off in 1990-91 and a strategy as outlined below will be implemented in an effort to increase support in 1991-92.

The approach to the Annual Loyalty Fund this year will go beyond our established strategy for increasing gifts from regular donors and re-enlisting lapsed donors by accomplishing the following:

Publication of four issues of The Tomahawk.

Implementation of a Parents Fund.

Increased Trustee and Grand Council participation in the solicitation process of recruiting donors for the Charter Member Pinnacle Club, The Grand Senior Presidents Club, and the Founders Club.

Personal solicitation of volunteers by board members and staff.

Additional issues of the Foundation for Excellence newsletter.

Targeted solicitation of past scholarship recipients, outstanding undergraduates, and other award winners who have benefitted the most from their experience as Alpha Sigs.

Emphasis will be placed on recruiting first time donors which is more costly. While the phone campaign is our most expensive method of solicitation it continues to produce results. Owen McCulloch will be utilized to supervise the program so that other staff members may be freed up to concentrate on other development programs. Currently, we have 8,626 living donors, brothers who have ever made a gift. As of 12/31/91 we have the following breakdown for this fiscal year compared to last year:

	<u>As of 12/31/91</u>	<u>As of 12/31/90</u>
New donors	40	57
New last year, renewed this year	19/581	194/1,247
Lapsed last year, renewed this year	140	137
Regular donors, donated this year	505	651

The Future. Significant increases in the future of the Annual Loyalty Fund will have to come by boosting the average size of gifts from alumni. This can be done by improving our contact with alumni. Personal contact by members of the Grand Council and the Trustees will be essential. Cultivating and bringing more people on board at the Grand Senior Presidents Club and The Founders Club levels will also be the key.

With four issues of The Tomahawk, we should begin to see less resistance from the general alumni ranks when they are contacted.

2. Educational Foundation Endowment

There were minimal revenues budgeted for endowment income for 1991-92 due to the fact that Third Founding pledges were dwindling and there were unknown factors regarding income from the Kleinoeder estate or any other gifts or bequests to the Educational Foundation.

As of 12/31/91, \$5,475 has been received by the endowment during fiscal year 1991-92. Of this, \$2,200 was cash gifts made to chapter endowment funds, \$2,000 was a bequest for a chapter endowment fund, \$1,000 was an unrestricted bequest and \$275 was for payment on Third Founding pledges.

Only \$12,705 in pledges from 32 brothers remains outstanding to The Third Founding, and \$4,095 of this total is in arrears from 25 brothers. Follow-up efforts on delinquent pledges will be made this spring by mail with the anticipation that non-responsive brothers or those who do not wish to pay on their pledges will be written off. A similar effort last year yielded \$1,194 with 11 brothers paying off their pledges. Through our follow-up of The Third Founding we have written off a total of \$75,595 in pledges from 342 brothers. It is recommended that the staff continue to follow-up on all of these pledges and then recommend those delinquencies which should be written off at the summer meeting.

<u>Endowment</u>	<u>Cash Pledges</u>	<u>Verified Bequests</u>
\$6,845,246	\$12,705	\$796,546

Chapter Endowments. Currently there are five funds: California-Berkeley, Oregon State, Penn State, Westminster, and U.C.L.A. Past Grand Senior President Stan Miller, Purdue '64, has provided documentation and funding for a \$50,000 fund for each of the chapters at Purdue and Indiana through a life insurance policy.

Also, a brother from Lehigh is in the process of finalizing a \$50,000 gift annuity for him and his wife. Through this gift annuity, he will donate appreciated stock to the Educational Foundation that will be liquidated, thus making the contribution and avoiding capital gains tax. Through an agreement, he and his wife will then draw investment returns from the fund created with the stock. These returns are nearly double the dividends he was receiving from the stock. Once he and his wife pass away, the fund will become a chapter endowment fund for the Lehigh Chapter's scholarship program.

Through a gift annuity, this alumnus receives better returns from his investment, receives some of his income proceeds tax-free, avoids capital gains tax on the stock, has the additional benefit of a tax-deduction for his sizeable gift, and makes a planned gift to the Educational Foundation which will establish an endowed fund in his name.

3. Kleinoeder Bequest

Executors continue to indicate that our expected remaining portion will be approximately \$.5 million. The distribution of this portion of the gift may take much longer than the first \$6 million. The document is awaiting final IRS audit. Brother Wyman Dobson, an attorney with the firm executing the estate, has recently informed us that he does not anticipate any problems and that disbursement should be anticipated in 1992.

A portrait of Howard Kleinoeder has been approved for \$1,158.58. Based on previous discussions with this committee and the Trustee meeting of August 1991, the staff has prepared recommendations for additional recognition programs for Brother Kleinoeder as proposed in Enclosure A. Also, a request is expected from the Mu Chapter alumni organizations with other considerations they would like to propose.

4. Capital Campaign

In October, the campaign planning committee met to consider issues which needed to be resolved to advance the progress of a campaign. The two major considerations acted upon were the recruitment of campaign counsel and beginning the process of rating alumni brothers by both the Grand Council and the Educational Foundation Trustees. The committee will meet with the counsel solicited during this weekend and should have a report and recommended decision at the Trustees Meeting.

It is anticipated that \$.5 million remaining from the Kleinoeder Bequest will be used as "seed money" for the capital campaign. It is expected that on July 1, 1992 current Vice President for Development Steve Zizzo, along with a research assistant, will be moved to head the campaign staff. In accordance with our strategic plan, a Director of Alumni Services is being added to the Educational Foundation staff on that date to provide increased alumni services and operate the Annual Loyalty Fund.

5. Planned Giving

Living membership in "The Manigault Society," our recognition "club" for brothers who have made planned gifts (bequest, insurance policy, or trust) to the Educational Foundation, now stands at 63 brothers and continues to grow every year. Thirty-five brothers have disclosed the amounts of these provisions, which total \$796,546, an increase of \$253,046 from this time last year. The other 28 brothers have either left percentages of their estates without estimate, or declined to list an amount.

We promoted "The Manigault Society" in the fall issue of The Tomahawk and will continue to do so in future issues. Internally, more follow up will now be possible with computer tracking of those who have pledged gifts and those who are considering it. Follow up visits will be made this spring to those who have previously requested information concerning joining the Manigault Society.

6. Alumni Development

Throughout the past year, senior staff and various members of the Grand Council and Educational Foundation Trustees have participated in various alumni development opportunities. They have ranged from personal calls and alumni meetings to regional meetings and receptions. The following is a summary of calendar year 1991:

Major donor prospects personally visited:	14
Total number of alumni personally visited:	60
Number of development events held:	15
Number of brothers participating in events:	102
(not including staff or board members)	

Events not included in the above numbers but were sponsored by the Foundation include two reunions for alumni of dormant chapters at Ohio Wesleyan and Connecticut; as well as assisting the Bay Area Alumni Council in their Founders Day program. Combined attendance at these three events was 143. The chapter reunions for alumni of the two closed chapters were by far the largest events of the year.

7. Research

One of the newest, most significant programs implemented this year was the utilization of a part-time research assistant. It is imperative that time is spent with the right alumni at every opportunity. Research determines those alumni who have the potential to make leadership gifts to annual and capital campaigns. Significant information uncovered this year includes three brothers listed in the 1991 edition of Forbes which annually publishes a list of the 400 wealthiest Americans. The brothers are:

Warren Buffet, Pennsylvania '48, Omaha, NE, age 61, published net worth of \$4.2 Billion through investments.

Charles F. Feeney, Cornell '53, London, England, age 60, published net worth of \$850 Million from Duty Free Shoppers.

Fitz E. Dixon, Widener '73, Camp Hill, PA, age 68, published net worth of \$400 Million through inheritance from the Widener family (his mother's side). He is an honored initiate.

Many other alumni have been identified as potential major donors. In preparation for expanding the Annual Loyalty Fund and a capital campaign, new prospects must continually be identified.

8. The Tomahawk

Four issues of The Tomahawk are scheduled to be published during the 1991-92 year. This marks the first time since the 1987-88 year that it will be published quarterly. This announcement received a very positive reception from alumni.

The first issue of the year was the summer issue which emphasized alumni news, chapter reports, and a feature article on housing. The fall issue was the annual report which highlighted the past year of both the Fraternity and the Educational Foundation as well as the 1991 National Leadership Conference.

Future issues will be published on February 1 and May 1. The February issue will feature the strategic planning process, the National Committee on Alumni Programs, chapter reports, and volunteers. The May issue will primarily look at expansion, the membership expansion program, and the generous gift of Stan Miller.

The Future. The 1992-93 proposed budget carries enough funding to publish the summer issue of The Tomahawk as a tabloid, the annual report in the fall as a magazine, featuring the Howard Kleinoeder gift, and then a return to two issues of the tabloid for the balance of 1991-92.

There are several options in upgrading The Tomahawk. First, it may be printed on a higher grade of paper. In doing this, we maintain the format, information, and style as The Tomahawk is now. The additional costs for this option are estimated at \$4,000 per issue.

Second, the Grand Council may wish to upgrade The Tomahawk to a magazine. The change in format and style would be obviously different, changing the current "newsy" style. Also, the amount of chapter news and alumni news notes would have to be limited to prevent the size and in turn the cost of The Tomahawk from becoming prohibitive. On the average, a 28 page tabloid would create a 40 plus page magazine.

9. Foundation For Excellence

The first issue of this year's Foundation for Excellence was published in the fall with two more to be published in March and April. This publication is mailed to brothers who have previously made gifts to the Educational Foundation to keep them informed of the high caliber programs and news that is taking place. See Enclosure B for the last issue of the Foundation for Excellence.

10. Chapter Newsletters

The Fraternity Headquarters has offered the Headquarters Newsletter Service since 1984-85 to assist chapters in increasing the quality and quantity of their contacts with alumni. The service began as a very low cost, no risk method of producing three newsletters per year if they agreed to complete three per year and raise money through the newsletter from alumni to help offset production costs. Chapters that did not utilize our service were encouraged to produce three newsletters per year on their own.

Effective with the 1991-92 academic year, the newsletter service stipulates that every chapter participating may produce two four-page issues of their newsletter at no cost. And chapters may solicit their alumni as they choose. Our Standards of Excellence program requires each chapter to produce three issues of their newsletter annually. Therefore, in February each chapter that has signed up for the service will be sent a supplemental agreement for the spring issue which will inform them of printing costs of that third issue.

The chart below provides a five year history of the newsletter service. At this point in time last year only 19 chapters were participating. Enrollment in the 1991-92 program has dramatically increased. To date, we have 32 chapters participating.

	<u># Chapters HQ/Own - Total</u>	<u># Newsletters HQ/Own - Total</u>
1986-87	30/ 6 - 36	63/ 8 - 71
1987-88	29/10 - 39	74/13 - 87
1988-89	29/11 - 40	63/18 - 81
1989-90	22/13 - 35	54/27 - 81
1990-91	19/10 - 29	43/15 - 58

There has been \$10,000 budgeted under Chapter Services for the service and as of December 31, we have expenses of \$7,000. We expect some drop in participation for the winter issue, but at this point it looks as if we will go over budget. With the hiring of Ruth Reed, our newsletter specialist, as full-time chapter services secretary, it was necessary to find a replacement to do the newsletters. Rather than add a part-time employee we are contracting the work on a per issue basis. We feel this is the most cost-effective method to handle the word-processing and layout of the newsletters. The 1992-93 proposed budget has incorporated a significant cash outlay reduction for this service. The proposal is to continue with the two free issues, but revert to the prohibition of solicitation by the chapter and allowing alumni donations to offset the newsletter service cost as in previous years.

11. National Committees

The Alumni Operations Committee has responsibility to review programs of the National Committee on Alumni Programs and Sesquicentennial Anniversary Committee. Committee Chairmen Stuart A. Spisak and Robert J. Shaw have made preliminary reports as follows:

A. National Committee on Alumni Programs

Committee Structure: The Committee for Alumni Programs has much of its proposed work to do in 1992 and 1993 in order to lay the proper foundation for other related programs such as the Sesquicentennial Celebration and the Capital Campaign. The committee structure has been completed, and the letters of invitation have been sent to prospective committee members. Ideal committee size will be five members in addition to the Chairman, Stuart Spisak.

Budget: \$21,000 is the requested funding for operating the program and the committee during 1992-93.

Overview of Plans: Program considerations to be initiated and completed (as budgeted) during the coming year is as follows:

1. Write and produce the "Transition to Alumni" Certificates for recent graduates. Initial work has been started with completion of the project slated for May/June of 1992.
2. Write and produce the Alumni insert for the To Better The Man manual. Guidelines for the content of the insert have been started and outlined, and text will be developed while the rest of the manual is being updated. Estimated completion date is summer 1992.
3. Write and produce Volunteer Needs Brochure to publish vacancies of volunteer positions and volunteer opportunities to all alumni via direct mail. Research with the Province Committee needs to be initiated. Estimated completion date is early 1993.
4. Initiate research on Time and Talent Survey for all alumni is to begin in 1992. The relationship of this project with the Sesquicentennial Committee, Capital Campaign plan and promotion of the sale of the published history of the fraternity needs to be investigated.

B. National Committee on the Sesquicentennial Anniversary

Committee Structure: The complete committee consists of Robert J. Shaw (Celebration Chairman), Robert W. Kutz (Editor and Histories), George B. Trubow (Honorary Chairman), Thomas E. Hale, Robert L. Denny, John H. Luckenbill, Jack M. Merrill, Randall S. Lewis, Jeffrey L. Robb, Ralph F. Burns, Robert M. Sheehan, Jr., and all living Past Grand Senior Presidents. Professional staff support is provided by John R. Chaney.

Budget: The committee has established an initial \$500 budget for 1992-93.

Overview of Plans: The celebrations committee chairman will visit the Fraternity Headquarters in the spring. At that time, work will convene on an alumni event planning guide. The heritage video project will be initiated. The committee plans to hold a meeting in Charlotte in conjunction with the National Leadership Conference & Convention in August.

The editor and historian plans to coordinate the marketing plans for the history publication with the proponent of the time and talent survey. Various articles are planned for The Tomahawk and the Foundation for Excellence newsletter in 1992-93.

REPORT TO THE COMMITTEE ON FINANCE

1. 1991-92 Budget Review

The mid-year budget review shows that our efforts to construct a more comprehensive budget and allow the development of a true line item operating budget by the Educational Foundation Trustees with a corresponding shift of funding responsibilities has significantly paid off.

When compared to the same 1990 end of year figures, our analysis of current year's budget reveals that our total income has increased nearly 64 percent, primarily on the strength of a \$76,250 increase in Educational Foundation grants. It also should be noted that revenues for initiations are up nearly eight percent. Pledge fees also show a modest growth and our aggressive merchandise marketing efforts are now beginning to show sizeable gain.

It is interesting to note that while revenues increased by more than \$101,100, the corresponding expenses have only risen by approximately \$26,800. I am concerned about three expense items. These are:

a. Our conferences and executive meetings line item already lists expenses of \$10,726 out of a \$13,000 total. With the current meeting, our June meeting, plus Grand Council Conference calls to be added, this figure will rise an additional \$6,000.00+.

b. Our newsletter service line item with expenses of \$7,004 out of a \$10,000 total. Typically, we do not produce as many newsletters during the second half of the year so this figure should not be as nearly out of line at year's end.

c. No expenses allocated for the Baywood lease, lease deposit and moving expenses totalling an estimated cost of \$22,800. While the deposit is refundable, all must be paid during the current year.

The Fraternity and Educational Foundation Comparative Operating Statements and Budget Analysis are contained in Enclosures A-D, pages 9-18.

2. Accounts Receivable

Chapter Dues and Fees. Without including insurance receivables, dues and fees payable by chapters are up to \$30,600 from \$24,600 as compared to December 31 of last year. Of that figure, \$11,250 is old debt (prior to current academic year) with some dating back as far as 1985-86. Director of Administrative Services Bev Moody continues to direct our collection efforts by following procedures developed in 1988. At present, she is working to establish promissory notes with all chapters with delinquent accounts. We are getting much more aggressive in our collection procedures and will be working more closely with responsible chapter alumni than in the past. Bev is preparing an "aging" receivables report that will be introduced prior to our summer meeting which will also include insurance information. A bi-weekly accounts receivable update is contained in Enclosure E, pages 19-20.

The following are significant adverse situations:

Missouri. The chapter's alumni corporation currently owes \$11,541.40 for property insurance charges dating back to 1988-89. While we do not insure the alumni any longer, efforts continue underway to secure this loan with a lien against "the castle" property. Current year charges for the undergraduates include \$960 in liability insurance and \$3756.76 for accumulated charges back to 1985-86. We are still the creditor to be paid last by the alumni. Because of low membership and chapter house occupancy, they felt they could not pay us. In an effort to rectify that situation, in addition to our normal fall chapter leadership consultant visits with the chapter, we sent our Senior Chapter Leadership Consultant Owen McCulloch back to Missouri this past summer to assist with summer rush in order to increase chapter size and occupancy. The alumni responded favorably with this innovative initiative on our part. The chapter's size and live-in totals have increased, albeit marginally. The alumni still threaten a sale.

Oklahoma. The A-S-P Corporation's second mortgage loan made to the chapter alumni corporation in 1978 remains delinquent (\$26,645.52 principal base; \$53,630.02 including delinquent interest). The chapter closed in 1987 and the alumni rent the house to students. Due to the abundance of campus rentals, the property only produces sufficient income to pay basic expenses and interest on the first mortgage loan. Clearly we can use this facility to re-open our Alpha Alpha Chapter. The alumni are desirous to do this and the administration has been agreeable. The only drawback is that the property is an apartment building, uniquely away from all other Greek properties and would require the addition of a chapter room and dining facility to make it highly competitive.

Although the alumni have discussed selling the house, it is unclear if this will be a reality soon due to the housing glut in Norman. There seems to be no market for the sale of the house at this time. It is also impossible to determine whether or not the property currently has sufficient equity to cover the debts to the Fraternity. This situation has remained essentially constant for the past four years. We have expected the bank to force the sale of the house once the market turns around. Until then, the situation remains on hold. We hope to have a current property appraisal developed this spring so our auditor can issue a proper end of year audit report.

Oregon State. The chapter owes \$5,919.40 of which \$2,240 is for current year dues and fees and \$3,679.40 is for 1990-91 dues and fees. RED FLAG. In addition to us, the chapter reportedly had debts totalling \$24,000+ at the end of last academic year. The chapter house is only half full and has no hope of payment until the situation is rectified. See the chapters of concern section in the Undergraduate Operations Committee Report.

Widener. The Widener situation has repeatedly changed. The current agreement was for the chapter alumni to pay \$1,667.00 per month with one-half being applied to rent and one-half to be applied to reducing the balance owed. Payments generally were on time and in full through February 1991. The housing corporation then began to "slip" in their payments. Initially, they were not seriously behind. However, that situation has changed and they currently are \$5,001.00 in default. (Actually they are current through April 1991.) That is over and above the \$3,699.29 for last year's delinquent tax

bill which was paid by the Fraternity to halt an impending sheriff's property sale.

Dave Mason has been much more involved this academic year. He initiates calls and generally keeps us informed of their situation, even though they are behind. The situation "feels" better because of the increased contact and a promising plan for repayment of all arrears by the end of summer 1992. That plan was a direct result of our Chapter Services Staff's special purpose visit to work with the undergraduates and alumni in an effort to resolve the financial issue. To that end the undergraduate chapter house is now full. Live-in and parlor fees and rent were increased dramatically and will continue to escalate through September 1992. Currently, members are on a contract and the alumni are pressing with legal affairs to recoup past accounts receivable.

The lack of adequate income was part of the problem and the alumni corporation has also been faced with fire code violations and has contracted and paid for some \$10,000 in improvements so the chapter could open the doors in the fall. This, in a large part, has created the delinquency problem.

We had the property appraised in August 1991 for \$70,000. I feel this is a "forced sale" price. The local economy and housing situation is currently very depressed. Brother David Eckard, Widener '63, was contacted in his role as Widener University Vice President for Administration and Finance. Dave was positive that the university would like to work out a proposal with the President and Dean of Students. Dave did say that Widener "certainly would not want it sold outside of the university family" and he cautioned about speculators who had acquired such desired property in the past. He also went on to say that if Widener purchases it, the chapter would have to relocate while it was brought up to university dormitory code requirements. If the house was sold soon, the chapter probably would be forced into various dorms for a year while the property is renovated. Dave did indicate that it was not nearly as bad as he originally thought, that it was not a safety problem and that university code upgrades were not difficult for this property.

But, Dave Eckard has not been forthcoming on the university's promised intentions to purchase this property. Somehow, if we proceed to a sale, it should be after we recoup our current outstanding debt. At the very earliest, that would be September 1992.

The following are additional chapters who owe money and are not considered to be in danger of default. An asterisk indicates chapter is on a promissory note and is current in their payments.

American. Balance owed is \$1500, primarily for current year initiations.

Illinois State. Balance owed is \$1029.60 for current year fees and dues. This is an unstable chapter. See Chapters of Concern in the Undergraduate Operations Committee Report.

* Ohio State. Balance owed is \$1181 for current year fees and dues. This is another unstable chapter, but possessing much promise.

* Presbyterian. Balance owed is \$2287.60 with \$1008 in current year fees and dues. This is another unstable chapter. See Chapters of Concern in the Undergraduate Operations Committee Report.

Toledo. Balance owed is \$2210.01, all for current year dues.

Tulane. Balance owed is \$1159.20, approximately half for current year dues and fees and half for old debt. If this chapter is closed, the debt write off will exceed our budgeted line item for this one chapter's situation.

Washington. Balance owed is \$1520, approximately half for current year dues and half for "disputed" 1990-91 dues. The chapter failed to have members removed from their roster as requested. The men in question were believed to be bona fide undergraduates still enrolled at the university but residing out of the chapter house as "inactive" alumni. Our active efforts to resolve the dispute have been futile.

3. 1992-93 Budget Preview

Copies of the proposed 1992-93 budgets of the Fraternity and the Educational Foundation are attached as Enclosures F-I, pages 21-28. These tentative budgets were developed in close concert with our National Committee Chairmen, our Grand Council Committee Chairmen, various Grand Council and Educational Foundation Trustee members, past ad hoc and advisory committee reports, Grand Council meeting minutes and the professional staff input. The budgets represent the best estimate of our 1992-93 operations and programs.

Certain assumptions had to be made in the development of these budgets. These include:

- * The adoption of a capital campaign budget effective July 1, 1992. The transfer of Vice President for Development to this budget, along with attendant operating and program costs, was crucial to the budgetary development process.
- * The fact that the capital campaign budget will be fully funded by the endowment until receipt of the balance of the Kleinoeder estate is in hand and that appropriate "pay back" can be made until that disbursal is received (if after June 30).
- * The continuation of the current practice of allowing a full five percent of the endowments value to be used to operate the Foundation (less capital campaign) and be used for bona fide educational grants as requested by the Fraternity. The value of the endowment for this exercise was "set" at \$7M resulting in \$350,000 in available earned income funds. A reduction from the \$350,000 figure would significantly affect programs throughout the Fraternity and the Foundation.
- * Increased travel and program costs in both the Foundation and capital campaign budgets.
- * The growth of revenues from the Annual Loyalty Fund with its availability for use by the Fraternity for the Foundation.

* That fixed expenses will increase in cost with increasing salaries up to six percent and that the move to a leased interim headquarters facility will not be offset by a sale of the current owned facility.

* That current program costs will not be eliminated or reduced and that staffing for these will remain at current levels except for noted changes or additions as identified in the "comments" section of the proposed budgets.

* The Fraternity will not suffer significant losses in undergraduate member and chapter dues and fees.

* The undergraduate chapters will pay liability insurance payments in time to fund any portion of the \$25,000 deductible as may be needed.

* No catastrophes or emergencies exist beyond the available capital to pay for same. Collection efforts will not result in excessive uncollectible account situations.

* No major changes in The Tomahawk except for one magazine upgrade for the annual report from our now standard tabloid format.

* No required republication of To Better The Man during the year to support requested changes prior to stocks being entirely exhausted.

* A return to a system which would allow donations received by contributions to the chapter newsletter program to be used to offset the service.

4. Risk Management and Insurance Program

a. Risk Management. Our current risk management policy is sound. An improvement in this area would be the formal elimination of the Little Sister program, the adoption of premium allocation for our liability insurance program and the addition of a risk management officer within both the undergraduate and alumni corporation/association chapter operations. When the Director of Undergraduate Housing job description is accepted, risk management duties must be prominent!

b. Insurance. The National insurance program is now being consolidated through the brokerage of James R. Favor and Company. Our property insurance program was renewed with them on January 15, 1992 and the liability insurance program will be added effective March 12, 1992. Coverage for the liability program will run through January 15, 1993 in order to bring the renewal dates together. At that time, Favor and Company will invoice the insurance contact for liability and/or property insurance, as appropriate. The discussion of liability insurance here should be limited to:

(1) Any proposed liability premium increases and the allocation of \$25,000 revenues to deductible fund.

(2) Any requirement for undergraduate chapter participation in the deductible program.

(3) Any liability insurance premium allocation to chapters in addition to base premium for violations, risk management problems, housing situations, irresponsibilities, claims history, etc.

The Lloyd's of London Package Program Proposal is included as Enclosure J, pages 29-32.

The complete liability insurance issue is contained in the Undergraduate Operations Committee Section.

5. Merchandise

We have been very aggressive in sportswear and jewelry marketing this year. In addition to the inserts and clip coupons in The Tomahawk, chapter officers and members receive these in mail packets and through our Chapter Leadership Consultant visits. Additionally, selected mailings along with holiday tie and in-house jewelry offers go out to parents and those who have expressed past interest in our merchandise. According to discussion with Milton Cerny, we do not have an unrelated business income tax (UBIT) liability issue with these products.

6. VISA Affinity Card

Several years ago, this was a program that originally projected to make some \$35,000 per year as an income item. Last year, we cleared approximately \$5,000. Milton Cerny says we have a UBIT liability issue on this venture as it is presently constructed. Milt advises us to avoid UBIT by accepting a flat annual royalty payment for use of our logo instead of a percentage based on use and annual renewal fees. To this end, a contract is being negotiated to reflect this situation. We are also going to be much more aggressive in marketing this card.

7. The Tomahawk

A constitutional issue has arisen concerning a member's subscription to The Tomahawk. At present, new members pay \$30 of their initiation fee and are guaranteed a seven year subscription. In order for us to properly revert to a special second class mailing permit, we need to reinstate a life-time subscription. The committee might want to recommend constitutional changes for convention consideration.

8. Sale of National Headquarters Building and Property

After much local networking, a contract for sale fell through on January 9th when the intended buyer exercised a contingency escape provision. A contract for sale, by the same buyer, was rejected on January 17 by John Chaney after consultation with Stan Thurston. The intended buyer was informed of our continued desire to work a sale with him but that the asbestos clause would cost us approximately \$2500, the roofing contract would cost us up to \$12,000 and the requirement to secure easement from the adjacent church an additional \$4500

would offset his \$125,000 offer to an amount we could not accept. Proposed seller was asked to submit an "as is" offer. A new offer should be forthcoming as the intended buyer is still soliciting various asbestos and roofing bids for consideration.

Offers are discussed with both our attorney, George Lord, and the available Finance Committee members prior to any acceptance. Stan Miller is also working with us on the sale of our property and the negotiation of lease contracts.

We have also offered the building for sale through classified advertisements. No real prospects developed from this source. Two commercial brokers have been interviewed concerning our sale, the next avenue to be used. If we use a broker, we can expect to pay a six or seven percent commission.

The Grand Council might want to establish a base minimum acceptable "as is" price. Also, pending successful sale, a resolution might be in order to allow an automatic request through Milt Cerny to request a private IRS letter ruling that would allow us to use the proceeds of the sale for lease of a building and/or to allow reinvestment in property at some extended time without capital gains.

9. Lease of Interim Headquarters, Baywood

We have a three or four year lease contract with a series of one year options in concept and in draft. At present, the facility being considered is some 3,400 square feet at a cost of approximately \$10 per square foot. Tenant improvements totalling in excess of \$65,000 will be provided. Final contract proposal will be approved by Stan Miller prior to review by the Finance Committee. The facility will be shown to all in attendance at our meetings on February 1. The Grand Council might want to consider a resolution that would authorize the Executive Vice President to sign a lease agreement on behalf of the Fraternity and allow expenditure of funds for a proposed lease, lease deposit, moving costs and an upgraded telephone installation. It is anticipated that a move will be made to this facility prior to June 1.

10. A New "Permanent" Headquarters

For the past 12 months the professional staff has aggressively been pursuing a permanent solution. Numerous existing facilities and real estate for development have been investigated and found not to meet our needs. The search for the land to be used for our eventual permanent headquarters is continuing. To that end, we are working with numerous developers, brokers and real estate personnel in the Central Ohio area.

Numerous architects and general contractors have been contacted and preliminary interviews have been conducted. These meetings have led us to the conclusion that we need to continue to assess our needs and ensure that the current concept of building a 7,000+ square foot building in the Delaware area matches our intended strategic plans for the foreseeable future.

11. National Committee on Undergraduate Housing

Committee Structure: John B. Gibson, Jr. (Chairman), Robert L. Denny and Gregory A. Sinise. Additionally Stan G. Thurston and John R. Chaney are respectively providing Grand Council and professional staff support. Additional committee members, James D. Schrader and Geoffrey C. Grimes, were not confirmed at the time of this document preparation. The committee will also be attempting to add members with specialized talents from the real estate developer/appraiser, attorney and banker/financier areas.

Budget: The committee chair has requested only \$1,000 to support his programs for 1992-93. The currently allotted \$2,500 for this year may not be entirely used due to lower than projected costs.

Overview of Plans: The committee chair is representing the Fraternity this weekend at the NIC Housing Symposium in St. Louis. A housing survey was compiled by the Committee and distributed by the staff to our chapters and colonies. Results from approximately half of our groups have been forwarded for information and analysis by the Committee. The entire committee will meet in February or March in Indiana to establish future goals and objectives and begin work on the housing manual. The Committee Chair will visit the Fraternity Headquarters in May or June to work with two staff members on the manual's content and design. The Committee will propose hiring qualifications and job description for the Director of Undergraduate Housing position to be filled in the academic year 1993-94.

12. Action Items from Other Grand Council Committees

MINUTES OF GRAND COUNCIL TELEPHONE CONFERENCE CALL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.

February 18, 1992
Delaware, Ohio

59. A telephone conference call meeting of the Grand Council was held at 2:00 p.m. on Tuesday, February 18, 1992. The following participated: Grand Senior President Charles J. Vohs, Grand Secretary Robert G. Cabello, Grand Treasurer Stan G. Thurston, Grand Marshal Dr. Larry G. Spees, Grand Councilor Mark D. Still and Grand Councilor Kevin J. Garvey. Grand Junior President Dr. Dennis R. Parks was unavailable to participate in the conference call. Executive Vice President John R. Chaney of the National Headquarters professional staff also participated.
60. DISCUSSION ITEMS:
- A. The proposed revised budget which was distributed by facsimile was discussed. The revisions along with the \$7,000 realignment previously agreed to by the Educational Foundation Trustees would allow a move during the current fiscal year (Attachment A). The sense of the Grand Council was to concur with the proposed revised budget, but to reduce moving expenses by leasing instead of purchasing a telephone system. This would allow us to keep the Grand Province Chief Orientation Program scheduled for May on schedule.
- B. Executive Vice President Chaney announced that the liability insurance deductible was increased by Lloyds of London from \$25,000 to \$40,000 because of late year reserves in the amount of \$53,000. The premium was to hold firm at \$35 per undergraduate member per year and the deductible amount would be reevaluated. The Executive Vice President stated that the premiums invoiced to the chapters would easily cover this increased deductible, especially in light of the Grand Council's decision to pass along the first \$1,000 deductible per year to the chapter for which a claim is reserved.
61. ADJOURNMENT: The conference call was adjourned at 2:30 p.m.


John R. Chaney
Executive Vice President


Robert G. Cabello
Grand Secretary

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

	Actual 1990-91	7/1/90- 01/31/91	7/1/91- 01/31/92	Budget 1991-92	2-18-92 Revised Budget 1991-92	3-9-92 Proposed Revised Budget	
REVENUES							
1. Initiation Fees	\$ 83,015.00	\$ 36,460.00	\$ 39,960.00	\$ 79,750.00		\$ 79,750.00	
2. Pledge Fees	47,095.00	23,750.00	26,970.00	45,000.00		45,000.00	
3. Chapter Fees	12,272.00	2,340.00	11,800.00	12,036.00		12,036.00	
4. Undergrad. Dues	107,025.00	107,025.00	101,198.50	102,360.00		102,360.00	
5. Educ. Foundation Grants	63,182.00	8,750.00	85,000.00	163,575.00		170,575.00	(1)
6. Merchandise (Net)	8,427.48	1,404.99	4,687.16	10,500.00		10,500.00	
7. Investments and Interest	2,975.42	1,681.26	1,577.13	5,000.00		5,000.00	
8. Parking Rentals	1,440.00	750.00	750.00	1,440.00		1,440.00	
9. Services to Organizations	7,200.00	7,600.00	3,600.00	7,200.00		7,200.00	
10. Miscellaneous	5,886.09	2,870.03	3,678.26	6,500.00		6,500.00	
11. Reimbursed Salary	38,500.00	-	-	-		-	
12. Reimbursed Rent and Utility	9,000.00	-	4,500.00	9,000.00		9,000.00	
13. Reimbursed Administrative Expenses	8,450.00	-	-	-		-	
14. Reimbursed Automobile Expenses	2,200.00	-	-	-		-	
15. National Meeting	55,809.80	-	20,400.00	24,000.00		24,000.00	
16. Insurance (Net)	-	-	51,770.00	4,800.00		9,000.00	(2)
TOTAL REVENUES:	\$ 452,477.79	\$ 192,631.28	\$ 355,891.05	\$ 471,161.00	\$ 471,161.00	\$ 482,361.00	
TOTAL EXPENSES:	451,843.25	245,533.14	325,822.53	471,145.00	471,145.00	477,025.00	
EXCESS REVENUE OVER EXPENSES (LOSS)	\$ 634.54	\$ (52,901.86)	\$ 30,068.52	\$ 16.00	\$ 16.00	\$ 5,336.00	
Special Notes							
Annual Loyalty Fund (net)	\$ 97,136.93	\$ 32,428.38	\$ 44,090.54	\$ -			
Available Cash, 01-31-92:			\$ 48,474.52				
Actual Educational Grant Shortfall:	\$ 81,168.00	(1990-91)					
Anticipated Educational Grant Shortfall:	75,925.00	(1991-92)					
Excess Income Designated as Follows:							
Liability Insurance Deductible Fund	\$ - .						
Contingency Fund	\$ - .						

Attachment A

March 9, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Actual 1990-91</u>	<u>7/1/90- 01/31/91</u>	<u>7/1/91- 01/31/92</u>	<u>Budget 1991-92</u>	<u>2-18-92 Revised Budget 1991-92</u>	<u>3-9-92 Proposed Revised Budget</u>
1. Personnel Costs	\$ 169,804.25	\$ 98,626.20	\$ 98,194.45	\$ 165,870.00		\$ 160,000.00 (3)
2. Lease and Moving Expenses	-	-	-	-	\$ 19,000.00 (4)	-
3. Utilities	2,825.62	1,548.99	2,025.62	3,300.00		3,300.00
4. Bldg., Maint. & Prop. Tax	5,863.35	3,160.41	391.04	4,500.00		4,500.00
5. Telephone	13,556.63	6,572.13	8,244.30	14,500.00		14,500.00
6. Postage	17,155.70	10,655.42	9,438.33	20,000.00	18,000.00 (5)	18,000.00 (5)
7. Office Sup. & Furnishings & Printing	12,345.59	9,883.95	11,961.41	15,000.00		15,000.00
8. Computer Service	(1,883.71)	2,369.92	(1,630.43)	1,225.00		1,225.00
9. Conf. & Exec. Meetings	33,348.50	24,470.24	14,276.76	13,000.00	16,000.00 (5)	16,000.00 (5)
10. Miscellaneous	2,100.38	1,344.17	1,291.24	3,500.00	3,000.00 (5)	2,500.00 (5)
11. Audit & Legal	4,550.00	4,550.00	5,000.00	5,000.00		5,000.00
12. Insurance	4,007.28	2,547.59	3,457.19	3,700.00		3,700.00
13. Publications						
a. Tomahawk	23,059.50	24,010.61	40,228.97	56,400.00	43,400.00 (6)	43,400.00 (6)
b. TBIM	6,290.15	560.70	390.41	5,000.00		5,000.00
c. Foundation For Excellence	8,492.94	198.83	-	-		-
14. Interfraternity						
a. Dues & Prof. Develop.	2,679.30	2,499.30	2,225.00	3,900.00		3,000.00
b. Travel & Meetings	7,402.05	5,355.56	6,711.82	7,000.00		7,900.00
15. Chapter Services						
a. Exec. V.P. Travel	6,619.26	2,728.54	3,727.34	5,000.00		5,000.00
b. Dir. Chap. Serv. Travel	-	-	2,629.01	5,000.00		5,000.00
c. Chapt. Cons. Travel	19,010.10	10,510.28	15,798.37	29,000.00		29,000.00
d. Staff Housing	3,125.00	1,875.00	2,937.50	4,500.00		4,500.00
e. G.C., Others Travel	1,108.48	192.58	713.20	7,000.00	4,000.00 (5)	3,000.00 (5)
f. Prog. Costs & Gen. Op.						
1. Scholarships	-	-	-	-	(7)	
2. Provinces	652.30	-	2,440.36	6,750.00	4,750.00 (5)	6,750.00 (8)
3. Service	-	-	-	2,500.00		2,500.00
4. Housing	-	-	-	2,500.00	1,000.00 (5)	750.00 (5)
5. Prog. & Operations	11,585.44	5,702.82	9,608.23	13,500.00		13,500.00
g. Newsletter Service	5,579.64	658.81	8,155.42	10,000.00	13,000.00 (5)	13,000.00 (5)

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

	Actual	7/1/90-	7/1/91-	Budget	2-18-92	3-9-92
<u>EXPENSES (Continued)</u>	<u>1990-91</u>	<u>01/31/91</u>	<u>01/31/92</u>	<u>1991-92</u>	<u>Revised</u> <u>Budget</u> <u>1991-92</u>	<u>Proposed</u> <u>Revised</u> <u>Budget</u>
16. Alumni Prog. & Services	-	-	-	5,000.00		\$ 1,000.00 (5)
17. Expansion						
a. Staff Travel	293.89	293.89	2,038.47	2,000.00		2,500.00 (5)
b. Others Travel	935.18	216.41	1,255.82	1,000.00		1,500.00 (5)
c. Prog. Costs & Gen. Op.	1,098.19	423.86	1,289.72	7,000.00	4,000.00 (5)	4,000.00 (5)
18. Sesquicentennial Celebration						
a. Ceremonies	-	-	-	-		-
b. Publications	-	-	-	-		-
19. National Meetings	68,505.91	12,195.66	68,341.46	35,000.00		68,500.00 (9)
20. Insignia	13,119.19	6,886.43	4,681.52	12,500.00		12,500.00
21. Doubtful Accounts	5,382.00	-	-	1,000.00		1,000.00
22. Automobile	<u>3,231.14</u>	<u>5,494.84</u>	<u>-</u>	<u>-</u>		<u>-</u>
TOTAL EXPENSES:	\$ 451,843.25	\$ 245,533.14	\$ 325,822.53	\$ 471,145.00	\$ 471,145.00	\$ 477,025.00

NOTE 1: An increase in educational grant support due to elimination of \$7,000 in Educational Foundation Expenses based on current estimate and recalculation. These funds were previously earmarked for lease/moving cost support.

NOTE 2: The insurance net is designated for transfer to the liability insurance deductible fund. Chapters must fund first \$1,000 annual liability deductible, thus the entire \$40,000 reserved amount would be unnecessary. Insurance broker has informed us that the three national fraternities which joined the Lloyd's of London liability insurance program in January 1991, have yet to pay any national or local chapter deductible! Liability insurance figures are annualized and the bulk of the reserve will be reflected in the 1992-93 budget. Stan thought we should only show sufficient net to allow a \$5,000 or so excess over expense bottom line.

NOTE 3: Reflects a decrease due to departure of Owen McCulloch on March 20 and two Chapter Leadership Consultants on/about May 1.

NOTE 4: Move will occur on July 1, 1992 and moving expenses previously established will be incurred in 1992-93 fiscal year.

NOTE 5: Reflects mid-year revision based on current estimate and recalculation.

(continued)

NOTE 6: Reflects a shift of publication drop of The Tomahawk to July 1, 1992.

NOTE 7: Scholarship Committee Operations funds. Scholarships and Grants in the amount of \$15,500 are awarded directly from the Educational Foundation.

NOTE 8: Reinsertion of funds for Grand Province Chief orientation on May 9th in Delaware based on sense of Grand Council priorities in our 2-18-92 telephone conference call.

NOTE 9: This is the budget item that necessitated the 2-26-92 proposed budget. Original budgets were to show this line item as \$65,000, a slight decrease from previous year due to our calculations and estimates. Somehow, this \$65,000 figure has been shown as \$35,000 on every budget this year. The error was not detected until the 1-31-92 expense figures were posted and it was determined there were no appropriate offsets.

March 9, 1992

MINUTES OF GRAND COUNCIL TELEPHONE CONFERENCE CALL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.

March 9, 1992
Delaware, Ohio

62. A telephone conference call meeting of the Grand Council was held at 4:00 p.m. on Monday, March 9, 1992. The following participated: Grand Senior President Charles J. Vohs, Grand Junior President Dr. Dennis R. Parks, Grand Treasurer Stan G. Thurston, Grand Councilor Mark D. Still and Grand Councilor Kevin J. Garvey. Undergraduate Representative to the Grand Council Committee on Undergraduate Operations Raymond H. Hutchison also participated. Grand Secretary Robert G. Cabello, Grand Marshal Dr. Larry G. Spees, Undergraduate Representative to the Grand Council Committee on Finance Kevin T. Gates and Undergraduate Representative to the Grand Council Committee on Alumni Operations J. Warren Smith III were unavailable to participate in the conference call. Executive Vice President John R. Chaney of the National Headquarters professional staff also participated.
63. ACTION ITEMS:
- A. The proposed revised budget which was distributed by facsimile was discussed. After discussion, the sense of the Grand Council was to concur with the proposed revised budget, but to not increase the income previously shown for insurance. (Attachment A).
 - B. It was moved by Brother Thurston, seconded by Brother Parks and unanimously passed to accept the real estate purchase contract for the property owned by Alpha Sigma Phi, Inc. at 24 West William Street in Delaware, Ohio dated March 5, 1992 in the amount of \$112,000 from Mr. David Morris and allow Executive Vice President Chaney to proceed and sign necessary legal documents to accomplish this sale. (Attachment B)
 - C. It was moved by Brother Garvey, seconded by Brother Thurston and unanimously approved to accept the proposed lease contract for the Baywood property and allow Executive Vice President Chaney to proceed and sign necessary legal documents associated with the lease. (Attachment C)
64. ADJOURNMENT: The conference call was adjourned at 4:20 p.m.


John R. Chaney
Executive Vice President


Robert G. Cabello
Grand Secretary

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

	Actual 1990-91	7/1/90- 01/31/91	7/1/91- 01/31/92	Budget 1991-92	2-18-92 Revised Budget 1991-92	2-26-92 Proposed Revised Budget	
REVENUES							
1. Initiation Fees	\$ 83,015.00	\$ 36,460.00	\$ 39,960.00	\$ 79,750.00		\$ 79,750.00	
2. Pledge Fees	47,095.00	23,750.00	26,970.00	45,000.00		45,000.00	
3. Chapter Fees	12,272.00	2,340.00	11,800.00	12,036.00		12,036.00	
4. Undergrad. Dues	107,025.00	107,025.00	101,198.50	102,360.00		102,360.00	
5. Educ. Foundation Grants	63,182.00	8,750.00	85,000.00	163,575.00		170,575.00	(1)
6. Merchandise (Net)	8,427.48	1,404.99	4,687.16	10,500.00		10,500.00	
7. Investments and Interest	2,975.42	1,681.26	1,577.13	5,000.00		5,000.00	
8. Parking Rentals	1,440.00	750.00	750.00	1,440.00		1,440.00	
9. Services to Organizations	7,200.00	7,600.00	3,600.00	7,200.00		7,200.00	
10. Miscellaneous	5,886.09	2,870.03	3,678.26	6,500.00		6,500.00	
11. Reimbursed Salary	38,500.00	-	-	-		-	
12. Reimbursed Rent and Utility	9,000.00	-	4,500.00	9,000.00		9,000.00	
13. Reimbursed Administrative Expenses	8,450.00	-	-	-		-	
14. Reimbursed Automobile Expenses	2,200.00	-	-	-		-	
15. National Meeting	55,809.80	-	20,400.00	24,000.00		24,000.00	
16. Insurance (Net)	-	-	51,770.00	4,800.00		40,000.00	(2)
TOTAL REVENUES:	\$ 452,477.79	\$ 192,631.28	\$ 355,891.05	\$ 471,161.00	\$ 471,161.00	\$ 513,361.00	
TOTAL EXPENSES:	451,843.25	245,533.14	325,822.53	471,145.00	471,145.00	477,025.00	
EXCESS REVENUE OVER EXPENSES (LOSS)	\$ 634.54	\$ (52,901.86)	\$ 30,068.52	\$ 16.00	\$ 16.00	\$ 36,336.00	
Special Notes							
Annual Loyalty Fund (net)	\$ 97,136.93	\$ 32,428.38	\$ 44,090.54	\$ -			
Available Cash, 01-31-92:			\$ 48,474.52				
Actual Educational Grant Shortfall:	\$ 81,168.00	(1990-91)					
Anticipated Educational Grant Shortfall:	75,925.00	(1991-92)					
Excess Income Designated as Follows:							
Liability Insurance Deductible Fund	\$ -						
Contingency Fund	\$ -						

February 26, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Actual 1990-91</u>	<u>7/1/90- 01/31/91</u>	<u>7/1/91- 01/31/92</u>	<u>Budget 1991-92</u>	<u>2-18-92 Revised Budget 1991-92</u>	<u>2-26-92 Proposed Revised Budget</u>
1. Personnel Costs	\$ 169,804.25	\$ 98,626.20	\$ 98,194.45	\$ 165,870.00		\$ 160,000.00 (3)
2. Lease and Moving Expenses	-	-	-	-	\$ 19,000.00 (4)	-
3. Utilities	2,825.62	1,548.99	2,025.62	3,300.00		3,300.00
4. Bldg., Maint. & Prop. Tax	5,863.35	3,160.41	391.04	4,500.00		4,500.00
5. Telephone	13,556.63	6,572.13	8,244.30	14,500.00		14,500.00
6. Postage	17,155.70	10,655.42	9,438.33	20,000.00	18,000.00 (5)	18,000.00
7. Office Sup. & Furnishings & Printing	12,345.59	9,883.95	11,961.41	15,000.00		15,000.00
8. Computer Service	(1,883.71)	2,369.92	(1,630.43)	1,225.00		1,225.00
9. Conf. & Exec. Meetings	33,348.50	24,470.24	14,276.76	13,000.00	16,000.00 (5)	16,000.00
10. Miscellaneous	2,100.38	1,344.17	1,291.24	3,500.00	3,000.00 (5)	2,500.00 (5)
11. Audit & Legal	4,550.00	4,550.00	5,000.00	5,000.00		5,000.00
12. Insurance	4,007.28	2,547.59	3,457.19	3,700.00		3,700.00
13. Publications						
a. Tomahawk	23,059.50	24,010.61	40,228.97	56,400.00	43,400.00 (6)	43,400.00
b. TBIM	6,290.15	560.70	390.41	5,000.00		5,000.00
c. Foundation For Excellence	8,492.94	198.83	-	-		-
14. Interfraternity						
a. Dues & Prof. Develop.	2,679.30	2,499.30	2,225.00	3,900.00		3,000.00
b. Travel & Meetings	7,402.05	5,355.56	6,711.82	7,000.00		7,900.00
15. Chapter Services						
a. Exec. V.P. Travel	6,619.26	2,728.54	3,727.34	5,000.00		5,000.00
b. Dir. Chap. Serv. Travel	-	-	2,629.01	5,000.00		5,000.00
c. Chapt. Cons. Travel	19,010.10	10,510.28	15,798.37	29,000.00		29,000.00
d. Staff Housing	3,125.00	1,875.00	2,937.50	4,500.00		4,500.00
e. G.C., Others Travel	1,108.48	192.58	713.20	7,000.00	4,000.00 (5)	3,000.00 (5)
f. Prog. Costs & Gen. Op.						
1. Scholarships	-	-	-	(NOTE 7)		
2. Provinces	652.30	-	2,440.36	6,750.00	4,750.00 (5)	6,750.00 (8)
3. Service	-	-	-	2,500.00		2,500.00
4. Housing	-	-	-	2,500.00	1,000.00 (5)	750.00 (5)
5. Prog. & Operations	11,585.44	5,702.82	9,608.23	13,500.00		13,500.00
g. Newsletter Service	5,579.64	658.81	8,155.42	10,000.00	13,000.00 (5)	13,000.00

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES (Continued)</u>	<u>Actual</u> <u>1990-91</u>	<u>7/1/90-</u> <u>01/31/91</u>	<u>7/1/91-</u> <u>01/31/92</u>	<u>Budget</u> <u>1991-92</u>	<u>2-18-92</u> <u>Revised</u> <u>Budget</u> <u>1991-92</u>	<u>2-26-92</u> <u>Proposed</u> <u>Revised</u> <u>Budget</u>
16. Alumni Prog. & Services	-	-	-	5,000.00		\$ 1,000.00 (5)
17. Expansion						
a. Staff Travel	293.89	293.89	2,038.47	2,000.00		2,500.00 (5)
b. Others Travel	935.18	216.41	1,255.82	1,000.00		1,500.00 (5)
c. Prog. Costs & Gen. Op.	1,098.19	423.86	1,289.72	7,000.00	4,000.00 (5)	4,000.00
18. Sesquicentennial Celebration						
a. Ceremonies	-	-	-	-		-
b. Publications	-	-	-	-		-
19. National Meetings	68,505.91	12,195.66	68,341.46	35,000.00		68,500.00 (9)
20. Insignia	13,119.19	6,886.43	4,681.52	12,500.00		12,500.00
21. Doubtful Accounts	5,382.00	-	-	1,000.00		1,000.00
22. Automobile	<u>3,231.14</u>	<u>5,494.84</u>	<u>-</u>	<u>-</u>		<u>-</u>
TOTAL EXPENSES:	\$ 451,843.25	\$ 245,533.14	\$ 325,822.53	\$ 471,145.00	\$ 471,145.00	\$ 477,025.00

NOTE 1: An increase in educational grant support due to elimination of \$7,000 in Educational Foundation Expenses based on current estimate and recalculation. These funds were previously earmarked for lease/moving cost support.

NOTE 2: Designated for transfer to liability insurance deductible fund. Chapters must fund first \$1,000 annual liability deductible, thus the entire \$40,000 reserved amount would be unnecessary. Insurance broker has informed me that the three national fraternities which joined the Lloyd's of London liability insurance program in January 1991, have yet to pay any national or local chapter deductible!

NOTE 3: Reflects a decrease due to departure of Owen McCulloch on March 20 and two Chapter Leadership Consultants on/about May 1.

NOTE 4: Move will occur on July 1, 1992 and moving expenses previously established will be incurred in 1992-93 fiscal year.

NOTE 5: Reflects mid-year revision based on current estimate and recalculation.

NOTE 6: Reflects a shift of publication drop of The Tomahawk to July 1, 1992.

(continued)

NOTE 7: Scholarship Committee Operations funds. Scholarships and Grants in the amount of \$15,500 are awarded directly from the Educational Foundation.

NOTE 8: Reinsertion of funds for Grand Province Chief orientation in May in Delaware based on sense of Grand Council priorities in our 2-18-92 telephone conference call.

NOTE 9: This is the budget item that necessitated the 2-26-92 proposed budget. Original budgets were to show this line item as \$55,000, a decrease from previous year due to our calculations and estimates. Somehow, this \$65,000 figure has been shown as \$35,000 on every budget this year. The error was not detected until the 1-31-92 expense figures were posted and it was determined there were no appropriate offsets.

February 26, 1992



ALPHA SIGMA PHI FRATERNITY

TELEFAX COVER PAGE



Mailing Address: 24 West William Street, Delaware, OH 43015

Telephone: (614) 363-1911

Telefax: (614) 369-1845

TO: Charles J. Vohs

FAX #: 508-394-2075

DATE: February 27, 1992

FROM: John R. Chaney

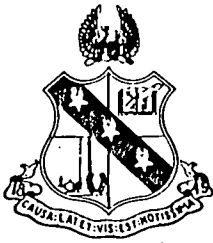
MESSAGE:

Chuck,

Please find attached the fax I just sent to Stan.

John

This Fax contains a total of 6 pages, including this cover page.



ALPHA SIGMA PHI FRATERNITY

TELEFAX COVER PAGE



Mailing Address: 24 West William Street, Delaware, OH 43015

Telephone: (614) 363-1911

Telefax: (614) 369-1845

TO: Stan G. Thurston

FAX #: 515-245-7609-7644 DATE: February 27, 1992

FROM: John R. Chaney

MESSAGE:

Stan,

This is the most recent proposed revised budget. Per our conversation of February 18, 1992 the error on Expense Item 19 (National Meetings) caused this.

I went back and re-worked the entire budget. I assumed that our move will now occur on July 1st. I also assumed that the anticipated net on Revenue Item 16 (Insurance) was not required to be placed immediately as a deductible fund. If it is, then our budget would show a deficit of \$3,664. If we are not required to set aside the deductible, maybe we want to move as soon as possible.

One other item that I feel will assist our cause this year is lower than anticipated Educational Foundation spending. If this is the fact, additional monies will be available to fund previously requested and approved grants. At present, the anticipated shortfall in this area is still \$68,925.

What do you recommend? Should we fax this to the Finance Committee or the entire Grand Council and then set up another conference call?

John

This Fax contains a total of 5 pages, including this cover page.

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>REVENUES</u>	<u>Actual</u> <u>1990-91</u>	<u>7/1/90-</u> <u>02/28/91</u>	<u>7/1/91-</u> <u>02/29/92</u>	<u>Revised</u> <u>Budget</u>	
1. Initiation Fees	\$ 83,015.00	\$ 45,040.00	\$ 54,370.00	\$ 79,750.00	
2. Pledge Fees	47,095.00	30,140.00	31,585.00	45,000.00	
3. Chapter Fees	12,272.00	12,272.00	11,800.00	12,036.00	
4. Undergrad. Dues	107,025.00	107,025.00	101,198.50	102,360.00	
5. Educ. Foundation Grants	63,182.00	8,750.00	85,000.00	170,575.00	
6. Merchandise (Net)	8,427.48	2,320.54	5,630.87	10,500.00	
7. Investments and Interest	2,975.42	1,939.15	1,749.80	5,000.00	
8. Parking Rentals	1,440.00	840.00	900.00	1,440.00	
9. Services to Organizations	7,200.00	3,600.00	3,600.00	7,200.00	
10. Miscellaneous	5,886.09	3,021.23	3,678.26	6,500.00	
11. Reimbursed Salary	38,500.00	-	-	-	
12. Reimbursed Rent and Utility	9,000.00	-	4,500.00	9,000.00	
13. Reimbursed Administrative Expenses	8,450.00	-	-	-	
14. Reimbursed Automobile Expenses	2,200.00	-	-	-	
15. National Meeting	55,809.80	-	20,400.00	24,000.00	
16. Insurance (Net)	-	-	40,657.00	4,800.00	(1)
TOTAL REVENUES:	\$ 452,477.79	\$ 214,947.92	\$ 365,069.43	\$ 478,161.00	
TOTAL EXPENSES:	<u>451,843.25</u>	<u>279,224.37</u>	<u>358,209.33</u>	<u>477,025.00</u>	
EXCESS REVENUE OVER EXPENSES (LOSS)	\$ 634.54	\$ (64,276.45)	\$ 6,860.10	\$ 1,136.00	

Special Notes

Annual Loyalty Fund (net) \$ 97,136.93 \$ 43,130.92 \$ 41,096.54 \$ -

Available Cash, 02-28 \$ 56,886.35 \$ 20,741.66

Actual Educational Grant Shortfall: \$ 81,168.00 (1990-91)

Anticipated Educational Grant Shortfall: 75,925.00 (1991-92)

Excess Income Designated as Follows:

Liability Insurance Deductible Fund

Contingency Fund

\$ - .

\$ - .

March 10, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Actual</u> <u>1990-91</u>	<u>7/1/90-</u> <u>02/28/91</u>	<u>7/1/91-</u> <u>02/29/92</u>	<u>Revised</u> <u>Budget</u>	
1. Personnel Costs	\$ 169,804.25	\$ 112,766.76	\$ 113,736.41	\$ 160,000.00	
2. Lease and Moving Expenses	-	-	-	-	
3. Utilities	2,825.62	1,830.85	2,347.36	3,300.00	
4. Bldg., Maint. & Prop. Tax	5,863.35	3,205.15	435.78	4,500.00	
5. Telephone	13,556.63	7,266.03	9,724.63	14,500.00	
6. Postage	17,155.70	13,022.41	11,207.79	18,000.00	
7. Office Sup. & Furnishings & Printing	12,345.59	10,217.15	12,301.31	15,000.00	
8. Computer Service	(1,883.71)	(2,011.37)	(1,934.08)	1,225.00	
9. Conf. & Exec. Meetings	33,348.50	33,153.39	16,485.66	16,000.00	
10. Miscellaneous	2,100.38	1,527.13	1,458.27	2,500.00	
11. Audit & Legal	4,550.00	4,550.00	5,000.00	5,000.00	
12. Insurance	4,007.28	2,640.46	3,745.02	3,700.00	
13. Publications					
a. Tomahawk	23,059.50	22,010.65	43,919.06	43,400.00	
b. TBIM	6,290.15	3,622.76	480.05	5,000.00	
c. Foundation For Excellence	8,492.94	198.83	-	-	
14. Interfraternity					
a. Dues & Prof. Develop.	2,679.30	2,499.30	2,225.00	3,000.00	
b. Travel & Meetings	7,402.05	5,385.56	6,980.31	7,900.00	
15. Chapter Services					
a. Exec. V.P. Travel	6,619.26	3,966.70	3,911.13	5,000.00	
b. Dir. Chap. Serv. Travel	-	-	2,663.76	5,000.00	
c. Chapt. Cons. Travel	19,010.10	13,521.26	18,748.44	29,000.00	
d. Staff Housing	3,125.00	2,125.00	3,518.15	4,500.00	
e. G.C., Others Travel	1,108.48	192.58	1,196.04	3,000.00	
f. Prog. Costs & Gen. Op.					
1. Scholarships	-	-	-	-	(2)
2. Provinces	652.30	-	2,139.71	6,750.00	
3. Service	-	-	-	2,500.00	
4. Housing	-	-	149.38	750.00	
5. Prog. & Operations	11,585.44	8,709.59	10,454.09	13,500.00	
g. Newsletter Service	5,579.64	2,706.43	7,619.71	13,000.00	

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES (Continued)</u>	<u>Actual 1990-91</u>	<u>7/1/90- 02/28/91</u>	<u>7/1/91- 02/29/92</u>	<u>Revised Budget</u>
16. Alumni Prog. & Services	-	-	-	1,000.00
17. Expansion				
a. Staff Travel	293.89	293.89	2,395.47	2,500.00
b. Others Travel	935.18	216.41	1,364.94	1,500.00
c. Prog. Costs & Gen. Op.	1,098.19	645.01	1,065.52	4,000.00
18. Sesquicentennial Celebration				
a. Ceremonies	-	-	129.00	-
b. Publications	-	-	-	-
19. National Meetings	68,505.91	12,195.66	68,522.11	68,500.00
20. Insignia	13,119.19	7,271.94	6,219.31	12,500.00
21. Doubtful Accounts	5,382.00	-	-	1,000.00
22. Automobile	<u>3,231.14</u>	<u>5,494.84</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSES:	\$ 451,843.25	\$ 279,224.37	\$ 358,209.33	\$ 477,025.00

NOTE 1: Excess insurance net is designated for transfer to the liability insurance deductible fund.

NOTE 2: Scholarship Committee Operations funds. Scholarships and Grants in the amount of \$15,500 are awarded directly from the Educational Foundation.

March 10, 1992

IT IS RECOMMENDED THAT ALL PARTIES BE REPRESENTED BY
INDEPENDENT LEGAL COUNSEL

BLAIR, WOLF, KUNKEL, KAISER & SUNDERMAN CO., L.P.A.
Attorneys at Law
21-25 W. Central Ave. • P.O. Box 1340
Delaware, Ohio 43015
(614) 363-1239 / 548-4010

REAL ESTATE PURCHASE CONTRACT

Delaware, Ohio March 5, 19 92

The undersigned Buyer agrees to buy and the undersigned Seller agrees to sell, upon the terms hereinafter set forth, the following real estate located in the State of Ohio, County of Delaware, City of Delaware:

Being known as 24 West William Street, occupied by Alpha Sigma Phi Fraternity, and being the east half of Inlot 62, excepting approximately 60 feet off the north end of said lot, having a frontage on West William Street of approximately 52 feet.

1. ON THE FOLLOWING TERMS: Purchase price shall be \$ 112,000.00. Buyer's obligations are contingent upon the Buyer arranging, within 60 days calendar days after acceptance hereof, a first mortgage commitment in the amount of 75 % of the purchase price. If a financing contingency appears in the preceding sentence, then Buyer shall deliver to Seller within the stated period (1) a written notice that the financing contingency is unconditionally deleted from this agreement or (2) a written loan commitment satisfactory to Seller, or this contract shall be null and void.

This contract shall be contingent upon the satisfaction or waiver by Buyer of each of the matters set forth in Addendum "A" attached hereto and incorporated herein by reference.

2. POSSESSION: On the day following closing, subject to the rights of the parking lot tenants in possession.

3. EVIDENCE OF TITLE: Seller shall furnish and pay for either an abstract of title or an attorney's certificate of title or an owner's title insurance commitment and policy in the amount of the purchase price. The title evidence shall be certified to within ten (10) days prior to closing and shall show in Seller marketable title in fee simple free and clear of all liens and encumbrances except: (a) those created by or assumed by Buyer; (b) those specifically set forth in this contract; (c) zoning ordinances; (d) legal highways; and (e) covenants, restrictions, conditions and easements of record which do not unreasonably interfere with present lawful use. If title insurance is furnished, Buyer shall pay any additional costs incurred in connection with mortgagee insurance issued for the protection of Buyer's lender. If Buyer desires a survey, Buyer shall pay for the survey. If a survey is necessary because of title to all or part of the real estate is unmarketable, as determined by Ohio law with reference to the Ohio State Bar Association's Standards of Title Examination, or is subject to liens, encumbrances, easements, conditions, restrictions or encroachments other than those excepted in this contract, Seller shall with thirty (30) days after written notice thereof, remedy or remove any such defect lien, encumbrance, easement, condition, restriction or encroachment or obtain the insurance without exception therefor. At closing Seller shall sign an affidavit with respect to off-record title matters in accordance with the community custom.

4. DEED: Seller shall convey to Buyer marketable title in fee simple by transferable recordable general warranty deed, with release of dower, if any, or fiduciary deed, as appropriate, free and clear of all liens and encumbrances except those permitted by his contract, and described in paragraph 3, and excepting the following: the rights of tenants of the parking lot. Note: Seller shall provide Buyer, within 10 days of acceptance with (A) copies of all leases pertaining to the property; (B) a statement setting forth the terms of any oral leases of the property; and (C) a rent schedule for the premises.

5. TAXES AND ASSESSMENTS: Seller shall pay or credit on purchase price all delinquent taxes, including penalty and interest, all assessments which are a lien on the date of contract, recoupments for current agricultural use valuations, and all unpaid real estate taxes not yet due for years prior to closing prorated through date of closing and based on 365 day year, and, if determined, on most recently available tax rate and valuation.

6. RENTALS, INTEREST, UTILITIES, TRANSFER TAX, AND SECURITY DEPOSITS: Adjustments shall be made through date of closing for (a) rentals, (b) interest on any mortgage assumed by Buyer and (c) condominium and other association charges. Seller shall pay through date of possession all accrued utility charges and other charges which may become a lien, and shall pay the County real estate transfer tax.

7. DAMAGE OR DESTRUCTION OF PROPERTY: Risk of loss to the real estate and appurtenances shall be borne by Seller until closing provided that if any property covered by this contract shall be substantially damaged or destroyed before this transaction is closed, the Buyer may (a) proceed with the transaction and be entitled to all insurance money, if any, payable to the Seller under all policies covering the property, or (b) rescind the contract, and thereby release all parties from liability hereunder, by giving written notice to the Seller within ten (10) days after the Buyer has written notice of such damage or destruction. Failure by the Buyer to so notify the Seller shall constitute an election to proceed with the transaction.

8. FIXTURES AND EQUIPMENT: The consideration shall include any fixtures, including but not limited to built-in appliances, heating, central air conditioning and humidifying equipment and their control apparatus; stationary tubs; pumps; incinerators; water softening equipment (unless leased); roof antennae, attached wall-to-wall carpeting and attached floor coverings; curtain rods, and window coverings excluding draperies and curtains; attached mirrors; light, bathroom and lavatory fixtures; storm and screen doors and windows, awnings, and blinds, and window air conditioners whether now in or on the premises or in storage; garage door openers and controls; attached fireplace equipment; security systems and controls (unless leased); smoke alarms; satellite TV reception systems and components; all exterior plants and trees; and the following:

The following shall be excluded:

9. **INSPECTIONS:** Prior to closing, Seller shall pay for and provide: (a) A written report, by a licensed exterminator, showing that the premises are free from any activity, infestation or damage from wood-destroying insects. If any treatment or repairs are indicated, Seller shall provide the same at Seller's expense; If the costs of repairs required exceed (1%) of the purchase price, Seller may terminate this contract unless Buyer agrees to pay the costs of such structural repair in the excess of (1%) of the purchase price; (b) Seller shall also provide, if the premises are served with natural gas, a written guaranty from a gas line repair company or a licensed plumber guaranteeing transfer of gas service to Buyer including all repair and alterations to gas lines, valves, meters, vents, appliances sold with the premises and restoration of the premises (excluding grass, shrubs, and trees) necessary to accomplish the transfer. (c) Seller shall provide a written report from the County Health Department or a testing laboratory showing that the premises are in safe and proper operating condition and is not a health hazard; and (d) A written report from the County Health Department or a testing laboratory showing that any well now in use as a primary water source for the subject premises and the water therefrom are not health hazard and are acceptable for drinking water.

A closing will occur after _____

10. **WARRANTIES BY SELLER:** Seller warrants that Seller, being made known to Buyer, has no knowledge of any liens, mortgages, or other encumbrances on the premises, and that the premises are not contaminated by any toxic or hazardous substances as defined by applicable federal or state law. Further Seller warrants that no improvements or services have been installed or furnished, or public notice of future improvements been received which may result in any part of the costs being assessed against the real estate.

11. **DEPOSIT:** Buyer has deposited with Seller the sum receipted for below, subject to collection by Seller's depository, which Buyer and Seller agree shall be held in trust and disbursed as follows: (a) if this offer is not accepted within the time specified or if this offer is accepted and Seller fails or refuses to perform, or any contingency is not satisfied or waived the deposit shall be returned; (b) if this offer is accepted, deposit shall be applied on purchase price when transaction is closed; (c) if this offer is accepted and Buyer fails or refuses to perform, this deposit shall be retained by Seller, which payment, or the acceptance thereof, shall not in any way prejudice the rights of Seller in any action for damages or specific performance. In the event of a dispute, the deposit shall be retained in trust, until (a) settlement; (b) disposition by Court Order, or (c) deposit of the same with a competent court.

12. **MISCELLANEOUS:** Buyer has examined all property involved and, in making this offer, is relying solely upon such examination and is not making any representation or warranty as to the condition, state, or use of the property. Time is of the essence of all provisions of this contract. All provisions of this contract shall survive the termination or rescission of this contract.

Buyer may assign this contract prior to closing.

13. **DURATION OF OFFER AND CLOSING:** This offer shall be open for acceptance to _____ 5:00 p.m., Mar. 11, 1992.

This contract shall be performed and this transaction closed within 120 days after acceptance hereof, unless the parties agree in writing to an extension.

Buyer acknowledges receipt of a copy of this contract.

David R. Morris

(Buyer)

THE SELLER ACKNOWLEDGES RECEIPT OF THE DEPOSIT OF \$ 1,000.00 BY CASH/CHECK WHICH SHALL BE HELD IN TRUST UPON ACCEPTANCE HEREOF PURSUANT TO PARAGRAPH 11

Address: 42 East Winter Street
Delaware, Ohio 43015

Phone: 362-5601

Alpha Sigma Phi Fraternity, Inc.

By: _____
Seller

Deed to:

R. Lamont Kaiser

Name of Buyer's Attorney

The undersigned agrees to and accepts the foregoing offer.

Seller acknowledges receipt of a copy of this contract.

Alpha Sigma Phi Fraternity, Inc.

(Seller)

Address: 24 West William Street
Delaware, Ohio 43015

Phone:

Signed this 11th day of March, 1992.

GEORGE LORD

Name of Seller's Attorney

ADDENDUM

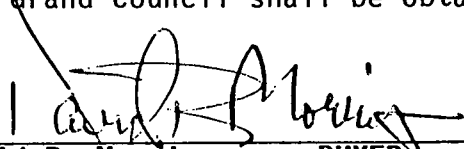
David R. Morris - Offer to Purchase dated March 5, 1992
24 West William Street, Delaware, Ohio

Contingencies:

1. Buyer and Seller shall have an as-built survey with metes and bounds description completed within 45 days of this contract by Shores Surveying, and Buyer shall have 5 days from delivery of the completed survey to give written notice to Seller that the substance of the survey or matters shown thereon are unsatisfactory to Buyer and that Buyer thereby elects to terminate the contract. A failure to give such notice constitutes a waiver of this contingency. Buyer and Seller shall each pay 1/2 the cost of such survey and such obligation shall survive any termination of the contract.

2. Final approval of Sellers Grand Council shall be obtained within 15 days of acceptance.

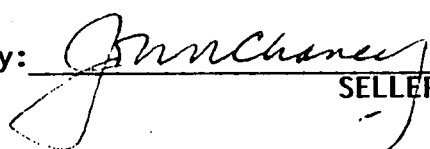
Dated: March 5, 1992



David R. Morris, BUYER

Dated: March 11, 1992

Alpha Sigma Phi Fraternity, Inc.

By: 

SELLER

ADDENDUM


Alpha Sigma Phi, Inc. - Real Estate Purchase Contract and
Addendum dated March 5, 1992
24 West William Street, Delaware, Ohio

Changes:

1. Closing with immediate possession is to be on July 15, 1992 unless an earlier date is subsequently agreed to in writing by both parties.

2. This offer must be accepted by 5:00 p.m., March 16, 1992 or this agreement will be considered to be terminated.

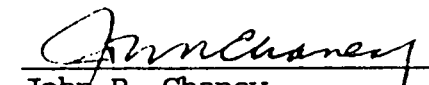
Dated: March 11, 1992



David R. Morris, BUYER

Dated: March 11, 1992

By:



John R. Chaney
For Alpha Sigma Phi, Inc., SELLER

L E A S E A G R E E M E N T

THIS LEASE AGREEMENT, made at Delaware, Ohio, this 11th day of March, 1992, by and between Baywood Properties, Inc, hereinafter referred to as Lessor, and Alpha Sigma Phi, Inc., of 24 West William Street, Delaware, Ohio 43015, hereinafter referred to as Lessee.

W I T N E S S E T H :

1. PREMISES: The Lessor does hereby demise and let to the Lessee and the Lessee hereby take and hire from the Lessor, that certain space hereinafter called the "Premises" and more particularly described as follows: approximately 3,400 square feet located in the western half of both the first and second floors and further outlined in attached "Exhibit A".
2. DESCRIPTION: Baywood Office Building #1, located at 12 Lexington Boulevard, hereinafter called the "Building" and located in Delaware, Ohio 43015, as outlined in blueprint attached as "Exhibit A".
3. TERM: To have and to hold unto the Lessee for a term of four (4) years commencing June 22, 1992, (if possible) and no later than July 1, 1992 and ending at noon local time on June 30, 1996, unless its terms shall be further extended or sooner expired or terminated as hereinafter provided. Lessee shall have two (2) one year options to renew all terms and conditions of said lease at an increased rental rate of four (4) percent. Lessee shall notify Lessor prior to 45 days of termination of any term of Lessee's intent to exercise said option.
4. RENT: The Lessee hereby covenants and agrees to pay to the Lessor, in consideration for the term of this lease (forty eight months @ \$2,830 per month) the sum of one hundred thirty five thousand eight hundred forty dollars (\$135,840), payable as follows;

Simultaneously with the execution hereof, Lessee has paid to Lessor the sum of five thousand six hundred sixty dollars, (\$5,660.00) equal to the installment for two months rent in the first year of said lease term, which shall NEVER be applied by Lessor as rent, but rather held by the Lessor to induce the Lessee to leave the premises upon termination of this agreement for any reason in the same clean manner with which the Lessee took possession. Lessor, at Lessor's option reserves the right to use said deposit to offset default in payment of rent, any costs or penalties whatsoever incurred in or on behalf of Lessee, excluding fair wear and tear. Subsequent to vacation of premises due to termination of this agreement, Lessor shall refund full deposit to Lessee, less above referenced costs incurred by Lessor.

During the first calendar year this Lease, Lessee shall pay to Lessor the total sum of sixteen thousand nine hundred eighty dollars (\$16,980) payable in two equal installments. The first installment of eight thousand four hundred ninety dollars, (\$8,490) shall be paid on or before July 1, 1992. The second installment of eight thousand four hundred ninety dollars, (\$8,490) shall be paid on or before October 1, 1992. Commencing January 3, 1993, Lessee shall pay to Lessor the total sum of thirty three thousand nine hundred sixty dollars in equal monthly installments of two thousand eight hundred thirty dollars (\$2,830) due on the first day of every month, and the like sum on the same day of each and every month thereafter for the full term of the lease. Lessee agrees that if, for any reason whatsoever, the rent is not delivered to the Lessor by 5:00 p.m. on the third business day of each month, that the Lessee will add to the normal monthly rental an amount equal to 5% of the monthly rental as a "late charge". Lessee further agrees that if, for any reason whatsoever, any of the monthly rental checks of the Lessee do not clear the Lessee's bank, that the rent check can be re-drawn so as to include a penalty of 10% of the month's rent, or Lessee may deliver a new check, including the penalty, to the Lessor within 48 hours after the Lessor notifies the Lessee the Lessee's check did not clear the bank. It is understood that in all instances where the lease term exceeds four years, that commencing with the fifth year of such lease term, the escalation rate shall be 4% as described above in this Lease Agreement shall be applied so as to determine the lease rate during the fifth and each and every year thereafter of the original lease term.

5. **UTILITIES AND SERVICES:** The Lessor shall provide and the Lessor pay for all utilities consumed by Lessee within their lease space and common areas, which shall include, but not be limited to, natural gas, electrical power, water and sewer charges, whether provided by governmental body or private contractor. Lessor shall not be responsible for failure to furnish or for any delay in furnishing any such improvements, or by strike, riot, civil commotions, or for any cause whatsoever beyond the Lessor's control. However, Lessor shall exert best efforts to correct any disruption of services within 48 hours. No such delay or failure to furnish utilities services shall be cause to suspend rental payments or be construed as constructive eviction.

Lessor shall be responsible for Janitorial service to common areas, which includes hallways, entryway, common area toilet areas, and Lessor will supply soap, paper towels, and toilet paper in common area toilet areas.

6. **BUILDING:** The Building of which premises are a part has been erected by Lessor in accordance with its plans which are now available for Lessee to study. The Building includes the following items constructed and/or installed by Lessor at its expense (except item "c" which shall be paid for by Lessee within the tenant improvement allowance).

- a) modern fluorescent lighting - one four tube recessed lighting fixture per 100 square feet of occupied space, with original lighting tubes provided by lessor,
- b) suspended tee-bar acoustical ceiling,
- c) window coverings- drapes or blinds with uniform lining, including window hardware to be provided by Lessee and approved by Lessor, unless included in specifications tenant finish,
- d) carpet or vinyl tile, unless included in specifications as tenant finish,
- e) a reasonable and sufficient number of grounded electrical outlets, to accommodate three wire electrical plugs.

7. **TENANT IDENTIFICATION:** The Lessor shall provide, at Lessor's expense, custom lettering upon the sidelight glass panel adjacent to the Lessee's main entry door. Lessor shall also furnish (as a part of tenant improvements allowance) a flag pole and free standing sign to be located at the southwest corner of the building. Lessee shall be obliged to maintain the graphic identifying the location of his business at Lessee's expense, in accordance with Lessor's standards for quality and uniformity, (see specifications "Exhibit A").

8. **PARKING AREA:** The Lessor agrees that the Lessee, his employees, and/or associates and invitee shall have the right to use 14 dedicated and all the remaining parking spaces which are to be provided adjacent to the office Building in common with the tenants of the remainder of the Building and their respective patients, customers, clients and employees.

9. **MAINTENANCE OF PREMISES BY LESSOR:** The Lessor covenants and agrees, that, at Lessors expense:

- a) it will keep and maintain the Building of which the Premises are part in good and reasonable state of repair and upkeep,
- b) it will periodically clean outer window glass,
- c) it will maintain the lawn and landscaped areas appurtenant to the Lessee's space and shall contract with a snow removal service so as to keep entrance driveways, parking areas and sidewalks reasonable clear of snow and ice so that Lessee's employees, patients, guests and invitee may have reasonable access to the Lessee's place of business during normal business hours.

10. REPAIRS: Subject to the provisions of Paragraph 11, the Lessee shall, at the Lessee's own expense, keep the premises in good order, condition and repair during the term, including the replacement of all broken glass with glass of the same size and quality, when such replacement is necessary and due to the negligence of the Lessee, his agents, or employees. Repairs shall be accomplished under the supervision and with the approval of the Lessor. If the Lessee does not make the repairs promptly and adequately, the Lessor may, but need not, make repairs and the Lessee shall pay promptly the cost thereof. The Lessee shall pay for overtime and for any other expenses incurred in the event that the repairs, alterations, decorating and other work in the Premises are not made during ordinary business hours at the Lessee's request. At any time or times the Lessor may, either voluntarily or pursuant to governmental requirements, at Lessor's expense, make additions, repairs, alterations or improvements in or to the building or any part thereof, including the Premises, and during operations may close entrances, doors and corridors or other facilities, all without liability to the Lessee by reason of interference inconvenience or annoyance. Lessor shall not be liable to Lessee for any expense, injury, loss, or damage resulting from work done in or upon, or the use of, any adjacent building, land, street, or alley.

11. OCCUPANCY: The Lessee will use and occupy the lease Premises in a careful, safe and proper manner, and will not use or permit said premises to be used for any purpose other than a general business or medical office. Lessee will not sublet said premises or any part thereof, except as specified in "SUBLEASE" provision below, or assign this lease without written consent of lessor, which consent, however, shall not be unreasonably withheld. In all respect, however, the occupancy of said Premises by Lessee shall be such as will preserve the reputation of the Building and will not infringe upon the rights of other tenants.

Lessee shall not permit or suffer anything to be done or kept upon said Premises which will increase the rate of insurance on the Building or on the contents thereof, or which will obstruct or interfere with the rights of other occupants or annoy them by unreasonable noise or otherwise, nor will Lessee commit or permit any nuisance on the premises, or commit or suffer any immoral or illegal act to be committed thereon; Lessee shall comply with all of the requirements of the board of health and all other governmental authorities with respect to said Premises. If, by reason of the occupancy or use of said Premises by Lessee, the rate of insurance on the Building shall be increased Lessee shall become personally liable for the additional insurance fees.

12. INSTALLATION AND REMOVAL OF IMPROVEMENTS: Lessee may otherwise furnish and equip the leased Premises, purchasing and installing any special equipment, and any other items necessary, incidental or convenient to its needs. All such improvements, furnishings, and equipment purchased by the Lessee may be removed at the termination of this agreement or any renewal thereof, provided however, that those improvements, furnishings, and equipment which cannot be severed from the leased Premises may be removed by the Lessee only if the Lessee repairs any damage resulting from such removal and if the Lessee shall have fully performed all of his covenants and agreements herein contained.

13. ALTERATIONS: Lessee agrees not to make any material alterations in the Premises without written consent of Lessor which consent will not be unreasonably withheld. Lessee shall have the absolute right, without notice to, or permission from Lessor, to relocate any and all telephone and electrical outlets, whether installed by Lessor or Lessee; and Lessee shall have full right and authority to install at its own expense such additional partitioning, telephone, and electrical outlets as Lessee shall in its sole and absolute discretion deem advisable for the conduct of its business. All partitioning furnished and installed by Lessee shall be deemed as fixtures and shall become the property of the Lessor, and Lessee may not remove any such partitioning. Any damage to Premises resulting from relocation or removal or partitioning, telephone, and electrical outlets, by Lessee, shall be repaired by Lessee at its sole cost and expense.

14. VACATION OF PREMISES: The Lessee will deliver up and surrender possession of the leased Premises to the Lessor upon the expiration of the Lease, and any renewal thereof, or its termination in any way, in as good condition and repair as the same shall be at commencement of said term, (loss by fire or ordinary wear and decay excluded) and deliver the suite to Lessor in "broom clean" condition.

The provision of this paragraph shall survive the expiration or termination of the term of this Lease and any or all renewals and/or extensions thereof, Lessee shall, at Lessee's expense, remove all property of Lessee, repair all damage to the suite beyond fair wear and tear, and to the complex, caused by such removal, and restore the suite to the condition which it was prior to the installation of articles so removed (ordinary wear and tear excepted). However, Lessor shall have the right to elect to have such removal, repair or restoration performed by agents or contractors of Lessor's own choice, but at the Lessee's reasonable expense. Any property to be removed by Lessee, and not so removed, shall be deemed abandoned no Lessee, and may be retained or disposed of by Lessor in any manner that Lessor may see fit, without prejudice to Lessor's rights against Lessee for failure to remove such property, and Lessor shall not be required to pay or account to Lessee for the value of proceeds derived from any sale contained in this article shall survive the expiration or termination of the terms of this Lease. If the suite is not surrendered at the time provided in this Lease, Lessee hereby indemnifies Lessor against all claims made by any succeeding tenant against Lessor arising out of, or resulting from the failure of Lessee to timely surrender the premises. All keys issued to Lessee by Lessor, and all keys subsequently made by Lessee for the benefit of Lessee or its agents or employees, shall be returned to Lessor no later than noon on the day following the expiration or termination of this Lease.

15. ACCESS TO PREMISES: Lessor may have free access to the leased premises at all reasonable hours for the purpose of examining the same or to make any alteration or repairs to the leased premises that Lessor may deem necessary for its safety or preservation, and also during the last three (3) months of the term of this Lease for the purpose of exhibiting the leased Premises to prospective tenants, provided that such access or entry shall not unreasonably interfere with Lessee's use of the Premises or with Lessee's ability to conduct business therein.

16. RENT DEMAND & RE-ENTRY BY LESSOR: If Lessee is in default in payment of the rent or part thereof, or in fulfillment of any of the covenants or agreements herein specified to be fulfilled by Lessee, or if any waste be committed or unnecessary damage done upon or to the leased Premises, and if such default shall continue for a period of five (5) business days after written notice thereof shall have been given by the Lessor the Lessee, the Lessor may, at the Lessor's election, at any time while such default continues, without further notice, declare the said term ended and enter possession of the leased Premises, re-lease said Premises, and sue for and recover all rents and damages accrued or accruing under this lease or arising out of any violation thereof; or the Lessor may sue and recover without declaring this lease void or entering into possession of the leased Premises.

Every demand for rent due, wherever and whenever made, shall have the same effect as if made at the time it falls due and at the place of payment, and after the service of any notice or commencement of any suit, or final judgement therein, the Lessor may receive and collect any rent due and such collection or receipt shall not operate as a waiver of, or affect in any way, such notice, suit or judgement.

It is further agreed that if Lessee shall default on the payment of any installment of rent, or of any other sum provided under this Lease, as the same becomes due and payable or shall be in default or shall have breached any covenant or condition of this Lease, or shall remove or express or declare an intent to remove any of the goods and chattels from the Premises, or should an eviction issue against said Lessee, or an assignment be made by Lessee for the benefit of creditors or a receiver appointed for Lessee, then, and in such case, the entire rent for the balance of the term shall at once become due and payable in advance. In case of such assignment, bankruptcy proceedings, appointment of a receiver or sale on legal process of Tenant's goods, Lessor shall have the right to demand out of the proceeds of such assignment, bankruptcy or receiver's proceedings or sale on legal process, any law, usage or custom to the contrary notwithstanding.

In any such event, neither Lessor nor any party claiming through or under Lessee, or by virtue of any statute or of any order of any court shall be entitled to possession or remain in possession of the Premises, but shall forthwith surrender to Lessor and vacate the Premises and Lessor, in addition to other rights and remedies which it may have by virtue of any other provision of this Lease, or by virtue of any statute or rule of law, may retain and apply any rent, security or other deposit or monies received by Lessor from Lessee or others on behalf of Lessee.

17. NOTICES: Any notice or summons to be served by or on behalf of either party to this agreement upon the other may be sufficiently served by delivering such notice or summons by certified mail, addressed to the other party at its address herein above specified, or at such other address as may be specified from time to time in writing delivered to the other party.

18. DESTRUCTION OR INJURY: If leased Premises shall without fault or neglect on the part of the Lessor, become unfit in whole or part for occupancy and if such destruction or injury could reasonably be repaired within thirty (30) days from the happening of such destruction or injury, then the Lessee shall not be entitled to surrender possession of the leased Premises, nor shall the Lessee's liability to pay rent under this lease cease, without the mutual consent of the parties hereto, but in the case of any such destruction or injury, the Lessee's liability to pay rent under this lease cease, without the mutual consent of the parties hereto, but in the case of any such destruction or injury, the Lessor shall repair within thirty (30) days from the happening or the said destruction or injury; and if during such period the Lessee shall be unable to use all or any portion of the leased Premises, a proportionate allowance shall be made to the Lessee from the rent, corresponding to the time during which and to the portion of the leased Premises of which the Lessee shall be deprived of the use on account thereof.

In the event that such destruction or injury cannot reasonably be repaired within thirty (30) days from the happening thereof, the Lessor shall notify the Lessee in writing within fifteen (15) days after the happening whether or not the Lessor will repair or rebuild. This notice shall specify the time within which such repairs or reconstruction shall be completed and the Lessee Shall have the option, within thirty (30) days after receipt of such notice, to elect either to terminate this lease and further liability hereunder or to extend the term of the lease by a period equivalent to the time from the happening of such destruction or injury until the leased Premises are restored to its former condition within the time specified in the notice and the Lessee shall not be liable to pay rent for the period from the time of injury or destruction until the leased premises are so restored to its former condition.

19. **CONDEMNATION:** In the event that any portion of the Premises shall be taken or condemned for public use, the Lessor shall rebuild and restore the remaining portion thereof so as to make an architecturally complete unit and the rental provided for in this lease shall be reduced in the proportion which the actual area of the space taken bears to the entire floor area leased hereunder. Provided however, that in the event that the twenty-five percent (25%) is taken and the lease is not cancelled or terminated by either party hereto, then the Premises shall be restored as aforesaid. Lessee shall have no right to claim for any portion of Lessor's condemnation award and shall have no right to claim based on the condemnation of the Lessee's space or of Lessee's leasehold interest therein. In no event shall Lessee have any right on account of the condemnation of any portion of the parking, driving, or walking area adjoining the Premises.

20. **INSURANCE:** Lessor shall carry fire and extended coverage insurance, insuring the improvement constructed by Lessor for not less than the amount required by Lessor's Mortgagee. Lessor agrees to provide Lessee with a copy of Lessor's Certificate upon request.

Lessee shall be responsible to provide for insurance coverage of Lessee's contents and personal property in and about the suite, as well as comprehensive liability insurance to protect Lessee against claims by third parties in and about the suite. In addition provisions shall be made by Lessee to hold harmless Lessor from liability of damages resulting from any act or omission of Lessee, his employees, associates and his invitee. Lessee agrees to upon the execution of this Agreement, secure from an insurance company or companies acceptable to Lessor public liability insurance in the minimum amount of \$300,000.00 for loss from accident resulting in bodily injury to or death of persons, and \$100,000.00 for loss from an accident resulting in damage to or destruction of property.

Lessor and Lessee agree that, in the event of loss due to any of the perils for which they have agreed to provide insurance, each party shall look solely to its insurance for recovery. Lessor and Lessee hereby grant to each other, on behalf of any insurer providing insurance to either of them with respect to the demised Premises, a waiver of any right of subrogation which any insurer of one party may require against the other by virtue of payment of any loss under such insurance.

21. **QUIET ENJOYMENT:** The Lessor hereby covenants and agrees that if the Lessee shall perform all the covenants and agreements herein stipulated to be performed by the Lessee, the lessee shall at all times during the term hereof and any renewal or extension thereof, have the peaceable and quiet enjoyment and possession of the leased Premises without any hindrance from the Lessor or any person or persons lawfully claiming the leased Premises.

22. **NONWAIVER:** Any failure of Lessor or Lessee to insist upon strict performance of any terms, conditions and covenants herein shall not be deemed as a waiver of any right or remedies upon any default by the other, neither shall it prejudice nor affect either's respective rights or remedies in the event of subsequent defaults.

23. **BINDING ON ASSIGNS:** It is mutually understood and agreed that the covenants and agreements contained in the lease within shall be binding upon the mutual benefit of the parties hereto and upon their respective successors and assigns.

24. **NO REPRESENTATIONS:** Neither Lessor nor Lessor's agents have made any representations or promise with respect to complex, suite, or common areas, or the condition of same, except as in this Lease expressly set forth. The taking or entry into possession of the suite by Lessee shall constitute conclusive evidence as against Lessee that the complex and suite were in good satisfactory, fit, and habitable condition at the time possession was taken, or such entry into possession was made.

25. **SUBLEASE:** It is mutually understood and agreed that Lessee shall have the right to sublease parts of the Premises to internal subsidiary entities without the prior written consent of Lessor, however, any sublease to unrelated external entities shall require written consent by the Lessor, which consent shall not be unreasonably withheld.

26. SECURITY DEPOSIT: Simultaneously with the execution hereof, Lessee has paid to Landlord the sum of five thousand six hundred sixty dollars, (\$5,660.00) dollars, as a security deposit, which shall be applied on these terms:

- a) in the event of any default by Lessee in the performance of the terms, covenants or conditions of this Lease, Lessor is authorized to apply said security deposit or any part thereof, against the damages resulting from such default, excluding fair wear and tear; and,
- b) Upon termination of this lease, and all renewal terms, if any provided Lessee is not then default hereunder, Lessor shall return the security deposit or any portion thereof, to Lessee:

Lessor shall not be required to, but may, apply the security deposit against any payments to be made hereunder that are past due, nor shall the Lessor account to Lessee for or pay to Lessee, interest accrued on said security deposit is not and shall not be deemed to be measure of damages for any breach hereunder nor shall application of the same or any part thereof be a bar to further recovery nor to any other remedy, at or in equity, for such breach.

- c) Said security deposit is not subject to any escrow limitations and may be commingled in Lessors operating account.

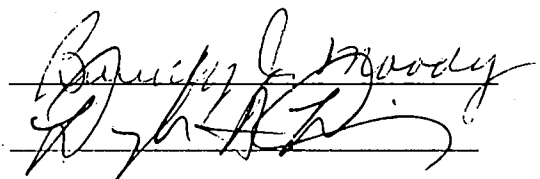
27. OTHER PROVISIONS:

- a) Lessee reserves the right of first refusal at same dollar per square foot lease rate as Lessee is paying for rest of space for area on second floor so designated in blueprint and attached hereto.
- b) If either party is required to enforce any of the terms of the agreement by litigation, attorney's fees of the prevailing party will be paid by the non-prevailing party.
- c) If during the term of this lease, or any extension thereof, Lessor shall receive an acceptable offer to purchase said building located at 12 Lexington Boulevard, Lessor shall first give immediate written notification to Lessee of receipt of contract. Within 5 business days following the delivery, or mailing of said notice, Lessee shall have the right to purchase said building upon the same terms and conditions. Said right shall be exercised by delivering or mailing such election to Lessor prior to the expiration of said five days. If Lessee shall not elect to make such purchase within said time, and the sale is made in accordance with the terms set forth in the notice, Buyer shall not have the right to purchase the note upon any resale.
- d) Said agreement is binding upon successors heirs, assignees and personal representatives.

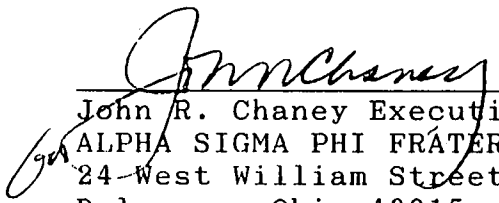
IN WITNESS WHEREOF, binding the parties hereto have set their hands hereof, the day and year first above written:

WITNESSES:

LESSEE:

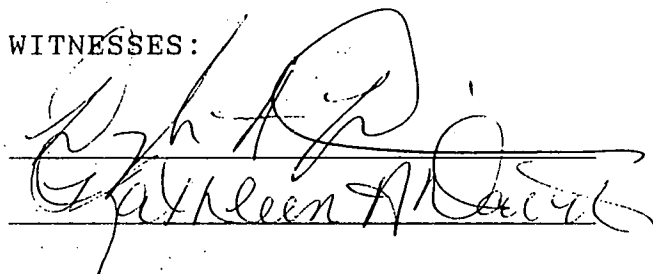


WITNESSES:

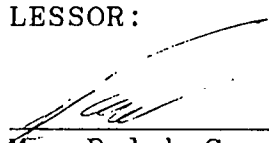

John R. Chaney Executive Vice President
ALPHA SIGMA PHI FRATERNITY
24 West William Street
Delaware, Ohio 43015

WITNESSES:

LESSOR:



WITNESSES:


Mr. Ralph Caruso, President
Baywood Properties, Inc.
P O Box 348
Fredericktown, Ohio 43019

Notarization for Lessor:

State of Ohio
County Of Delaware ss:

BE IT REMEMBERED, that on this _____ day of _____ 1991, before me, the subscriber, a Notary Public in and for said county, personally appeared the above named _____

the parties named in the foregoing Lease, and acknowledged the signing of the same to be their voluntary act and deed, for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

Notarization for Lessee:

State of Ohio
County Of Delaware ss:

BE IT REMEMBERED, that on this 11th day of March ¹⁹⁹²~~1991~~, before me, the subscriber, a Notary Public in and for said county, personally appeared the above named John R. Chaney, Executive Vice President
Alpha Sigma Phi Fraternity, Inc.

the parties named in the foregoing Lease, and acknowledged the signing of the same to be their voluntary act and deed, for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Beverly J. Moody
Notary Public

BEVERLY J. MOODY, NOTARY PUBLIC
STATE OF OHIO, DELAWARE COUNTY
MY COMMISSION EXPIRES 11/3/96

Notarization for Lessor:

State of Ohio
County Of Delaware ss:

BE IT REMEMBERED, that on this 24 day of January 1991, before me, the subscriber, a Notary Public in and for said county, personally appeared the above named Birgetta L. Garcia-Purdy

the parties named in the foregoing Lease, and acknowledged the signing of the same to be their voluntary act and deed, for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Birgetta L. Garcia-Purdy
Notary Public

Notarization for Lessee:

State of Ohio
County Of Delaware ss:

BIRGETTA L. GARCIA-PURDY
NOTARY PUBLIC, STATE OF OHIO
My Commission Expires Mar. 8, 1993

BE IT REMEMBERED, that on this _____ day of _____ 1991, before me, the subscriber, a Notary Public in and for said county, personally appeared the above named _____

the parties named in the foregoing Lease, and acknowledged the signing of the same to be their voluntary act and deed, for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

ADDENDUM NUMBER 1

OPERATING EXPENSES:

Operating expenses to be performed by Lessor at Lessor's expense is listed below and is superseded by any language highlighting expenditures in accompanying lease. Lessee shall pay the cost of telephone and janitorial services used upon the Premises, within the leased space.

Lessor to pay the following;

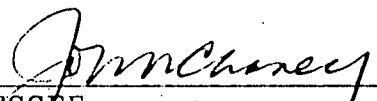
- a) Pay all taxes, either general or special, as may be levied upon and become payable as to the Premises.
- b) Pay all insurance premiums for the protection to the building improvements against loss by fire, extended coverage, and vandalism on a full replacement cost basis, and carry public liability insurance protecting any person or persons against any loss either to person or property with limits deemed appropriate by Lessor.
- c) Provide janitorial services to keep the common areas in a clean and sanitary condition including furnishing all janitorial supplies used upon the common areas such as toilet paper, towels and soap.
- d) Furnish all gardening necessary to keep the lawn and shrubbery upon the site in an attractive condition.
- e) Maintain the building and improvements erected upon the site including the parking lot, and keep the parking lot free of refuse, debris and accumulations of snow and ice promptly.
- f) Maintain and keep in good working condition all mechanical equipment in the Premises, excluding however, any maintenance which is a result of the negligence or willful action of Lessee or its agents, employees, contractors or invitee.
- g) Promptly replace common area (interior and/or exterior) lighting tubes or bulbs which become inoperative. This does not include lighting within the Premises of the leased space.
- h) Provide garbage and trash pickup and removal services.
- i) Pay for gas and electricity utilities used upon the Premises and the Common Areas.
- j) Pay for water, including sewer use fees, upon Premises.
- k) Pay for all other expenses of operation of the Premises.

PAGE TWO
ADDENDUM NUMBER ONE


Within forty five (45) days after the expiration OF THE SECOND lease year, Lessor shall render a statement to Lessee with respect to the direct operating expenses to that year. If during said year the direct operating expenses exceeded an amount equal to \$4.00 per square foot of rentable area of the Premises, then the Lessee shall pay to Lessor the excess of the cost of such direct operating expenses over \$4.00 per square foot which payment shall be made by Lessee on or before thirty (30) days from the receipt of the computation by Lessor. However, in the event that operating expenses are determined to be less than \$4.00 per square foot, then Lessor shall have thirty (30) days to make appropriate payment to Lessee. In the event that Lessee has any questions of any kind as to the direct operating expenses for the calendar year, Lessee may, at its own expense, audit the books of Lessor as to such direct operating expenses, and Lessor agrees to keep books and records as to the cost of such direct operating expenses and to make available to any such auditors employed by Lessee to make such audit such books and records to substantiate the amount of such direct operating expenses. However Lessor's maximum contribution to the "direct operating expenses" for any given year shall not exceed an amount equal to \$4.00 per square foot of the rentable area of the Premises. It is further understood that there will be no pass-through of expenditures whatsoever for the first twelve months of this lease.

ADDENDUM NUMBER TWO

Landlord hereby agrees to pay for and construct, or cause to be constructed, the outlined office layout attached hereto in accordance with written specifications and plans attached hereto. All tenant improvement items listed will be fully completed in a workman-like manner and the Lessor will fully complete or cause to be completed all items at his own expense without incurring additional expenses to Lessee. All 32 items on the specification page and attached drawings will be arranged and installed at Lessor's expense.



LESSEE
FOR ALPHA SIGMA PTA, Inc



LESSOR

March 5, 1992

Specifications

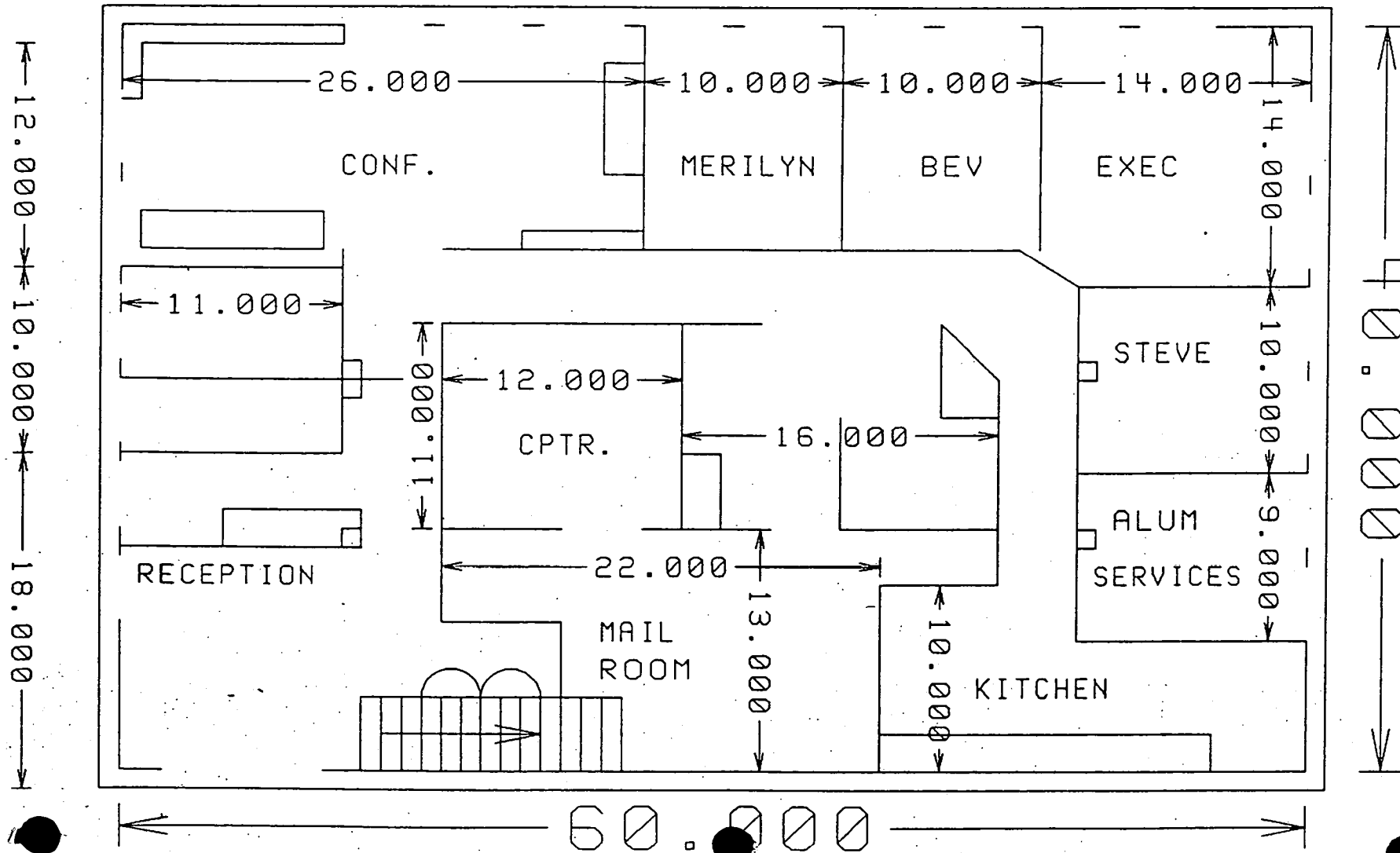
1. Plans prepared for permit, HVAC, Electrical & Plumbing.
2. Building permits
3. Construct stairway, rod, door and shelf under stairway.
4. Replace Main entry door with partially windowed double door
5. Construct and install laminate two level reception and workstation at primary entry.
6. Construct and install wood bookshelves on exterior perimeter wall of Conference Room, also an Audio Visual Cabinet (to include pull down screen, and room for monitor and VCR all hidden by doors, audio visual cabinet with doors to be installed in conference room), and stain to match rest of woodwork.
7. Ritual closet on second floor next to stairs to have rod and dead bolt and light.
8. Install security system on all entry doors and one motion detector.
9. Install white 2' * 4' lay-in ceiling
10. Construct and frame all interior partition walls 24" on center with 5/8" drywall taped and finished for all interior partitions per attached conceptual drawings.
11. Install hollow core flush doors on jambs with casing to match, include hardware to match existing (Schlage Orbit, oil rubbed bronze finish).
12. Install Tri-Pac Aristocraft dark stained cabinets and laminate tops (color of tops to be specified by Lessee) and splash as per plan in Kitchen area.
13. Prime and paint all walls with two coats latex eggshell with color of Lessees choice, and dark stain on all woodwork to match cabinets, (color of wall paint to be specified by Lessee).
14. Trim all windows with pine jamb extensions and pine trim, (dark stain color to match cabinets and rest of woodwork).
15. Install Glue down carpet (carpet color to be specified by Lessee) in all areas (of same quality as lobby).
16. Install 4" vinyl base in all areas (color to attempt to match stain).
17. Plumbing:
 - Install stainless steel kitchen sink, (tie into existing vent and service).
18. HVAC:
 - Extend existing return and supply ducts to new diffuses in new ceiling.
 - Relocate thermostats, mount and balance
 - Air Balance System
19. Electrical:
 - Circuit breakers in existing panels
 - Branch wiring as per plans
 - Devices and plates as per plans
 - Exit lights per plans
 - Emergency lights per plans
 - Telephone jacks and necessary computer wiring and jacks per plans
 - switches and outlets per plans
 - plugs for Xerox and Mail machine in mail room.
 - 1000 FT 4 pair 24 gauge plenum cable
 - 1000 FT 2 pair 24 gauge plenum cable
 - 2 ATT 110/RJ45 12 port patch panel
 - 16 patch cords
 - 18 4C18C Duplex Jacks
 - Fiber board to mount 8" * 24" K.S.U.
 - Double or single gang plaster ring and conduit from work box to ceiling.
20. Construction and installation of sign and flag pole as per drawings and plans.
21. Half wall on north side of Ruth's and around stairway upstairs.
22. Lighting, dead-bolt, and heavy duty floor to ceiling shelving on all walls of archives room.
23. Track lighting to be installed in conference room, and hallway to conference room.
24. Upgrade Executive and Conference room doors to solid core.
25. Wall covering, color of Lessee's choice to be installed in reception area, conference room, and hallway to conference room, and executive office
26. Matching mini-blinds, color of Lessee's choice for all windows.
27. Construct wall composed of wood and glass between Hazel and Sandy.
28. Door from kitchen and reception to common hall to remain, others to be removed.

29. Design (with tenant), construct, and install;
 - 59 linear feet of credenzas with sliding doors located as per plans (addition for credenza in Bev's office).
 - 67 linear feet of laminate tops with storage below, located as per plans.
 - 35 linear feet of wall hung bookshelves located as per plan.
30. Coat closet as per plans located in Executive and Steve's office.
31. Mail room to have 150 slot storage shelves.
32. Design, construct and install floor to ceiling, glass door and glass shelf display case with built in lighting in conference room as per drawings.

DOES NOT INCLUDE:

1. Any additional work not covered in this proposal requested by tenant, owner, or other governing body.
2. Installation of Landlord or Tenants equipment (unless specified).
3. Cabinets, drawers, or files under desks or work areas other than those specified above.
4. Wall coverings other than those specified above.
5. Window coverings other than those specified above.
6. Any tenant improvement for area behind stairs on second floor noted as "first right of refusal".

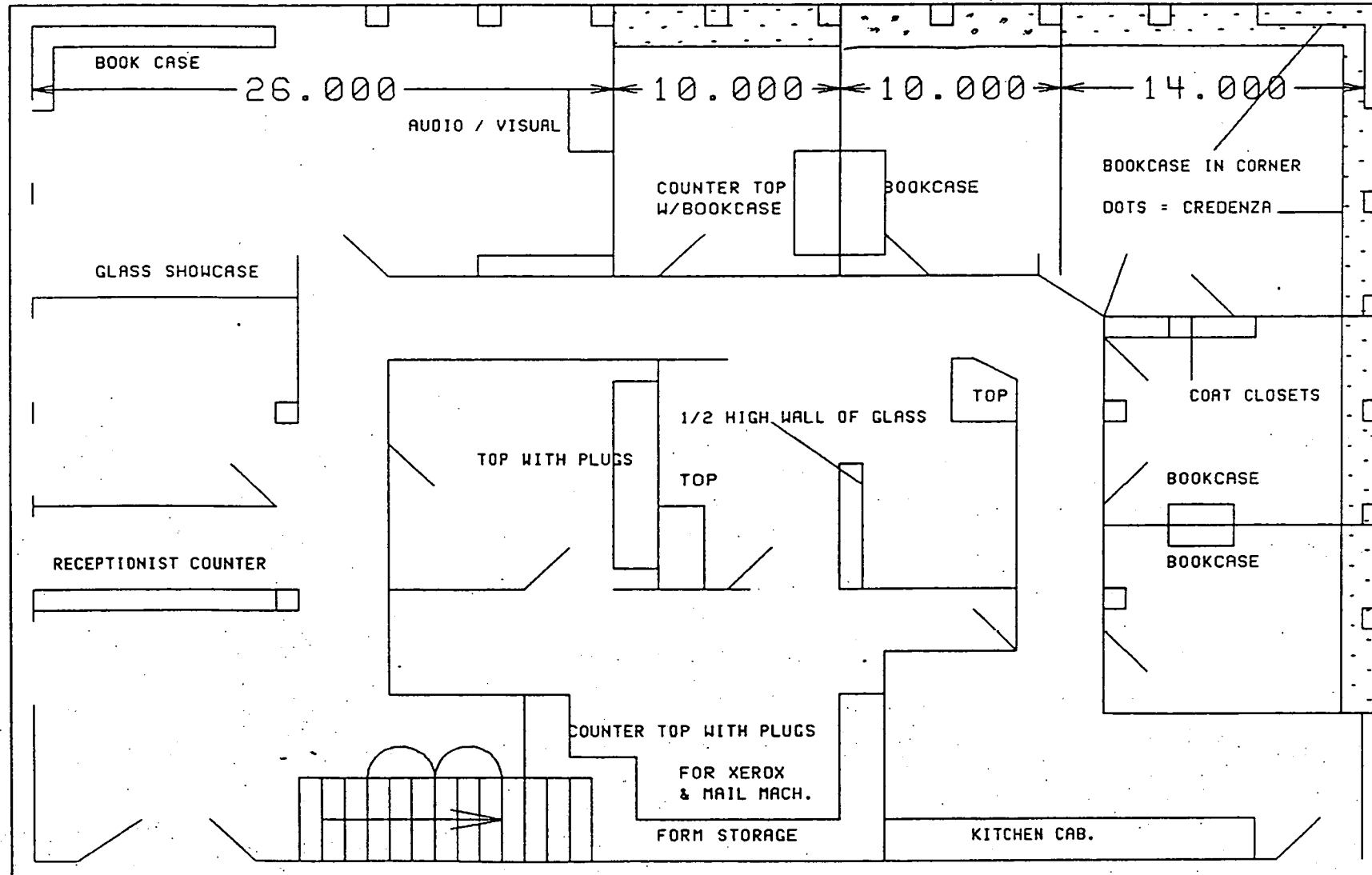
ALPHA SIGMA PHI SUITE #103 12-26-91



22

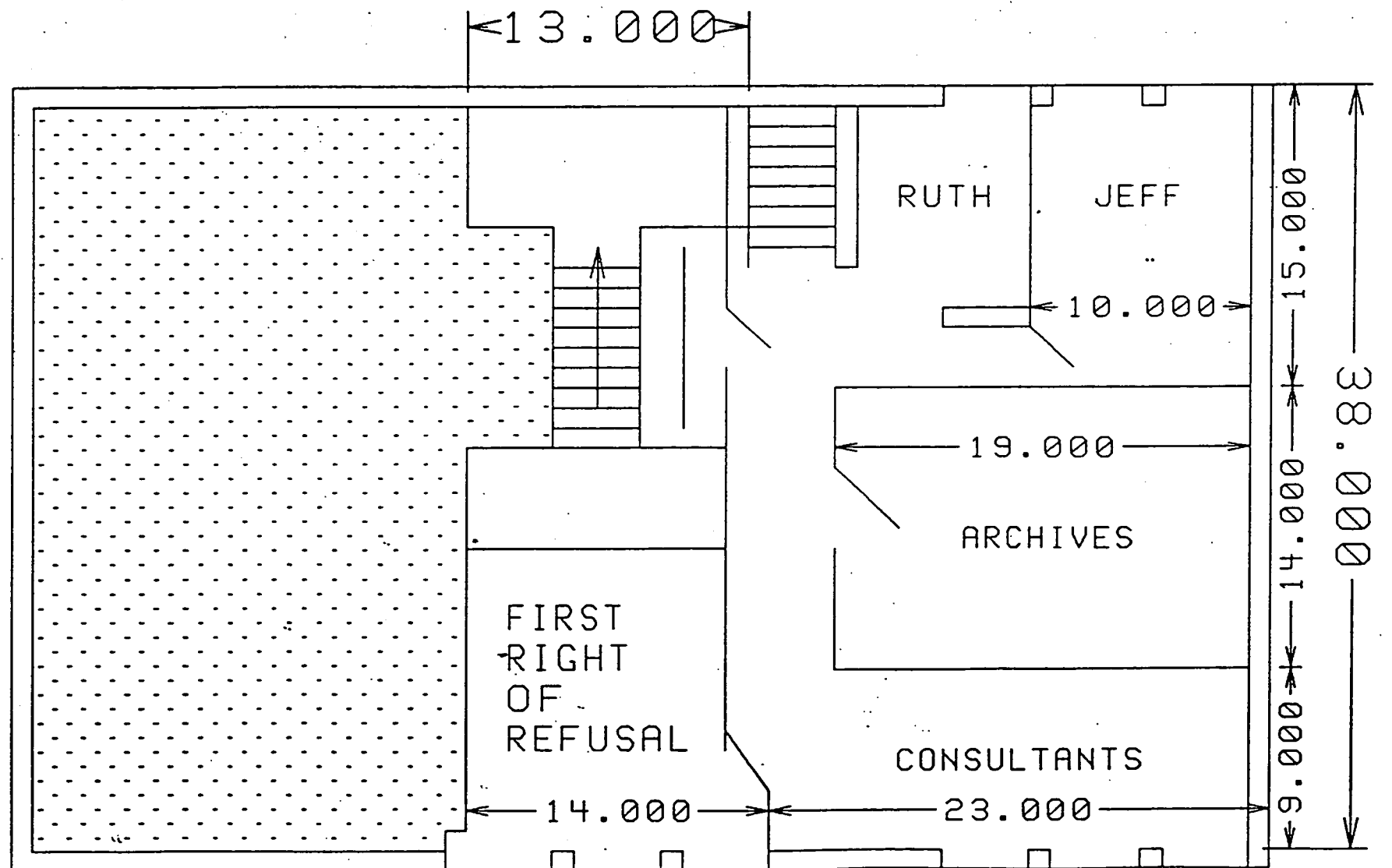
ALPHA SIGMA PHI #103 12-30-91

App
Credenza

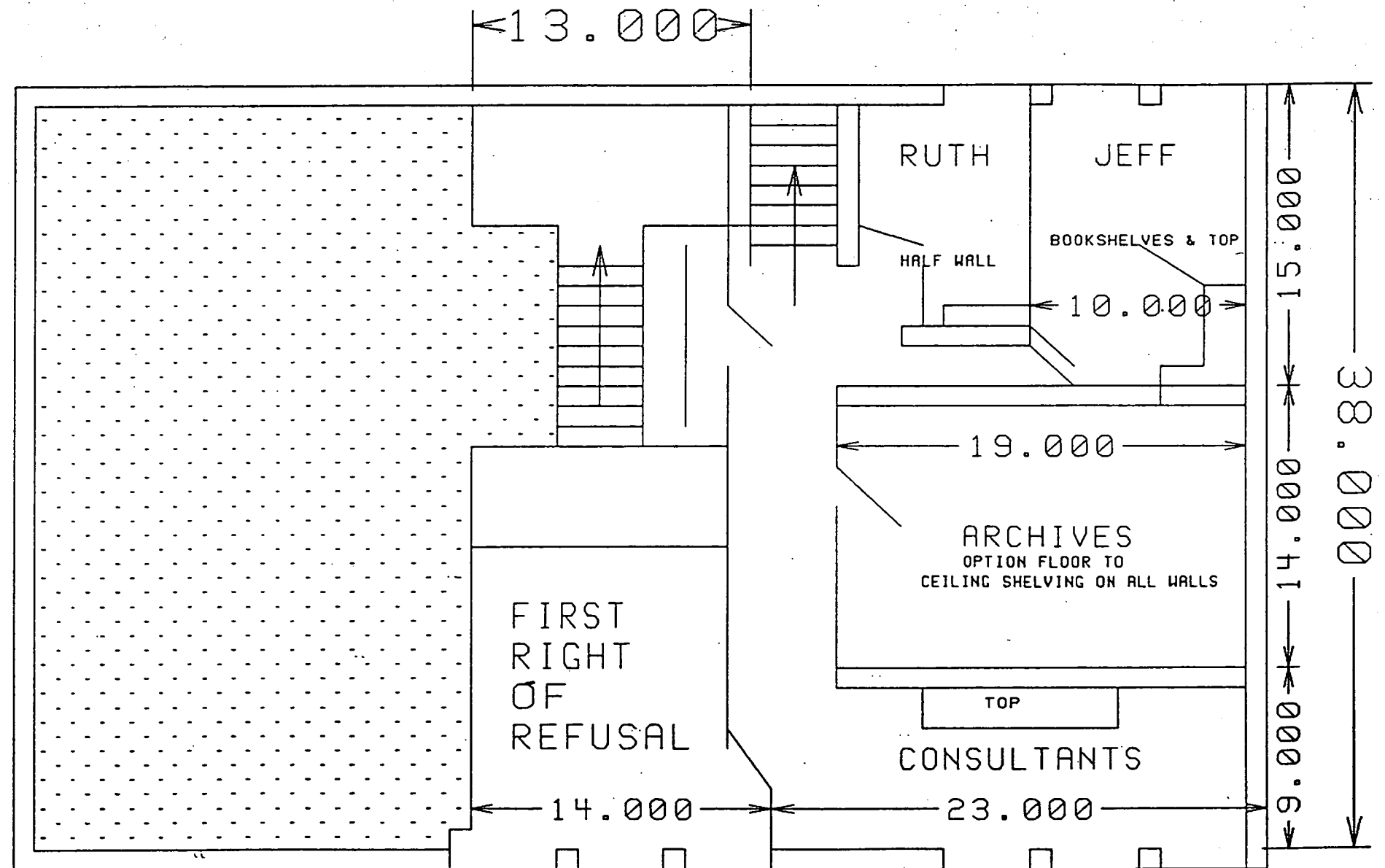


PC

RC



RC



NOTICE TO PROSPECTIVE REAL ESTATE PURCHASERS/TENANTS

In Ohio, real estate licensees are required to disclose which party they represent in a real estate transaction. Under Ohio law, a real estate licensee is considered to be an agent of the owner of real estate unless there is an agreement to the contrary and that agreement is disclosed to all parties.

Some of the duties of the licensee, as the agent of the owner, are to:

- Treat all parties to a transaction honestly
- Offer the property without regard to race, color, religion, sex, ancestry, national origin or handicap
- Promote the best interest of the owner
- Obtain the best price for the owner
- Fully disclose to the owner all facts which might affect or influence a decision
- Present all offers to the owner

As a buyer, if you choose to have a real estate broker represent you as your agent, you should enter into a written contract that clearly establishes the obligations of both you and your agent and specifies how your agent will be compensated.

Under Ohio law, the disclosure statement below must be submitted to the prospective purchaser/tenant in each transaction. This form has been approved by the Ohio Real Estate Commission for use by Ohio real estate licensees. Please sign below.

AGENCY DISCLOSURE STATEMENT

The listing broker and all agents associated with the listing broker represent the owner. The AUTAEKIC and DOUG DAVIS represent (please check one): the purchaser/tenant ____; the owner X.

(Selling Broker) (Selling Agent)

If a broker/agent is representing both the purchaser/tenant and the owner as a dual agent, he/she must attach a copy of the agreement signed by the purchaser/tenant and owner acknowledging their agreement to this arrangement.

By signing below, the parties confirm that they have received, read and understood the information in this Agency Disclosure Form and that this form was provided to them before signing a contract to purchase/lease real estate.

X J. McCarthy 3/11/92 X R. Davis
Purchaser/Tenant Date Owner Date
FOR ALPHA SIGMA PHI INC.
Purchaser/Tenant Date Owner Date

Any questions regarding the role or responsibilities of real estate brokers or agents in Ohio can be directed to an attorney or to:

State of Ohio
Department of Commerce
Division of Real Estate
Telephone: In Ohio 1-800-344-4100 or in Columbus 614/466-4100



**MINUTES OF GRAND COUNCIL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.**

**June 28, 1992
Delaware, Ohio**

65. CALL TO ORDER

Grand Senior President Vohs called the Grand Council meeting to order and welcomed those present at 9:15 a.m. on Sunday, June 28, 1992.

66. ROLL CALL

Members of the Grand Council in attendance: Grand Senior President Charles J. Vohs, Grand Junior President Dr. Dennis R. Parks, Grand Secretary Robert G. Cabello, Grand Treasurer Stan G. Thurston, Grand Marshal Dr. Larry G. Spees, Grand Councilor Mark D. Still, and Grand Councilor Kevin J. Garvey. Grand Historian Robert Kutz was also present. The following Undergraduate Representatives to the Grand Council were also in attendance: Kevin T. Gates (Finance); Raymond H. Hutchison (Undergraduate Operations); and J. Warren Smith III, (Alumni Operations). The following personnel from the National Headquarters staff were also in attendance: Executive Vice President John R. Chaney, Vice President for Development Steven V. Zizzo, Director of Alumni Services Ted Kocher and Chapter Leadership Consultant Mark Winston.

67. APPROVAL OF MEETING MINUTES

It was moved by Brother Cabello, seconded by Brother Parks and passed unanimously to approve the minutes of the telephone conference calls of March 9, 1992 and February 18, 1992 and the minutes of February 2, 1992 meeting.

68. OLD BUSINESS

There was no old business discussed at this time.

69. NEW BUSINESS

The following items were discussed and action taken as indicated:

A. COMMITTEE ON UNDERGRADUATE OPERATIONS (Attachment A)

1. It was moved by Brother Cabello, seconded by Brother Spees and passed unanimously to remove all administrative sanctions from the Davis & Elkins Chapter.
2. It was moved by Brother Cabello, seconded by Brother Still and passed unanimously that the chapter at Illinois State be placed on administrative suspension during the 1992-93 academic year with the directive that they obtain a chapter size of 30 by the end of the year. Further, the motion directed that the chapter

GL Meeting
6-28-92

provide evidence to the Grand Council of their rush program by presentation to the Undergraduate Operations Committee of their plan at the mid-year and end of year Grand Council meetings.

3. It was moved by Brother Cabello, seconded by Brother Garvey and passed unanimously that:
 - a. The chapter at Iowa State appoint a Chapter Scholarship Advisor as soon as possible.
 - b. The chapter at Presbyterian College be placed on administrative suspension for the 1992-93 academic year and be instructed to obtain a chapter size of 25 active undergraduate members by the end of the school year, with a mid and end of the year report to the Undergraduate Operations Committee as to their progress toward this goal.
 - c. The chapter at R.P.I. be placed on administrative suspension for the 1992-93 academic year and instructed to obtain a chapter size of 25 active undergraduate members by the end of the school year with a mid and end of the year report submitted to the Undergraduate Operations Committee to show progress towards this goal.
 - d. The chapter at Stevens Tech be placed on administrative suspension for the 1992-93 academic year and instructed to obtain a chapter size of 30 active undergraduate members by the end of the school year with a mid and an end of year report submitted to the Undergraduate Operations Committee to show progress towards this goal.
 - e. The chapter at Tri-State be placed on administrative suspension for the 1992-93 academic year and instructed to obtain a chapter size of 25 active undergraduate members by the end of the school year with a mid and end of the year report submitted to the Undergraduate Operations Committee to show progress towards this goal.
 - f. The chapters at Indiana and Illinois have administrative sanctions lifted on them and the staff was directed to have both chapters help facilitate a town meeting at the National Convention on the topic of "roadtrips," highlighting problems and legalities.
 - g. The Lehigh chapter have all administrative sanctions lifted.
 - h. The Marietta chapter have all administrative sanctions lifted.

- i. The Colorado Interest Group be called by the professional staff to determine that group's attendance at the summer meeting and to ascertain by letter and call the group's continued interest with the Fraternity.
 - j. The SUNY-Binghamton Colony be formally notified that they must achieve the all campus fraternity average size to charter, i.e., 45, by June 1993 as they will lose their colony status with Alpha Sigma Phi if they do not.
 - k. The staff to contact Stockton State College to determine the feasibility to serve as the 1993 site for the summer meeting. Should Stockton State not be interested in being considered then Rutgers University, New Brunswick, NJ, is approved as the 1993 site for the summer meeting. If Stockton State College is interested, a mail vote will be taken to approve them as our selection.
 - l. The staff continue to look at Chicago, Toledo, Stockton State and Cornell for consideration as the site for the 1994 summer meeting.
 - m. The staff rewrite the job descriptions of the H.J.P. and the two Prudential Committee Board Members at Large of the undergraduate chapters to include Parents Liaison for the H.J.P., Risk Management for the first Prudential Committee member and Brotherhood Development for the second Prudential Committee member.
- 4. It was moved by Brother Cabello, seconded by Brother Spees and unanimously approved to have administrative sanctions imposed on undergraduate chapters by Grand Council action to commence on September 1, 1992.
 - 5. It was moved by Brother Parks, seconded by Brother Still and unanimously passed to allow the Undergraduate Operations Committee review all recommendations for individual and chapter awards and approve them on behalf of the Grand Council.

B. COMMITTEE ON PERSONNEL

- 1. It was moved by Brother Spees, seconded by Brother Still and passed unanimously that the job descriptions be accepted as edited. (Attachment B)
- 2. It was moved by Brother Spees, seconded by Brother Garvey and passed unanimously that the salary increases, as determined by the Personnel Committee, be approved. (Attachment C)

3. It was moved by Brother Spees, seconded by Brother Garvey and passed unanimously to approve the Vacation Policy and Other Reimbursed Absence Policy, as submitted, amending under the section on death in family that the employee is entitled up to five days leave. (Attachment D)
4. It was moved by Brother Spees, seconded by Brother Cabello and passed unanimously to approve the Delta Beta Xi Award for Brothers Thomas L. Brown, Robert L. Denny, Michael Heneghan, Daniel D. Herchenroether, C. Marvin Still, H. Maxwell Morgan, Pat Roxworthy, Bob Silverman, Allan V. Swanson and Robert J. Thoma.
5. It was moved by Brother Spees, seconded by Brother Still and passed unanimously to allow the Personnel Committee to review scholarship and grant-in-aid recommendations from the National Advisory Committee on Scholarship and approve them on behalf of the Grand Council.

C. COMMITTEE ON ALUMNI OPERATIONS (Attachment E)

1. It was moved by Brother Parks, seconded by Brother Garvey and unanimously passed that appropriate expenses for the capital campaign not be withheld until the final disbursement of the Kleinoeder Bequest is received and that the Educational Foundation Trustees authorize expenditures out of current operating funds.
2. It was noted that the Alumni Operations Committee would review the Delta Beta Xi nominees in future years and recommend their approval plus other alumni awards.

D. COMMITTEE ON FINANCE (Attachment F)

1. It was moved by Brother Parks, seconded by Brother Spees and passed with six yes votes, zero no votes and one abstention to approve the 1992-93 budget as presented, with the following amendments:
 - a. The chapter newsletter service program be increased by \$15,000 to \$20,000.
 - b. The Tomahawk be reduced from four issues to three issues and the line item be reduced by \$13,000.
 - c. The personnel costs resulting from the salary decisions be incorporated into the budget.

2. It was moved by Brother Thurston, seconded by Brother Cabello and passed unanimously to authorize Milt Cerny to obtain an IRS private letter ruling regarding the application of proceeds from the sale of our former national headquarters property.
3. It was the consensus of the Grand Council that we would conduct a mail vote on the grants and the Educational Foundation budgets when approved by the Trustees.

70. DISCUSSION ITEM

Capital Campaign Issues. The sense of the Grand Council was to request the Educational Foundation Trustees include the Time and Talent Survey in the campaign budget instead of their operating budget and that \$10,000 be authorized for a campaign video to be made during the upcoming National Leadership Convention. It was also discussed that campaign counsel Bob Simonds would address the Grand Council and the Educational Foundation Trustees in Charlotte on Sunday afternoon, August 9, 1992. Among other topics, the desire of the Educational Foundation Trustees to expand their numbers should be addressed at that time.

71. A-S-P CORPORATION MEETING

The annual A-S-P Corporation meeting was held on Saturday, June 27, 1992 from 6:30 - 6:50 p.m. with Directors Vohs, Thurston and Chaney present. It was reported that negotiations have been initiated to sell the Widener house to the administration and that all consideration would be made to ensure continued occupancy by the Gamma Xi Chapter after the sale. Brother Chaney also reported that the situation from our Oklahoma property is essentially unchanged since the last meeting.

72. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.


John R. Chaney
Executive Vice President


Robert G. Cabello
Grand Secretary

April 27, 1992

Jonathan Fles, HSP
Gamma Delta Chapter
Box O, D&E College
Elkins, WV 26241

John Chaney
National Headquarters
24 West William Street
P.O. Box 838
Delaware, Ohio 43015

Dear Brothr Chaney,

In regards to your telephone conversation with Maxwell Morgan (Grand Chapter Advisor, Gamma Delta) about the workers compensation and liability insurance forms. We ask that you allow us not to submit these forms as they do not apply to our situation here at Davis and Elkins.

Our chapter is situated on the bottom floor of a dormitory and we eat at the campus cafeteria. We do not own any of the buildings and all maintenance and people who work for us is taken care of by the school, which has their own compensation and liability insurance programs. Those people who do work for us outside of the college have their own liability and compensation plans. For catered parties and rented halls, there is a policy of the school that requires them to have adequate insurance plans as well.

We hope that you honor our requested waiver, as it does not apply to our situation here on campus.

Also, in regards to your concerns about the perceived drug use/image problem here at our chapter, I can assure you that there are no drugs being used by our chapter members, nor are there any individuals that are not brothers using drugs on our hall. Our chapter adheres strictly to the campus and fraternity policies of drug use and abuse and we denounce the use and abuse of drugs.

We are working hard in trying to eliminate the negative image that the chapter used to have and we are doing everything we can in trying to turn it around. Please contact me if there are any questions or concerns you still have with us.

Fraternally,

Jonathan Fles
Jonathan Fles, HSP

ALPHA SIGMA PHI FRATERNITY

April 24, 1992



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

Mr. Jonathan T. Fles, HSP
Alpha Sigma Phi Fraternity
Gamma Delta Chapter
Box O, Davis & Elkins College
Elkins, WV 26241

Dear Brother Fles,

On April 8, 1992, I sent a letter to you commending you and your chapter on strides that you have taken to improve your image on campus and in the Elkins community. Again, I congratulate you on these improvements and encourage you to continue strengthening your reputation.

The letter then went on to ask about the perceived drug problem in your chapter, which you failed to address in the previous letter that you had sent me. I asked you to call me no later than April 15 so that we could discuss this matter. To date, I have not yet received a phone call. I have tried calling you a couple times, but with no luck.

As a result, I am again asking you to contact me, this time no later than May 4. Failure to contact me before this date could result in disciplinary action for your chapter. As you know, Alpha Sigma Phi does not condone any substance use, nor will she tolerate it in any of her chapters.

Thanks in advance for your prompt response to this letter. I look forward to hearing from you soon.

Fraternally,

A handwritten signature in black ink, appearing to read "John R. Chaney".

John R. Chaney
Executive Vice President

JRC/sjj

cc: Grand Council
Mark A. Williams, Grand Province Chief
Jeffrey L. Lewis, Assistant Grand Province Chief
H. Maxwell Morgan, Grand Chapter Advisor
Richard Stilley, Director of Student Life
Tom Nesbitt, Greek Advisor
Ryan P. Brennan, Alumni Corporation/Association President
Jeffery S. Owens, Director of Chapter Services/Expansion



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

April 8, 1992

Mr. Jonathan Fles, HSP
Alpha Sigma Phi Fraternity
Gamma Delta Chapter
Box O, Davis & Elkins College
Elkins, WV 26241

Dear Brother Fles,

Thank you for the letter which addressed what Gamma Delta Chapter was doing to rectify your negative image problem on campus.

As the letter mentions, Jon, it seems that you and the chapter are making some positive strides to better yourselves and your reputation. Activities like adopt-a-highway, cleaning the campus fitness trail, and helping incoming freshmen move into the residence halls are all actions that will improve your image and I commend you for participating in them; however, you must be sure that you publicize these events so that you get proper credit for them.

I did have one concern about your letter. It did not address the perceived drug use problem that I mentioned in my letter dated March 2, 1992, to you. Is this a problem in Gamma Delta Chapter?

As you are well aware, Alpha Sigma Phi does not condone any substance use, nor will she tolerate it in any of her chapters. Please give me a call no later than April 15 so that we can discuss this matter.

Thanks again for your response to our concern. I look forward to hearing from you soon.

Warm fraternal regards,

John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Mark A. Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
Jeffery S. Owens, Director of Chapter Services/Expansion
H. Maxwell Morgan, Grand Chapter Advisor
Richard Stilley, Director of Student Life
Ryan P. Brennan, Alumni Corporation President
Tom Nesbitt

March 29, 1992

Jonathan Fles, HSP
Gamma Delta Chapter
Box O, D&E College
Elkins, WV 26241

RECEIVED

APR 06 1992

John R. Chaney
National Headquarters
P.O. Box 838
Delaware, Ohio 43015

Alpha Sigma Phi Fraternity, Inc.

Dear brother Chaney,

In the past weeks, we have been making some positive steps foreword. We are in the process of completing many events. Included in those events are campus, community, alumni and rush. We are committed to making changes that will only reflect positively on the chapter.

For the community we are volunteering time to clean ambulances and participate in an adopt-a-highway program.

For the college we have volunteered to clean a fitness trail that is used by the college and the surrounding community and we are going to stain and clean a pavilion used for social events.

We are also in the process of mailing out fliers to our alumni as far back as 1980, informing them of significant chapter and college events that are going to take place this year and next year.

Each undergraduate brother has also agreed to donate \$2 each month to put toward our long standing debt in the hope that we can finally be able to erase it from our record.

To help boost our rush program, we are going to compile a list of the names of incoming freshman and their home addresses and during the summer, brothers who live near them are going to get in touch with them and see if we can not start working on making new friends before the year even starts. We are also planning on coming back to school when the freshman arrive to help them unpack and to meet their parents to show them that we are a group of good men who are dedicated to improving their sons college experience.

It is our sincere hope that these actions will only help to boost the image the college and community have of Gamma Delta chapter and in so doing bring more new quality men to the chapter. We are dedicated to making these changes to perpetuate Alpha Sigma Phi and make her the best fraternity on campus.

Fraternally,

Jonathan Fles
Jonathan Fles, HSP

March 10, 1992

Mr. Jonathan T. Fles, HSP
Gamma Delta Chapter
Box O, Davis & Elkins College
Elkins, WV 26241



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Dear Brother Fles,

Thank you for your letter explaining the incident of moving furniture into your hallway with the intent of burning it.

As you suggest, Jon, there may have been some misunderstanding involved with this event. It was because of this possibility that I appreciate your timely response.

I do, however, still have some concerns. I would ask that you let university officials handle situations like this in the future. There was absolutely no reason why anyone should have been handling that furniture. A telephone call or visit to the proper university representative would have been a much better decision.

The Grand Council supports the university's disciplinary action upon the chapter. Failure to follow through on university requirements will be considered a violation of fraternity requirements.

Furthermore, I will still expect a comprehensive written progress report to me by April 15th showing that you are aggressively working on negative image perceptions and your pledge program, and still also expect that you have a minimum of three undergraduate brothers in attendance at the National Leadership Conference & Convention.

Jonathon, the purpose of these requirements is to support Gamma Delta towards the goal of Alpha Sigma Phi, "bettering the man." The Grand Council is confident that the chapter will respond positively to these requests and will make positive steps toward meeting our goal.

Please contact Jeff Owens, Director of Chapter Services/Expansion, or myself, if you have any questions regarding this matter.

Faternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Mark Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
H. Maxwell Morgan, Grand Chapter Advisor
Jeffery S. Owens, Director of Chapter Services/Expansion
Richard Stilley, Director of Student Life
Tom Nesbitt, Greek Advisor
Ryan Brennan, Alumni Corporation President

March 5, 1992

Gamma Delta Chapter
Alpha Sigma Phi Fraternity
Box O, D&E College
Elkins, WV 26241

RECEIVED

MAR 09 1992

Mr. John Chaney
National Headquarters
24 West William St.
P.O. Box 838
Delaware, Ohio 43015

Alpha Sigma Phi Fraternity, Inc.

Dear Brother Chaney,

In response to your March 2 letter regarding your perceptions of the incident involving brothers and pledges moving furniture with the expressed intent of burning it, I can personally assure you that these actions were the result of two individuals (one pledge and one brother) working independently from the fraternity. This incident was not a pledge activity of any sort.

The two individuals noticed two desks in the hallway of our dorm that were charred and covered with soot as a result of a fire that occurred in a room on the third floor. Thinking that the desks were to be thrown away, the individuals moved the desks down to a room in our hallway where they could be stored and burned later that week. I understand that the actions of any one individual represents the entire fraternity, and in this manner the event was unfortunate because of the noise it caused, but I wanted to make it clear that this was not a planned activity where all the brothers and pledges were involved.

I hope I have allayed some of the concerns you have with our chapter and I assure you that we are trying to make as many positive steps forward as we can.

Fraternally,

Jonatan Fles
Jonatan Fles,
HSP, Gamma Delta Chapter

March 2, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Jonathan T. Fles, HSP
Gamma Delta Chapter
Alpha Sigma Phi Fraternity
Box O, Davis & Elkins College
Elkins, WV 26241

Dear Brother Fles,

At the February 2, 1992 meeting of the Grand Council, a most significant resolution was unanimously passed in regards to the Gamma Delta Chapter at Davis & Elkins College.

The resolution stated that you were to be notified to clear up a perceived drug use problem within your chapter and work on your negative image or possibly face administrative or disciplinary sanctions.

Since then, we have also received word that your pledges and members were involved in some questionable activities, specifically moving furniture into the fire pit with the intent of burning it. Obviously, this is not an activity that is condoned by Alpha Sigma Phi, nor is it representative of her members.

Please submit a comprehensive written progress report to me by April 15th showing that you are aggressively working on the perceptions noted in the Grand Council resolution and also your pledge program. Upon review of your materials and future visits to your chapter, I will make appropriate recommendations to our Grand Council.

I would also ask that you have a minimum of three undergraduate brothers in attendance at the National Leadership Conference & Convention in Charlotte, North Carolina, August 5-9, 1992 as a sign of your commitment to your chapter's future.

Please contact Jeff Owens, Director of Chapter Services/Expansion, or myself, if you have any questions concerning this most important matter.

Fraternally,

A handwritten signature in cursive script, reading "John R. Chaney".

John R. Chaney
Executive Vice President

JRC/sjj

cc: Grand Council
Mark A. Williams, Grand Province Chief
Jeffery L. Lewis, Assistant Grand Province Chief
H. Maxwell Morgan, Grand Chapter Advisor
Richard Stilley, Greek Advisor

To: Jon Fles, President - Alpha Sigma Phi
From: Richard Stilley,²⁵ Director of Student Life
Re: Fraternity Probation
Date: 2/19/92

This memo is to confirm that the Davis and Elkins chapter of Alpha Sigma Phi has been placed on two (2) weeks social probation. The specifics of this probation are as follows:

- 1) Effective Sunday March 1, 1992 the chapter will not be eligible to sponsor any social activities that have alcohol provided or advertise alcohol being permitted (BYOB).
- 2) This probation will continue through March 14, 1992.
- 3) The Alpha Sigma Phi pledge period is cut short by one week. As was discussed in our meeting, this should not effect the chapter since you have stated that your pledge activities will officially end on Saturday March 7, 1992. The College will hold you to this deadline. Any continuation of pledge activities after this date will result in disciplinary action.
- 4) As is consistent with our policy of better communications with all Fraternity Nationals you regional representative will be notified of this action.

As we discussed in our meeting, Alpha Sigma Phi has come a long way in rebuilding the Davis and Elkins chapter. In recent weeks though, there has seemingly been a return to the "old ways". Specifically we have concerns with activities that have involved pledges and actives. In an earlier meeting we made it clear that pledges should not be involved in any activity after 11:00 pm, planned or not, that can in any way be connected to the Fraternity. Moving furniture from 3rd floor to ground at 2:00 am, with the admitted intentions of burning it in the fire pit is unacceptable to the school as I am sure it is to the National.

I believe that you can turn this brotherhood problem around. At this time you still have the full support of the Student Life office and Davis and Elkins College. Let's work together to make positive changes for your future.

Thank you.

cc; Tom Nesbitt
Ryan Dunham ✓
Max Morgan - Advisor

JUN 11 1992

To: John Chaney, Executive Vice President Alpha Sigma Phi
From: Tom Nesbitt, Coordinator of Greek Affairs
Re: Alpha Sigma Phi progress at Davis and Elkins College
Date: June 3, 1992

As the brothers of Alpha Sigma Phi face yet another review at their annual convention let me take this opportunity to let you know how much the chapter has progressed in the last two years. What was once an unorganized, undirected group has now built an executive board of campus leaders and has made progress in the areas of membership, pledge rites, drugs, service and an overall willingness to cooperate with administration.

While the first year I was here in 1990-91 we were concerned with hazing and possible abuses with drugs and alcohol, we now see only small, trivial problems that every college student goes through. I am convinced that the brothers, under the leadership of Jon Fles and his cabinet, have taken strong positions against hazing, drugs and alcohol abuse. This, in turn, has made their group more attractive for other potential Greeks to join. It will only be a matter of time and the development of the younger brothers that this chapter will rise to or beyond the level of our other nationals on campus.

As you are probably asking yourself what these individuals have done to make this transition allow me to show you. Using a service oriented approach they have been the leaders in keeping their building clean. Several times this past semester they have cleaned garbage up around International Hall. They have also been quick to ask if there are any service projects that they can do. They continue to pressure the other two groups on campus to organize IFC so that they may all benefit. They have also been the best group on campus at controlling their alumni at various events. They continue to try to improve their image on campus and with your national headquarters.

If I saw one area that they need major improvement in it would be that they feel that this transition needs to take place quicker than they can accomplish it. To make up for this they tend to say that they did things that really haven't been done. They want so much to please both nationals and the campus that they sometimes exaggerate what has been done. To alleviate this problem I feel that open dialogue is important to ensure them that although we want to see improvement, we realize that Rome wasn't built in a day and that we will help them to bring their projects to completion.

In my time here I have seen these young men develop as a group. They always let you know what they are feeling and are very willing to admit to their mistakes. They are

beginning to learn from their mistakes and are taking more control of individuals who are not within the norm of the 90's way of running a fraternity. This has made the brothers of Alpha Sigma Phi very easy to deal with and usually a pleasure to work with. Their grades also continue to be above the average of our Greek groups on campus. All of these positives and they still manage to instigate battles between our other two national fraternities. Maybe they don't have the numbers, but their competitive nature sure can stir up a hornet's nest. I wouldn't want that any other way!

In my opinion this group is on its way to a great recovery and will do us all proud in the not so distant future. This positive however, has another side. If we are to see continued growth, both the institution and the national headquarters needs to renew our commitment to the development and maturation of this group. If left alone without our help and positive reinforcement all of these positive changes could quickly die out inviting old ways to return. We have made a good start but need to continue in order to ensure their health as an organization. The brothers are willing to do the work but they also want our help. With all of the pieces of the puzzle working together, Alpha Sigma Phi will be here for the grand children of our present members. I say that they are worth that commitment.

cc Rich Stilley
Dr. MacConkey
Jon Fles

RECEIVED

MAY 28 1992

May 16, 1992

Alpha Sigma Phi Fraternity, Inc.

Mr. John R. Chaney
Executive Vice-President
Alpha Sigma Phi Fraternity
P.O. Box 838
Delaware, OH 43015

John Langas
9 Delaine Drive
Normal, Illinois 61761

Dear Mr. Chaney,

This letter is in response to the letter from you dated February 14, 1992, which told of the Grand Council's decision that Delta Omicron increase our membership. Unfortunately, we were unable to reach thirty members by the end of our school year. As of now, we have 18 active brothers and two pledges due to initiate when we return in the Fall.

To increase our membership, The Prudential Committee decided on three things that the chapter would do. First of all, on the advice of Jeff Owens, we started eating our dinners together. We had a formal setting four nights a week. Once the dinners were set in place, we invited potential rushees over to eat with us. They all expressed great interest, and one said he wanted to wait until the Fall, but would rush then.

We have also started to get our name out more. We try to put a personal in the school newspaper at least once a week with our letters. In addition to that, we have also been putting flyers up around campus and in the dorms. We have also declared Wednesday as "letter day" and all of the brothers are encouraged to wear letters that day.

Finally, we have developed a more organized summer rush program. With the help of Art Freyman, our Faculty Advisor, we are getting the names and home addresses of all incoming Freshman. We plan to send out two mailings to each this summer, and then contact them in the dorms next Fall.

Hopefully, these three projects will help us to increase our membership by next Fall. I will be writing you another letter around September 10, once Fall Rush is over to tell you of our results.

Fraternally,


John Langas, HSP



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

February 14, 1992

John Langas, HSP
Alpha Sigma Phi Fraternity
Delta Omicron Chapter
9 Delaine
Normal, IL 61761

Dear Brother Langas,

The purpose of this letter is to inform you of a decision made by the Grand Council at their February 2, 1992 meeting that affects your chapter.

The Grand Council unanimously passed a resolution to direct Delta Omicron Chapter to increase her membership to no fewer than 30 undergraduate men who will be returning to school in Fall 1992. The motion goes on to state that if the chapter does not show 30 non-graduating members by the end of the current school year, then a written report including the chapter's plans for increasing membership during the 1992-93 school year must be sent to the Grand Council for their June 1992 meeting.

I will expect a written report of your membership status no later than May 16, 1992, one week after final examinations. I would also suggest that you read this letter to the Delta Omicron undergraduates at your next meeting.

If you have any questions regarding this letter, please feel free to call either Director of Chapter Services/Expansion Jeffery S. Owens or me anytime at the number listed above.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Charles McCaffrey, Grand Province Chief
Stewart A. Freeman, Assistant Province Chief
John V. Kim, Assistant Province Chief
Thomas R. Hinkley, Assistant Province Chief
Robert Denny, Grand Chapter Advisor
Michael Schermer, Greek Advisor
Jeffery S. Owens, Director of Chapter Services/Expansion

ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

April 22, 1992

Mr. Terry E. Bell, HSP
Alpha Sigma Phi Fraternity
Phi Chapter
2717 West Street
Ames, IA 50010

Dear Terry,

As you probably know, I have received a letter from Lori Sand regarding the chapter's scholastic performance. This situation needs to be rectified promptly.

I know that Ryan Dunham has asked you to submit a scholarship program with a plan that will help raise your chapter grade point average. To help you develop that program, I have enclosed some materials that should be helpful. I suggest that you go through each of these materials individually and implement the suggestions listed.

You should be aware of the chapter grade point average requirement as stated in our Constitution and By-Laws, Article III, Section 8, "Each chapter shall maintain the all-mens average for the institution where the Chapter exists at least once in every two years. Failure to do so shall result in the Grand Council appointing a Chapter Scholarship Consultant to counsel with the chapter on educational matters and to determine and assist with any scholarship problems the Chapter may have, and to emphasize to all members that the primary purpose of Alpha Sigma Phi is to foster education. The Grand Council shall have authority to subject such Chapter to disciplinary action."

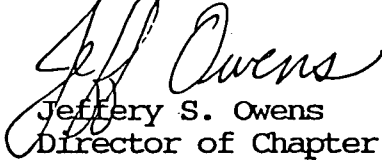
If the chapter falls below the all-mens average this term, the Grand Council will be forced to appoint a Chapter Scholarship Consultant to work with the chapter.

Terry, I hope you and the other members realize the importance of this matter. Academics should be a top priority for Phi Chapter. I am looking forward to receive your scholarship program containing your detailed plan to improve the chapter GPA. If you need more assistance in this project, please call me.

Mr. Terry E. Bell, HSP
Page 2

Terry, I have confidence that you and the chapter can overcome this challenge. It will, however, take some hard work and persistence on your part. I look forward to working with you on this area.

Fraternally,



Jeffery S. Owens

Director of Chapter Services/Expansion

cc: Grand Council
John R. Chaney, Executive Vice President
Mark A. Williams, Chairman of National Advisory Committee on Scholarship
Charles A. McCaffrey, Grand Province Chief
Stewart A. Freeman, Assistant Province Chief
John V. Kim, Assistant Provin Chief
Thomas R. Hinkley, Assistant Province Chief
Thomas J. Beebe, Co-Grand Chapter Advisor
Mark J. King, Co-Grand Chapter Advisor
Marshall W. Maddy, Faculty Advisor
Lori Sand, Greek Affairs Coordinator
Lisa Norbury Killian, Assistant Dean of Students
Scott Rediger, HA

Academic Plan - Fall '92

Phi Chapter - Ames, Ia

RECEIVED

APR 27 1992

Alpha Sigma Phi Fraternity, Inc.

- Reinstate 2.25 for activation
- Roster number in activation classes will go by cumulative GPA

Study Tables

- Will go Monday thru Thursday, 7pm - 10pm
- Anyone with a semester GPA under 2.5 will attend
- All pledges regardless of previous performance or grade-level will attend study tables.
- Will be given a total of 1 hr of tardiness for semester before fines start. Ⓢ
- Will be a progressive fine for absence without valid excuse

Respectfully Submitted

Scott S. Rediger

HA

March 10, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Todd L. Chmielewski, HSP
Delta Alpha Chapter
Alpha Sigma Phi Fraternity
1062 West Columbia
Chicago, IL 60626

Dear Brother Chmielewski,

Thank you for your letter of February 29. I want to take this opportunity to address your concerns which were initially raised by my letter of February 26.

The Grand Council's resolutions of concern for the Delta Alpha Chapter's drug use and negative image were the result of a series of actions over the past few years. Some two years ago when I came onto the professional staff, your chapter was noted in various reports to be in a very challenging situation. Membership was low, the chapter house was nearly unoccupied and nearly inhabitable, the undergraduate chapter was deeply in debt, there was no community involvement, the chapter was totally apathetic, and functions were a risk management nightmare. These reports went on to state that the chapter focused too much on alcoholic events and drinking, and probably had members involved with illegal drugs.

I want to preface the following current remarks with a general indication as to the various sources. The sources for the current perceptions are many. These include visits by the National Fraternity professional staff and key alumni volunteers, input from the Greek community and your own alumni members and administration. During the past two years, you have shown strong signs of resurgence! The chapter has grown in size, the chapter house is in better repair, has more members residing there and has clearly been involved with more activities. Indications continue that there was the perception of drug use and paraphernalia on your premises, thus the "negative image". Perceptions are just as damaging as reality!

The reality is that one of your members had a marijuana pipe in his room. Drug posters and pot leaves were conspicuous. Drug suggestive messages on somebody's answering machine previously greeted the public.

I certainly appreciate your prompt response indicating your personal concern and involvement in this matter. I was not aware of the level of community involvement, that information not having been previously reported to our office. Like Milton has said, "Evil news rides post, while good news bates."

March 10, 1992
Page 2

Please feel free to contact me, if you have any additional concerns about this most important matter. I would suggest that you continue to work with our Director of Chapter Services/Expansion, Jeff Owens, concerning the sanctions imposed by my letter of February 26.

Fraternally and sincerely,



John R. Chaney
Executive Vice President

JRC/sjj

cc: Jeffery S. Owens, Director of Chapter Services/Expansion

RECEIVED

MAR 05 1992

Alpha Sigma Phi Fraternity, Inc.

ALPHA SIGMA PHI
DELTA ALPHA
1062 W. Columbia
Chicago, IL 60626

February 29, 1992

National Headquarters
Alpha Sigma Phi Fraternity
24 West William Street
P.O. Box 838
Delaware, Ohio 43015

Dear Mr. Chaney,

I have just completed reading your letter explaining the Grand Council's resolution. As far as a "perceived" drug problem at our chapter is concerned, this accusation is a bewilderment to me. Drug use will not be tolerated at Delta Alpha Chapter. I would also like to know where these accusations started. Not only will I not tolerate illegal substances, but our own brother, Shawn M. Hallinan, will not tolerate them. He is now a Cook County Sheriff, and lives at the fraternity house.

Concerning our supposed negative image, this is also a ludicrous idea. We are well known and well respected at Loyola University. Our chapter G.P.A. is over 3.00. We are active in the community. Our work with A.D.A.P.T. and the American Diabetes Association is well known. Friday's our brothers wear shirts and ties, proudly displaying our badges. If you have any questions concerning our "IMAGE" you should contact Mike Miller, Director of Student Affairs, at Loyola.

As far as future visits are concerned, we would appreciate RESPONSIBLE, RECEPTIVE, HELPFUL individuals. Who are in control of their actions, and will represent our National Office in a positive light. We will gladly accept any and all such visitors.

Please feel free to contact me after March 8, 1992. I am currently in Detroit taking care of some family business.

Sincerely,



Todd L. Chmielewski
HSP Delta Alpha

February 26, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Todd L. Chmielewski, HSP
Delta Alpha Chapter
Alpha Sigma Phi Fraternity
1062 West Columbia
Chicago, IL 60626

Dear Brother Chmielewski,

At the February 2, 1992 meeting of the Grand Council a most significant resolution was unanimously passed in regards to the Delta Alpha Chapter at Loyola University of Chicago.

The resolution stated that you were to be notified to clear up a perceived drug use problem within your chapter and work on your negative image or possibly face administrative or disciplinary sanctions.

Please submit a comprehensive written progress report to me by April 15th showing that you are aggressively working on the perceptions noted in the Grand Council resolution. Upon review of your materials and future visits to your chapter, I will make appropriate recommendations to our Grand Council.

I would also ask that you have a minimum of three undergraduate brothers in attendance at the National Leadership Conference & Convention in Charlotte, North Carolina, August 5-9, 1992 as a sign of your commitment to your chapter's future.

Please contact Jeff Owens, Director of Chapter Services/Expansion, or myself, if you have any questions concerning this most important matter.

Fraternally,


John R. Chaney
Executive Vice President

JRC/sjj

cc: Grand Council
William J. Siering, Grand Province Chief
Edward G. Leedom, Assistant Grand Province Chief
Michael Heneghan, Grand Chapter Advisor
Stacey Myton, Greek Advisor

RECEIVED

MAR 24 1992

John R. Chaney, Vice President
National Headquarters
24 West William St.
P.O. Box 838
Deleware, Ohio 43015

Alpha Sigma Phi Fraternity, Inc.

Dear brother Chaney,

I am writing to you in response that Gamma Rho Chapter may have violated the Risk Management Policy.

Since receiving your letter we have spoken to you concerning this situation. Both myself and Jim Finkler our grand chapter advisor had a chance to explain our side of the story. After speaking with you, we realized that our past tradition was a violation of the risk management policy and has since been terminated.

Our chapter appreciates your kindness and understanding when we spoke over the phone. We understand that our violation was merely a misunderstanding on our part and we would like to apologize. We would also like you to know that our chapter has since terminated this activity and it will no longer be a problem.

If you have any questions or comments concerning this letter we would appreciate another letter or a phone call. Once again I would like to apologize for the misunderstanding on our part.

Fraternally yours

Geoffrey Sellers
Geoffrey Sellers
HSP Gamma Rho Chapter

ALPHA SIGMA PHI FRATERNITY

March 10, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Geoffrey Sellers, HSP
Gamma Rho Chapter
Alpha Sigma Phi Fraternity
Lycoming College
Box 674
Williamsport, PA 17701

Dear Brother Sellers,

We have received a report that Gamma Rho Chapter may have violated the Risk Management Policy of your fraternity.

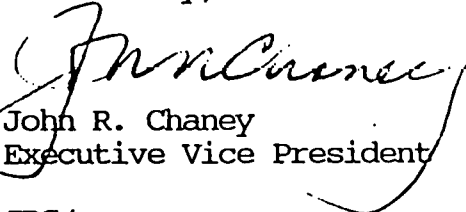
Specifically, the report indicates that on March 9, pledges walking into the Alpha Sigma Phi residence area were required to yell, "Pledge (name), entering house!" This report, if found to be true, is a violation of your fraternity's risk management policy.

The policy specifically states that no chapter shall conduct hazing activities, and the definition of hazing activities includes "engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

As always, we'd like to hear your side of the story. Please submit a thorough written report on this allegation to me by March 17. If a written response is not received by March 17, I will assume these charges are true and your chapter will face administrative or disciplinary sanctions.

We are ready to assist you in your efforts to have a successful pledging process which produces good brothers, not good pledges. If you have any questions regarding this report, please feel free to give me a call.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Jeffery S. Owens, Director of Chapter Services
Mike McCann, Grand Province Chief
Mike Moyer, Assistant Province Chief
James Finkler, Grand Chapter Advisor
Robert Larson, Faculty Advisor
Jerry Falco, Director of Student Activities
Mail Packet

RECEIVED

APR 06 1992

Alpha Sigma Phi Fraternity, Inc.

Mr. John Chaney, Vice President
National Headquarters
24 West William St.
Box 838
Delaware, Ohio

Dear brother Chaney:

This letter is in response to the February 26 letter from national headquarters concerning the perceived drug problem at Gamma Rho Chapter.

Gamma Rho Chapter has made substantial strides in the last year concerning academics. Our chapters current academic standards are higher than both the college and national. We require that brothers receive a 2.4 GPA or face sanctions posed by the chapter. An example of such sanctions would be the brothers loss of seniority or not being able to vote at house meetings. Prospective pledges must have a minimum of a 2.2 GPA in order to receive a bid. As a result of our actions, our pledges had the greatest increase in their GPA's (+.362) among all the fraternities. As of last semester we also removed four brothers from our house due to their poor academic standings.

Our positive actions have been widely noted across campus as is represented in the enclosed newspaper clipping from the school paper. Besides scholarship, our chapter is involved with many service projects. Some examples are Red Cross work, tutoring elementary school kids, and painting high schools.

This semester, more than any other, our chapter has been positively recognized by the staff of Lycoming College. Our chapter has also become highly competitive in IFC sports. These things, which have been missing from our chapter in the past, is what keeps our chapter full of positive energy.

Back during the early seventies, there may have been a drug problem at our chapter as there probably was at most chapters. Whether this is true or not, a reputation was formed, which never seemed to leave. As you know, reputations are things that cannot be grown out of overnight.

The brothers of our chapter thrive on individuality, which could be represented by the tie-dyes we wear and the different style of music that we listen to. All of these things allow our chapter to show our individuality and uniqueness. The labels that outsiders give us are made out of ignorance because they do not take the time to find out the truth. I believe the old saying "don't judge a book by its cover" applies here. The truth is that Gamma Rho Chapter does not condone the use of drugs and is trying hard to be the best that it can be.

One of Gamma Rho's main goals is to change this reputation, which is slowly coming about. The one request our chapter has is

that our changes be recognized and our perceived drug problem be laid to rest, as it was at Gamma Rho many years ago.

I hope this letter clears up any suspicion of a drug problem and we assure you that our brothers do not use drugs. This has not been a problem for many years and we would appreciate that this perception be erased.

Sincerely.

Geoffrey Sellers. HSP

February 26, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Geoffrey D. Sellers, HSP
Gamma Rho Chapter
Alpha Sigma Phi Fraternity
Lycoming College, Box 674
Williamsport, PA 17701

Dear Brother Sellers,

At the February 2, 1992 meeting of the Grand Council, a most significant resolution was unanimously passed in regards to the Gamma Rho Chapter at Lycoming College.

The resolution stated that you were to be notified to clear up a perceived drug use problem within your chapter and work on your negative image or possibly face administrative or disciplinary sanctions.

Please submit a comprehensive written progress report to me by April 15th showing that you are aggressively working on the perceptions noted in the Grand Council resolution. Upon review of your materials and future visits to your chapter, I will make appropriate recommendations to our Grand Council.

I would also ask that you have a minimum of three undergraduate brothers in attendance at the National Leadership Conference & Convention in Charlotte, North Carolina, August 5-9, 1992 as a sign of your commitment to your chapter's future.

Please contact Jeff Owens, Director of Chapter Services/Expansion, or myself, if you have any questions concerning this most important matter.

Fraternally,


John R. Chaney
Executive Vice President

JRC/sjj

cc: Grand Council
Michael McCann, Grand Province Chief
Michael W. Moyer, Assistant Grand Province Chief
James A. Finkler, Grand Chapter Advisor
Jerry S. Falco, Greek Advisor



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

April 7, 1992

Mr. Joseph Vasich, HSP
Alpha Sigma Phi Fraternity
Eta Chapter
211 East Armory
Champaign, IL 61820

Dear Brother Vasich,

Thank you for your cooperation and input over the past week as we gathered information on the automobile accident on the evening of March 27 involving the four brothers from Eta Chapter.

With your help, we have gathered the facts surrounding the incident. I am sure the brothers realize that they are lucky just to be alive today.

The Grand Council remains concerned about the activities that took place that evening. They would like to turn the incident into a positive learning experience and therefore, have set the following requirements for the chapter:

1. First of all, the Grand Council supports any disciplinary action placed upon the chapter by the University of Illinois. Failure to follow through on university requirements will be considered a violation of Fraternity requirements.
 2. At least two of the four brothers involved in the accident will host an educational session on Alcohol Awareness, to be presented at this year's National Leadership Conference & Convention. Ideally, the driver of the automobile would be one of the two presenters. The Grand Council feels that these men would have a very powerful message to deliver to other Alpha Sigs across the nation.
- The conference will take place August 5-9 at the Adam's Mark Hotel in Charlotte, North Carolina.
3. The chapter will compose a written Pledge Education program with a week-by-week synopsis of the pledge program activities. The program must contain educational programming on Alcohol Awareness. A copy of this program must be sent to the Headquarters no later than May 1.

Joseph, the purpose of these measures is to support Eta towards the goal of Alpha Sigma Phi, "bettering the man." The Grand Council is confident that the chapter will respond positively to the accident and these requirements and move into the 1992-93 school year with positive momentum.

Mr. Joseph Vasich, HSP
Page 2

Please feel free to call if you have any questions regarding this letter or if you would like assistance organizing the Alcohol Awareness educational session.

Fraternally,



John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Charles A. McCaffrey, Grand Province Chief
Stewart A. Freeman, Assistant Province Chief
John V. Kim, Assistant Province Chief
Thomas R. Hinkley, Assistant Province Chief
Debe Williams, Faculty Advisor
John E. Martinez, Dreaan of Fraternity Men
Martin J. Dynes, Alumni Corporation President
Jeffery S. Owens, Director of Chapter Services/Expansion
Mail Packet

April 6, 1992



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

Mr. James M. Wilson, HSP
Gamma Chi Chapter
Alpha Sigma Phi Fraternity
1968 North Jordan Avenue
Bloomington, IN 47407

Mr. Joseph B. Singer, HSP
Eta Chapter
Alpha Sigma Phi Fraternity
211 East Armory
Champaign, IL 61820

Dear Brothers Wilson and Singer,

I am sure you are very concerned about the near fatal tragic accident that directly involved your chapters recently. Let's analyze for a moment what happened:

ALCOHOL:

- * Underage drinking. Driver and passenger were arrested.
- * Driving after drinking - alcohol and gasoline do not mix.

FATIGUE:

- * Members had driven several hours after Friday afternoon classes arriving at 8:30 p.m.
- * Members elected to make return to Champaign-Urbana, very early in the morning, after alcohol consumption, having partied instead of remaining in Bloomington, as scheduled.
- * Driver allegedly fell asleep.

SAFETY

- * Unfamiliarity with the car (the owner was not driving).
- * Darkness.
- * Safety status of the car is unknown.
- * Unfamiliar roads.
- * Possible lack of seat belt and no air bag - member received a punctured lung was hospitalized, then flown to a major hospital for care.

(ALSO: SEE ALCOHOL AND FATIGUE!)

VIOLATION OF LAWS/REGULATIONS:

- * Failure to receive proper orientation briefing upon arrival at Indiana chapter house.
- * Failure of host to control guest.
- * Underage drinking in violation of Indiana State Law and Indiana University regulations.
- * Driver was cited for DWI and OWI resulting in bodily injury.

GOOD NEWS?

If there is any good news, it is that two members were out of jail on bond, one 21 year old passenger was not arrested, the Brother who was injured has returned to classes and most importantly, no one was killed! I would say it is wonderful news that the Illinois Grand Chapter Advisor promptly arrived on the scene, posted necessary bail and provided comfort. Likewise, it is wonderful news that both the Illinois and Indiana Alumni Corporation and Association Officers immediately began damage control and implemented educational programming!

So where do we go from here? Let us use this accident as a teaching tool. Look at all the things that were simultaneously occurring that caused the incident in the first place. Let us educate our membership more fully on the dangers of drinking and driving, and let us truly be our "brother's keeper"!

As a side note, it has come to our attention that an additional accident occurred on the evening of March 27 in Bloomington. In that, a young woman allegedly slipped on a wet dance floor.

In accordance with our liability insurance program, both chapters face the possibility of having a claim imposed against their record. Each chapter is liable in the amount up to \$1,000 per year as their portion of a deductible. Should a claim for either of these occurrences be filed, the chapter(s) would be required to immediately post the amount reserved up to the \$1,000 limit. It is also possible that both chapters could have the accident result in a significant premium allocation increase in their per member liability insurance costs for the coming years!

Faternally,



John R. Chaney
Executive Vice President

JRC/sjj
Enclosure

cc: Grand Council

Michael C. DeWeese, Grand Chapter Advisor, Gamma Chi Chapter
Charles A. McCaffrey, Grand Chapter Advisor, Eta Chapter
James Gibson, Associate Dean of Students, Indiana University
John E. Martinez, Assistant Dean of Students, University of Illinois
Thomas L. Brown, Alumni Corporation/Association President,
Gamma Chi Chapter
Martin J. Dynes, Alumni Corporation/Association President, Eta Chapter
James R. Favor, James R. Favor & Company
Jeffery S. Owens, Director of Chapter Services/Expansion
Mail Packet

March 31, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

The following interim report is an account of information surrounding an incident that occurred late Friday evening/early Saturday morning, March 28, 1992. Persons contributing to this report are: Charles McCaffrey, Grand Chapter Advisor, Eta Chapter, University of Illinois; John B. Gibson, Jr., Alumni Association President, Gamma Chi Chapter, Indiana University; James Wilson, Gamma Chi Chapter Undergraduate President; Joseph Vasich, Eta Chapter Undergraduate President; Alfred J. Krammer, Eta Chapter member; John R. Chaney, Executive Vice President, Alpha Sigma Phi Fraternity; and was compiled and drafted by Jeffery S. Owens, Director of Chapter Services/Expansion.

On Friday afternoon, March 27, four initiated brothers of the Eta Chapter at the University of Illinois decided to join "a road trip" to the Alpha Sigma Phi Chapter at Indiana University. Pledges and other brothers from Eta Chapter, about 25 in all, had left earlier that same day to visit the chapter at Indiana. The four brothers, Bradley J. Love, Alfred J. Krammer, Scott T. Bradbury, and Michael J. Miller, arrived at the Indiana Chapter house approximately at 8:30 p.m. Friday evening.

Since these four arrived later than everyone else, they missed an orientation meeting that Chris Egan, Indiana Chapter treasurer, held for the guests to explain university and chapter rules. Those present were told in this meeting that they were expected to stay at the chapter house that evening. James Wilson indicated that several members who were at the meeting had alcohol or had consumed alcohol prior to their arrival.

Upon their arrival, the four men went to a store in Bloomington to purchase some beer for that evening. After purchasing the beer, they returned to the chapter house at about 9:15 p.m. and began drinking it. The four men stayed in the chapter house the entire evening and did not leave the house.

At approximately 2:30 a.m., the four men decide that they did not want to stay overnight at the Indiana house and decided to drive back to Champaign, IL. They put the beer that they had not consumed into the trunk of the car. On the way home, the driver of the vehicle, Alfred Krammer, fell asleep at the wheel, and the car, owned by Scott Bradbury, went off the side of the road and flipped over. This happened around 4:30 a.m. just outside of Crawfordsville, IN.

Police arrived on the scene and issued Alfred Krammer citations for underage drinking, DWI, and OWI resulting in bodily injury. Scott Bradbury was also ticketed with underage drinking. Bradley Love was injured (punctured lung) and transported to Crawfordsville Hospital and then later flown to Methodist Hospital in Indianapolis. Michael Miller, 21, was not ticketed nor arrested.

Chuck McCaffrey was informed of the incident early Saturday morning and quickly left for Indiana. He posted bail for the two arrested brothers and then went to Indianapolis to check on Bradley Love.

Chuck called the National Headquarters on Monday morning, March 30, to inform Jeff Owens of the incident. At that point, John R. Chaney called John Gibson and Jeff Owens called James Wilson to inform them of the incident. They were both unaware of the accident at that time.

At that point John Gibson called James Wilson to suggest that he have an executive meeting as soon as possible and an all-house meeting to find out any additional information. John then called Thomas Brown, Indiana Housing Corporation President, and notified him of the problem. John then contacted Jeff Owens at the National Headquarters and they discussed action the National Fraternity and Indiana Alumni Corporation may be considering to investigate the situation to assure that similar problems do not occur. They also discussed the notification of both universities.

John Gibson attempted to contact Richard McKaig, IV, Dean of Students, later that afternoon, but discovered he was out of town until Thursday, April 12, so he informed Jim Gibson, Associate Dean of Students, of the incident. Jim thanked John for letting him know and asked that we keep him posted until Thursday when he can discuss the issue with Dean McKaig.

Jeff Owens also attempted to contact John Martinez, Assistant Dean of Students, University of Illinois, on Monday afternoon. He was unavailable so he left a message. He tried to call him again twice on Tuesday, but his busy schedule didn't allow him to get back with Jeff until Tuesday afternoon. I informed him of the incident and told him that we would get back with him once we finalized the entire account in writing. He thanked Jeff for informing him and was concerned about the students' health. Jeff assured him they were all doing fine.

Brad Love is now healthy and has been released from the hospital. His parents were contacted on Saturday and they drove to the hospital on Saturday to be with him.

At this point, our plan is to give this report to administrations at Indiana and Illinois, and alumni advisors and officers of each chapter. We will also research possible Risk Management Policy violations committed by each chapter and impose appropriate disciplinary measures based on this research and investigation.

If you have any additional questions, please feel free to contact Jeff Owens at (614)363-1911.

JSO/rr

April 6, 1992



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

Mr. James Wilson, HSP
Gamma Chi Chapter
Alpha Sigma Phi Fraternity
1968 North Jordan Avenue
Bloomington, IN 47407

Dear Brother Wilson,

Thank you for your cooperation and input over the past week as we gathered information on the automobile accident involving brothers from the University of Illinois that occurred on the evening of March 27.

With your help, we have gathered the facts surrounding the incident. You and the chapter should be commended on the measures that you took that evening to help prevent occurrences from happening, particularly the orientation meeting held for the guests to explain university and chapter rules.

The chapter was, however, found to be in violation of the fraternity's Risk Management Policy regarding activities involving alcohol. Specifically, the chapter violated Indiana University policy by holding an alcoholic event. Violation of university policy is considered a violation of fraternity policy.

The Grand Council is concerned about the activities that took place that evening. As a result, your chapter's activities will be closely monitored this year, especially social activities. Further, the following requirements have been set for the chapter:

1. The Grand Council supports any disciplinary action placed upon the chapter by Indiana University. Failure to follow through on university requirements will be considered a violation of Fraternity requirements.
2. The chapter will host an educational session on Non-Alcoholic Social Programming, to be presented at this year's National Leadership Conference & Convention. The conference will take place August 5-9 at the Adam's Mark Hotel in Charlotte, North Carolina.
3. The chapter will complete and submit immediately the fall and spring Roadmap to Success workbooks to be received at the Headquarters no later than April 15, 1992.
4. The chapter will compose a written Constitution and By-Laws specifically for use by the Gamma Chi Chapter. The Gamma Chi Constitution and By-Laws must remain agreeable with Alpha Sigma Phi Fraternity's Constitution and By-Laws, must contain descriptions and responsibilities for each officer and committee head, and must contain Crisis Management procedures, outlining what is to be done in case of an emergency. A copy of this must be distributed to all Gamma Chi undergraduates and the Headquarters.

James, the purpose of these measures is to support Gamma Chi towards the goal of Alpha Sigma Phi, "bettering the man." The Grand Council is confident that the chapter will respond positively to these requirements and move into the 1992-93 school year with positive momentum.

James, I will expect a call in the next twelve days to discuss the requirements and answer any questions you might have regarding this letter. I look forward to talking with you soon.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Charles A. McCaffrey, Grand Province Chief
Stewart A. Freeman, Assistant Province Chief
John V. Kim, Assistant Province Chief
Thomas R. Hinklye, Assistant Province Chief
Mike Deweese, Grand Chapter Advisor
Charles F. Newmann, Faculty Advisor
Jim Gibson, Program Advisor
Carolyn Shelby, House Advisor
Thomas L. Brown, Alumni Corporation President
Jeffery S. Owens, Director of Chapter Services/Expansion
Mail Packet

ALPHA SIGMA PHI FRATERNITY

April 21, 1992

Mr. Philip Robson, HSP
Alpha Sigma Phi Fraternity
Beta Epsilon Chapter
U.C. Box F2
Lehigh University
Bethlehem, PA 18015



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

Dear Brother Robson,

Thank you for your response to my letter dated April 7. I appreciate the promptness of your letter and your honesty to the issues addressed.

I am glad to hear that the Lehigh IFC has at least been discussing a BYOB policy. At the present time, the Lehigh IFC policy does not abide with the FIPG risk management policy. A BYOB policy will surely help to bring all fraternities on campus to a "level playing field."

Until this policy is adopted, however, you are still obligated to follow the Risk Management Policies of your fraternity. A copy of these policies is included for your use. One of the guidelines of Alpha Sigma Phi's Policy regarding Activities Involving Alcohol is "Alcoholic beverages shall not be purchased through the chapter treasury nor shall the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter."

This means that individuals of the legal drinking age who buy alcohol must buy it for them and them only. I trust that you will correct this problem so that it will not happen again. If it does reoccur, or if the chapter violates Alpha Sigma Phi's policy in any other way, your chapter will face disciplinary measures.

As you requested, I have enclosed some examples of other BYOB policies for your reference and use. I hope you find these helpful in your endeavor to help Lehigh become another successful, safe BYOB campus.

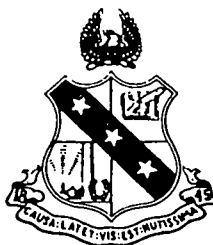
Please feel free to call if you have questions regarding this letter or your fraternity's Risk Management Policy.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Jeffery S. Owens, Director of Chapter Services/Expansion
Mike McCann, Grand Province Chief
Mike Moyer, Assistant Province Chief
Philip A. Blythe, Faculty Advisor
Krispin Wagoner, Greek Affairs Coordinator
Robert Robeson, Assistant Dean of Students
Richard A. DiGiacomo, Alumni Corporation President



Alpha Sigma Phi

Beta Epsilon Chapter
Lehigh University

Sage Park
Bethlehem, Pennsylvania 18015

April 12, 1992

Mr. John R. Chaney
Executive Vice President
Alpha Sigma Phi Fraternity
24 West William Street
Delaware, Ohio 43015

Dear Brother Chaney,

As you may already know, Lehigh has come to make various changes in its social policy. Recently, the IFC, which consists of all fraternity presidents, has been discussing a BYOB policy. The policy, when passed, would be implemented next semester. We would, of course, definitely vote for a BYOB policy considering our FIPG risk management policy.

Brothers that are of the legal drinking age do purchase beer in bulk due to certain discounts and conveniences. Tom informed me that was against FIPG policy. He then told me that he did have to report this fact. We now understand what we can and cannot do and I assure you that the chapter will address this fact and deal with it accordingly.

In closing I would ask that you send us some examples of BYOB policies. I would like to know if the Lehigh policy abides with the FIPG risk management policy. Please understand that Lehigh will be BYOB next semester. I will of course send you a copy of the actual policy when it finally passes.

Fraternally,

Philip Robson
Philip Robson, HSP
Beta Epsilon Chapter



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

April 7, 1992

Mr. Philip E. Robson, HSP
Alpha Sigma Phi Fraternity
Beta Epsilon Chapter
Lehigh University
U. C. Box F2
Bethlehem, PA 18015

Dear Brother Robson,

I have reason to believe that your chapter may be using chapter funds to purchase bulk alcohol. Specifically I have received a report indicating that you purchased pallets of beer for an event on the evening of April 4, 1992.

As you men well know, our policy involving the use of alcohol and FIPG risk management policies do not allow kegs and/or common sources of alcohol, nor does it allow for the use of collective funds to purchase alcohol for members of your chapter. This report suggests that you may not be in agreement or compliance with our programs.

As always, we'd like to hear the Chapter's side of the story. Please detail, in writing, the events which took place on the day mentioned above. If a written response is not received by April 15, I will assume these charges are true and take appropriate action at that time. If you have any questions about what the report should include, please give me a call.

Warm fraternal regards,

A handwritten signature in cursive script that reads "John R. Chaney".

John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Jeffery S. Owens, Director of Chapter Services/Expansion
Mike McCann, Grand Province Chief
Mike Moyer, Assistant Province Chief
Philip A. Blythe, Faculty Advisor
Krispin Wagoner, Greek Affairs Coordinator
Robert Robeson, Assistant Dean of Students
Richard A. DiGiacomo, Alumni Corporation President



RECEIVED

MAR 27 1932

Alpha Sigma Phi

Alpha Sigma Phi Fraternity

Beta Epsilon Chapter
Lehigh University

Sage Park
Bethlehem, Pennsylvania 18015

Dear Sirs:

This letter is to inform you that we have appointed Mr. Donald Jefferis to be our Grand Chapter Advisor. Mr. Jefferis resides at 94 Bayberry Ct. Glen Mills, PA 19342 and his telephone number is (215)558-2250. Please proceed with his nomination as quickly as possible.

Fraternally Yours,

John Quaid
John Quaid, HCS



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

March 17, 1992

Mr. Phil Robson, HSP
Alpha Sigma Phi Fraternity
Beta Epsilon Chapter
U.C. Box F2, Lehigh University
Bethlehem, PA 18015

Dear Brother Robson,

In a letter dated October 8, 1991 to Barry Herman, HSP at that time, Beta Epsilon Chapter was directed to recruit a Grand Chapter Advisor no later than December 20, 1991 and hold an initiation ceremony for all eligible pledges no later than March 14.

I know that Steve Dunn, HJP, assured Director of Chapter Services/Expansion Jeff Owens in December that he was making progress on the Grand Chapter Advisor selection process. Since then, I have heard nothing about this issue, nor have I seen an Initiation Authorization Request form for your chapter's initiation ceremony which should have happened no later than three days ago.

Please call me when you receive this letter so that we can discuss these issues. Thanks, Phil, and I hope to hear from you soon.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Mike McCann, Grand Province Chief
Mike Moyer, Assistant Province Chief
Philip A. Blythe, Faculty Advisor
Krispin Wagoner, Greek Affairs Coordinator
Robert Robeson, Assistant Dean of Students
Richard A. DiGiacomo, Alumni Corporation President



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

December 18, 1991

Mr. Phil Robson, HSP
Beta Epsilon Chapter
Alpha Sigma Phi Fraternity
U.C. Box F2, Lehigh University
Bethlehem, PA 18015

Dear Phil,

I am writing this letter as a follow-up to the letter dated October 8, 1991, addressed to Barry Herman, outlining additional requirements for Beta Epsilon Chapter this year. I have enclosed a copy of this letter in case you have not seen it.

As you can see from the letter, the chapter was to recruit a Grand Chapter Advisor no later than December 20, 1991. To date, we have heard no action taken by the chapter regarding this matter.

Also, the chapter was to submit a thorough and comprehensive pledge education program to the Headquarters. This was done in a timely manner and the program looked very good. You will recall, however, that the first page of your program, titled "Purpose of Pledging," still had to be redone per your discussion with Jeff Owens and Steve Dunn on November 11, 1991. To date, we still have not received this page.

Phil, I realize that you inherited these requirements once you became HSP; however, these expectations need to be fulfilled as soon as possible before further action is taken against Beta Epsilon Chapter. For your information, the Grand Council is meeting at the end of January, and fulfilling these expectations before their meeting would be in the best interests of the chapter.

Please understand that both of these requirements, and the others still listed on the October 8, 1991 letter, are measures to help the chapter meet the ultimate goal of our fraternity, "bettering the man." We believe these requirements will support the goal for Beta Epsilon—that every brother has the best possible fraternity experience. We have great confidence in your future!

Mr. Phil Robson

Page 2

I am willing to work with you on either of these two responsibilities. Please give me a call if you would like some assistance.

Fraternally,



John R. Chaney
Executive Vice President

JRC/rr

cc: The Grand Council
Jeffery S. Owens, Director of Chapter Services/Expansion
Mike McCann, Grand Province Chief
Mike Moyer, Assistant Province Chief
Philip a. Blythe, Faculty Advisor
Robert Robeson, Assistant Dean of Student
Krispin Wagoner, Greek Affairs Coordinator
Owen G. McCulloch, Senior Chapter Leadership Consultant
C. Ryan Dunham, Chapter Leadership Consultant

ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

TO: Matt Farrell

FROM: Jeffery S. Owens, Director of Chapter Services/Expansion *JSO*

RE: Appearance at Grand Council Meeting

DATE: June 1, 1992

Matt, please allow this letter to confirm that you will now be appearing before the Undergraduate Operations committee of the Grand Council on June 27 at 3:00 p.m. due to your flight arrangements. I will still meet you in the lobby of the Delaware Hotel.

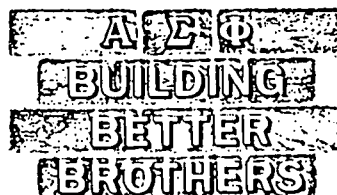
On another note, we recieved a newspaper picture of Delta Chapter pledge Joe Shaeffer doing community service work for the "Into the Streets" program. That was great news and publicity!

The only drawback to this is that we do not have Joe listed on our computer as being a member or a pledge! It seems to me there is some paperwork has not been turned in yet. Please bring the Pledge Report for Joe Shaeffer's class and any others that remain unreported to this meeting on June 27th.

Thanks, Matt, and I look forward to seeing you on the 27th.

JSO/rr

cc: Grand Council
John R. Chaney, Executive Vice President
Michael Schermer, Greek Advisor
Robert Denny, Grand Chapter Advisor
Arthur Freyman, Faculty Advisor
James A. Pohlman, Advisor



ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

March 16, 1992

614-363-1911/FAX: 614-369-1845

Mr. Matthew Farrell, HSP
Alpha Sigma Phi Fraternity
Delta Chapter
Marietta College
Box N-16
Marietta, OH 45750

Dear Matt,

We received the enclosed memorandum addressed to you last week. Quite frankly, this shocks me because I was under the impression that your chapter was making improvements in this area.

I would suggest, for your own good, that you and other members of Delta Chapter attend all of the programs offered during the week of March 23 which will deal specifically with Sexual Assault Awareness. In fact, this would make for a great article and press for your chapter in the Old Gal Gazette if you wanted to send a summary of any sessions that you attend throughout the week. If you are interested in positive publicity, please send a brief summary of your favorite session(s) and I will have them printed in the next issue of the Old Gal Gazette.

Matt, we are ready and willing to assist you in your efforts to become "better men." I hope you take me up on the offer provided.

Fraternally,

A handwritten signature in black ink, appearing to read 'Jeff'.

Jeffery S. Owens
Director of Chapter Services/Expansion

JSO/rr
Enclosure

cc: John R. Chaney, Executive Vice President
Mark A. Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
Stephen Littler, Co-Grand Chapter Advisor
Jeffrey Welch, Co-Grand Chapter Advisor
Robert Chase, Faculty Advisor
Dr. Paul Spear
Dr. Steve Markwood, Vice President of Student Affairs
Bruce Peterson, Coordinator of Greek Life
Dr. Margaret Ross, Chair, Status of Women Committee

March 5, 1992

TO: Mr. Matt Farrell, president Alpha Sigma Phi

FROM: Dr. Margaret Ross, chair, Status of Women Committee *MRoss*

RE: complaints received from a number of women

A number of women students have complained to members of the Status of Women committee about the posters and/or other sexually explicit materials the men of your fraternity have on display in your house.

It is true that this is your private space, but you might wish to consider what effect this has on the reputation of your fraternity and how negative a reaction some women have to this. In these times when the Greek Houses are struggling to put themselves in a more positive light, your displays may be somewhat like "shooting yourself in the foot."

I would prefer that these women confront you directly, but since they feel intimidated by your members, they have asked the committee to speak on their behalf.

It might prove enlightening to your members to attend one or more programs during the week of March 23 which will deal specifically with SEXUAL ASSAULT AWARENESS. The woman assaulted could be your girlfriend, sister or mother.

Thank you for your consideration to the contents of this letter.

cc: Paul Spear, advisor
Bruce Peterson, Greek advisor

ALPHA SIGMA PHI FRATERNITY

March 13, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Matthew Farrell, HSP
Delta Chapter
Alpha Sigma Phi Fraternity
Marietta College
Box N-16
Marietta, OH 45750

Dear Matt,

Thank you for your letter and petition for Derek Brucato's reinstatement to undergraduate status.

After discussing this matter with the Grand Council, they have unanimously agreed not to reinstate Derek into the undergraduate chapter. Also, they went on to say that he should not be living in the chapter house, under any circumstances, if he returns to Marietta next fall. Please record this on your local membership records to correspond with our records.

The Grand Council felt there was not enough progress shown by the chapter to consider your petition and thus chose to keep the integrity that Alpha Sigma Phi is known to possess. Also, you should not be surprised by this decision after you went ahead and reinstated Derek back into the house after you were specifically told not to do so. This action did not look favorable for Delta Chapter.

If you find it difficult to share this news with Derek yourself, call me within the next seven days and I will talk to him myself. Thank you for your time.

Fraternally,


John R. Chaney
Executive Vice President

JRC/rr

cc: Grand Council
Jeffery S. Owens, Director of Chapter Services/Expansion
Mark A. Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
Steph E. Littler, Co-Grand Chapter Advisor
Jeffrey D. Welch, Co-Grand Chapter Advisor
Robert Chase, Faculty Advisor
Bruce Peterson, Coordinator of Greek Life
Dr. Paul F. Spear
Dr. Steve Markwood, Vice President of Student Affairs

Alpha Sigma Phi
Delta Chapter
207 Fourth St.
Marietta, OH 45750

February 18, 1992

The Grand Council
Alpha Sigma Phi Fraternity
24 West William St.
Delaware, OH 43015

Dear Grand Council Members:

It has come to our attention that you are unable to locate the May 15, 1991 letter and petition for Derek Brucato's reinstatement to undergraduate status. Therefore, we are writing you for a second time in reference to this matter.

Our position has not changed as of today. We still believe that Derek Brucato, who was moved to alumni status during your Nov. 1991 membership review, should be reinstated to undergraduate status immediately for the remainder of his scholastic career at Marietta College. All of us at Delta Chapter are in support of Derek's reinstatement more now than ever before, after having the entire year to reflect on all that has happened. It was explained to us in our Jan. 1991 retreat with Nationals, that this would be the proper procedure for us to follow to achieve Mr. Brucato's reinstatement. The enclosed petition, shows the support of all active brothers here at Delta Chapter.

We thank you for taking this matter into consideration and we look forward to a positive response.

Fraternally,



Matthew J. Farrell, HSP

MJF/JC
enclosure

c/c: Bruce Peterson, Coordinator of Greek Life
Charles J. Vohs, Grand Senior President
John R. Chaney, Executive Vice President
Mark A. Williams, Grand Province Chief
Jeffery S. Owens, Dir. of Chapter Services
Steve E. Littler, Co-Grand council Advisor
Jeff D. Welch, Co- Grand Council Advisor
Dr. Paul Spear, Co-Faculty Advisor
Robert Chase, Co- Faculty Advisor

ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
DELAWARE, OHIO 43015

614-363-1911

October 26, 1990

Mr. Larry Watson, HSP
Alpha Sigma Phi Fraternity
207 Fourth Street
Marietta, OH 45750

Dear Brother Watson,

The purpose of this communication is to transmit to you a list of sanctions imposed by Alpha Sigma Phi Fraternity on your chapter. These sanctions are effective immediately and include:

✓ . The National Fraternity will conduct a 100 percent review of the active and pledge membership of the chapter on Thursday, November 1, 1990. The committee, headed by national officers, Dr. Larry Spees, and Dr. Daniel Babb, along with non-Marietta undergraduates, will interview all members for past performance, future potential and willingness to comply with national directives.

✗ . The chapter will propose and secure a written financial repayment plan with Marietta College officials and keep all payments current to the institution and the National Fraternity. This repayment plan will be filed at the beginning of each term with the National Headquarters along with a written financial budget to support it. Any damages to the structure will be repaired, at the chapter's expense.

✗ . The chapter will have 100 percent attendance at an off campus retreat conducted by the National Fraternity for the next two semesters. The chapter will schedule and plan the event to be conducted within the first ten days of the next two school terms.

• The chapter will become the FIPG leader on campus. In addition to adhering to FIPG risk management policies, Ohio state law, Marietta College rules and regulations, no kegs or common sources of alcohol will be on the chapter premises. The chapter will remove their beer "tap" system immediately. Chapter funds and "collections" for alcohol are forbidden within Alpha Sigma Phi chapters. The chapter will be directed to set up campus-wide presentations such as sponsoring nationally recognized speaker, Michael Green. Our Educational Foundation can fund educational grant requests to support these types of events.

✗ . The chapter will recruit a person from the Marietta faculty or staff for co-faculty advisor along with Dr. Michael Taylor. The chapter will also receive a Grand Chapter Advisor through the solicitation efforts of the National Headquarters.

Y. The chapter will submit future requests for party permits along with the guest list through the National Fraternity no less than two weeks prior to a scheduled event involving alcohol. For events involving alcohol in which more than 100 persons total are to be present, an off-duty, uniformed police person will be on the premises for the duration of the activity. This expense will be the responsibility of the chapter.

. The chapter will participate in the Alpha Sigma Phi Standards of Excellence Program. In addition to preparing and submitting the workbook to National Headquarters, the chapter president will review a copy of the workbook with the chapter advisor, faculty advisor and Vice President for Student Affairs.

X. The chapter will send a minimum of three members to the National Leadership Conference at Penn State from August 7-11, 1991. The chapter will invite the college President and Vice President of Student Affairs and faculty advisor to attend, compliments of the National Fraternity. At the conference, the undergraduates will be required to submit written evidence of improvement and make an appearance before the Grand Council. Administration attendees will also be invited to participate. The chapter will also be required to present an assigned educational session to the assembled leadership conference.

O. The chapter will subscribe to the National Fraternity's "No Risk" newsletter service and will be required to issue three alumni newsletters each academic year. The chapter will plan, schedule and host one alumni function each spring.

O. The chapter will strive to attain true student diversity in its future membership.

X. The chapter will plan, host and conduct the next Province VI Conclave or social event in conjunction with the requirements of the Grand Province Chief. At the latest, this will be completed by May 1, 1991.

O. The chapter will conduct pledge and initiation ritual ceremonies only on written license from the administration and National Headquarters. Nationally designated representatives will attend each ceremony throughout the 1990-91 academic year. The chapter will conduct as a part of each initiation, a Black Lantern Processional with lanterns and robes secured from the National Headquarters.

O. The chapter president will physically contact the Vice President for Student Affairs at least weekly to ensure open communication channels are maintained. The chapter president will likewise contact the National Headquarters on a weekly basis.

X. The chapter will plan, publicize and hold a community and campus open-house and reception within the first ten days of the next semester and again within the first ten days of next year's first semester. This will include a tour of the chapter museum.

Mr. Larry Watson, HSP
Page 3

X. The chapter will issue a public apology to the faculty and Marietta community for their irresponsible past and positively state the leadership is responsible for the future actions of their individual members and pledges.

— . The National Fraternity will work with the Vice President for Student Affairs to fund a live-in graduate student advisor.

X. The chapter agrees to strictly comply with additional sanctions as may be imposed by the Marietta College administration.


You will comply completely and fully with each sanction as imposed. If you have questions or would like a specific interpretation, contact me personally.

A 130 year legacy of Alpha Sigma Phi on the Marietta campus rests on your shoulders. Your leadership, the assistance of your fellow officers and the collective cooperation of your members are imperative at this time. I urge you to go over this list of sanctions with your entire membership so that there not be any confusion or hint of ignorance. Future conduct violations of your chapter members will surely extinguish your light.

You may rest assured that you have the full and complete backing and support from the Grand Council and the National Headquarters staff and myself to assist you in keeping the Old Gal at Marietta College. Have faith and confidence in the administration of your alma mater.

Contact me at anytime should you require assistance. My home telephone number is (614) 369-8112 should you need it.

Fraternally and sincerely,


John R. Chaney
Executive Vice President

JRC:sd

cc: Dr. Patrick McDonough, President, Marietta College
Dr. Steve Markwood, Vice President for Student Affairs, Marietta College
Dr. Michael Taylor, Faculty Advisor, Marietta College
Grand Council
Dr. Daniel Babb, Grand Province Chief
Marietta Chapter Alumni
Jeffery Owens, Chapter Leadership Consultant



OHIO NORTHERN UNIVERSITY

ADA, OHIO 45810 • Telephone (419) 772-2430

Fax (419) 772-1932

Office of Student Services

Enclosure K

RECEIVED

APR 11 1992

Alpha Sigma Phi Fraternity, Inc.

To: Mr. Thomas Minner, President, Alpha Sigma Phi
From: Mr. Ronald R. Kuhlman, Associate Dean of Students *RRK*
RE: Results of University Administrative Judicial Proceedings
Date: April 7, 1992

Thank you for the recent discussions regarding established University behavioral standards (hazing, alcohol) which Alpha Sigma Phi (ASP) allegedly violated by treating its pledges improperly, or allowing same at approximately 3:00am on Tuesday, March 10, 1992 at the ASP chapter house. Our conversations indicated your desire to have this case disposed of administratively by the office of the Dean of Students.

RESULTS OF HEARING:

As a result of March 10, 1992 University administrative judicial proceedings regarding this matter, the Alpha Sigma Phi fraternity is found guilty of disorderly conduct and of violating the University alcohol policy. The following provisions are, therefore, in effect:

1. ASP officers will prepare a personal presentation regarding specifically how actions of brothers, pledges and alums can be defined as hazing. This presentation will be made during the weeks of April 13 and 20, 1992, to the brotherhoods of the other fraternities in the ONU Greek Community. Specific feedback from those chapters (written evaluations, prepared in advance and handed out during the presentations) is required in this office by Friday, April 24, 1992. Content of the program must be approved by the Associate Dean of Students in advance of the presentations.

BOTTOM LINE: Our chapters need to understand ASP's heightened awareness that, regardless of how many positive changes a chapter may have recently in its programs/attitudes regarding pledges, certain actions by brothers and/or pledges (or failure of brothers/alums to prevent those actions) are, technically, considered hazing. It is also critical that all chapters gain a sense of how carefully pledges need to be treated in our legalistic society. All program content should be directed at getting these points across to your peers. The future of another chapter may depend on how effective ASP officers are in presenting this important issue (see "discussion" below).

2. This "HAZING EDUCATION" program will also be presented at the ASP National Leadership Conference this summer. You are responsible for making the necessary arrangements in order to satisfy this provision. The National Headquarters will confirm to this office that you have satisfied this provision.

ASP Cont'd.

3. ASP will have Dr. Ward, faculty advisor, at all Prudential Committee meetings in order to facilitate his awareness of, and support in, ASP matters. We have talked around this issue for some time. Dr. Ward must report to this office by Friday, April 24, 1992 that he is being involved in your chapter matters.

DISCUSSION:

It is fortunate for all involved that the ASP Chapter Advisory Team (CAT) is functional and has the best interests of you, the undergraduate chapter, at heart. Our meeting of March 23, 1992 was helpful in determining appropriate response by the University to this situation which represents the position of the ASP CAT.

There is sincere appreciation for the fact that your internal disciplinary organ has firmly addressed the three pledges, one alum and several brothers involved in the actions deemed to be disorderly and in violation of the University alcohol policy. The ASP CAT has stated support for the measures taken with those persons.

Of critical importance in weighing the merits of this matter was the intent of the parties involved. It is the University's opinion that the brothers, pledges and one alum present early on the morning of March 10, 1992 made some bad decisions (had a "dumb attack") which led to stupid behaviors, but that those folks did not enter into those actions as a prerequisite to joining the ASP fraternity.

This does not lessen the need to treat pledges with kid gloves. No one ever intends to have deaths occur as a result of ill-advised hazing activities and no doubt most actions which end up being hazing did not start out with that intent. As we all have agreed, the crux of the matter is that situations tend to get away from us, especially when alcohol is involved, and that is when the thing moves from "dumb attack" (disorderly conduct) into dangerous conditions (hazing). This is what ASP professes to have learned from this situation. Please share specifically this point with others on campus and at your national leadership conference.

Please contact us in Student Affairs with any questions which you may have regarding this or any other matter throughout your tenure at the University.

RRK/pjh

cc: Dean Ward
Dr. Ward
Security
ACB (VanDyne, West)
National Headquarters
file

March 24, 1992

Mr. Thomas Minner, HSP
Alpha Sigma Phi Fraternity
Gamma Alpha Chapter
University Parkway
Ada, OH 45810

Dear Brother Minner,

Thank you so much for hosting the Chapter Advisory Team (CAT) meeting last evening at the chapter house. I was very pleased with the results of the meeting.

At the meeting, we discussed what measures the chapter would take to remedy the hazing incidents on the evening of March 10, 1992. The CAT agreed to the following measures:


1. The chapter will prepare an educational session on hazing, emphasizing the definition, perceptions, and dangers of hazing, to be presented at this year's National Leadership Conference. The conference will take place August 5-9 at the Adam's Mark Hotel in Charlotte, NC. The chapter will also be required to present this session to the chapters on the Ohio Northern campus before the 1991-92 school year is completed.

2. The Grand Council and the CAT also support the University's disciplinary action upon the chapter. Failure to follow through on university requirements will be considered a violation of Fraternity requirements.

Tom, the purpose of these requirements is to support Gamma Alpha towards the goal of Alpha Sigma Phi, "bettering the man." The Grand Council is confident that the chapter will respond positively to these measures and move into the 1992-93 school year with "a clean slate" and positive momentum.

If you have any questions regarding this letter or the CAT meeting of last night, feel free to call me anytime.

Fraternally,



Jeffery S. Owens
Director of Chapter Services/Expansion

JSO/rr

cc: Grand Council
John R. Chaney, Executive Vice President
Thomas W. Stroffolino, Chapter Leadership Consultant
Mark A. Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
Dr. Howard Ward, Faculty Advisor
Ronald R. Kuhlman, Associate Dean of Students
Randy Van Dyne, Co-Grand Chapter Advisor
Jack West, Co-Grand Chapter Advisor

March 11, 1992



NATIONAL HEADQUARTERS
24 WEST WILLIAM STREET
P.O. BOX 838
DELAWARE, OHIO 43015

614-363-1911/FAX: 614-369-1845

Mr. Thomas W. Minner, HSP
Alpha Sigma Phi Fraternity
Gamma Alpha Chapter
University Parkway
Ada, OH 45810

Dear Brother Minner,

It was good talking to you on the telephone today. I applaud you for notifying us of the Monday evening incident as soon as you did.

After talking with you today, it appears that there may have been some questionable activities that evening. I would have to question events such as a pledge sitting on top of a pop machine and pledges under the age of 21 who appeared intoxicated.

The definition of hazing includes "engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

Now, was there any hazing involved? I do not have all the facts yet, so I will not act as a judge. I will await letters from Ron Kuhlman and you in the next few days. If there is substantial evidence of hazing, your chapter will face administrative probation or other disciplinary actions.

I am pretty distressed by this early report after all the progress you and the chapter have made this year. Whether there was any hazing going on Monday evening still remains to be seen, but one thing that I would caution you about is perception. You should be aware by now that many times perceptions are often construed to be realities.

Tom, we are ready to assist you in your efforts to have a successful pledging process which produces good brothers, not good pledges. If you have any questions regarding this letter, please do not hesitate to call. I look forward to talking with you again soon.

Fraternally,

Jeffery S. Owens
Director of Chapter Services/Expansion

JSO/rr

cc: Grand Council
John R. Chaney, Executive Vice President
Mark A. Williams, Grand Province Chief
Jeff Lewis, Assistant Province Chief
Howard Ward, Faculty Advisor
Ronald R. Kuhlman, Associate Dean of Students
Randy Van Dyne, Co-Grand Chapter Advisor
Jack West, Co-Grand Chapter Advisor

JUN 15 1992

Alpha Sigma Phi Fraternity

To: Alpha Sigma Phi Fraternity Grand Council
From: Alpha Sigma Phi Fraternity Phi Theta Colony
Re: Colony Status Extension
Date: June 6, 1992

Dear Grand Council,

As HSP of Phi Theta Colony at S.U.N.Y.-Binghamton, I would like to request that our colony status be extended until Spring of 1993. There has been much consideration put into this matter by myself, the undergraduate as well as graduate brotherhood here at Phi Theta, and the professional staff at national headquarters. Our brotherhood, here at S.U.N.Y.-B, has always been small. Our size allows us to be very close (we are considered to be the closest-knit brotherhood on campus;) but at the same time that number has made life tough. We understand why the Grand Council has set a minimum chartering number at thirty men or campus average (whichever one is greater.) At the end of the school year 1991-92, we finally achieved that number. But due to the proximity to the end of the semester, and the short notice to national headquarters and out-of-town alumni, our proposed chartering date was pushed back. By postponing until next year, we will lose five undergraduate brothers to graduation and transfer. This will in effect bring our numbers below the thirty man floor. Fall Rush, here at Binghamton, has never been good; only upperclassmen can pledge. In our last three years, we have only been able to garner six men all-tolled, in Fall Rush. Even though I would love to say that I thought we could bring in five or six men this coming semester, I would be lying if I did. In those same three years though, we have been able to pick up six-man classes each of those

spring semesters. With a continued emphasis put into rush and member recruitment, I believe we will charter with thirty-two to forty men this coming spring. Thank you for your consideration of this extension. If you have any questions, please feel free to call or write me at:

Chris T. Cohen
23 Henry st. 400 Jersey Sq.
Binghamton, NY 13901
(607)722-6411

Camp Equinunk
R.R. No. 1 Box 74
Equinunk, PA 18417

(717)224-4121

(718)745-6598

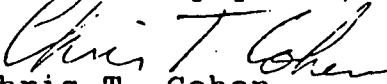
Fraternity House
(All Year-round)

Summer Work/Residence

Emergency Phone Number

Parent's Phone Number

Fraternally yours,


Chris T. Cohen
HSP Phi Theta Colony

JOB DESCRIPTION
Comptroller
Alpha Sigma Phi Fraternity
70% Fraternity/30% Foundation

Assists with the financial affairs of the Fraternity including preparation and maintenance of financial statements, records, and reports. Consults with the Executive Vice President regarding these affairs.

Responsibilities/Tasks:

Properly maintains sets of books for Alpha Sigma Phi Fraternity, Inc. and Alpha Sigma Phi Educational Foundation and A-S-P Corporation.

Prepares monthly operating statements and balance sheets for Alpha Sigma Phi Fraternity, Inc. and Alpha Sigma Phi Educational Foundation. Tracks Annual Loyalty Fund and Capital Campaign Fund dollars.

Receives all monies for both Fraternity and Educational Foundation and posts proper records.

Invoices outstanding accounts and notes receivable monthly and notifies the Director of Administrative Services of their standing.

Monitors and maintains positive cash flow.

Serves as payroll clerk.

Ensures accounts payable are properly paid.

Maintains petty cash and postage meter funds.

Conducts necessary banking duties.

Monitors expense advances and credit card charges of staff.

Maintains and processes records of new pledges and initiates.

Processes and orders merchandise, including badges, pins, shingles and certificates.

Interfaces with auditors on routine tax and end of year matters.

Prepares government forms not prepared by the auditors.

Posts credit card debits electronically, both Fraternity and Educational Foundation.

Compiles statistics, information, and figures as requested by the Executive Vice President or Director of Administrative Services.

Maintains the financial and legal files.

JOB DESCRIPTION
Director of Expansion
Alpha Sigma Phi Fraternity
100% Fraternity

Initiates activities to acquire viable colonies and interest groups. Monitors the development of newly formed groups and assigned challenging chapter situations.

Responsibilities/Tasks:

Educates, motivates and directs the activities of the Chapter Leadership Consultants assigned to the expansion and development process.

Directs the development and implementation or revision of educational programs and materials on topics including, but not limited to: Rush, Pledge Education, Scholarship, Chapter Finances, Alumni Relations, Goal-Setting, Leadership Development, Chapter Management, Career Planning, Social Service, Substance Abuse Prevention, Province Programming, Standards and Awards, Expansion, and Publications.

Directs expansion operations.

Directs the development and implementation of programs to recruit, motivate, educate and service alumni volunteers at every level of the Alumni Volunteer Network.

Monitors colony and interest group pledge activities, and reports delinquencies to the Comptroller on a monthly basis.

Secures receipt of all colony and interest group accounts receivable and delinquent chapter reports.

Provides executive assistance to the Executive Vice President.

Serves as staff liaison to National Advisory Committee on Membership Expansion.

JOB DESCRIPTION
Vice President for Development
Alpha Sigma Phi Educational Foundation
100% Foundation

Develops and implements under the guidance of the President the plan and programs for the Foundation's fund-raising efforts.

Responsibilities/Tasks:

Develops and implements the Annual Loyalty Fund Campaign. This involves mail and telephone campaigns and personal solicitation of potential donors.

Coordinates metropolitan alumni gatherings as well as regional alumni organizations.

Director of a Capital Campaign; develops, prepares and implements all necessary programs to successfully complete such campaigns to build and fortify the Foundation's endowment.

Researches and evaluates potential major donors for the prospect of large annual gifts, capital gifts and planned gifts.

Develops, recommends, and when approved, implements the Foundation's planned giving programs and follow-up to raise the enrollment level of the Manigault Society.

Develops, coordinates and directs all personal visitation, personal cultivational and personal solicitation programs.

Coordinates Headquarters related alumni development activities including the chapter newsletter programs and chapter alumni association development programs.

Coordinates the production of the Foundation For Excellence newsletter.

Develops and supervises the affinity credit card program, matching gifts program, alumni service and promotion programs.

JOB DESCRIPTION
Executive Vice President
Alpha Sigma Phi Fraternity
60% Fraternity/40% Foundation

Directs, manages and oversees the day to day operations of Alpha Sigma Phi Fraternity.

Responsibilities/Tasks:

Executes directives, plans and programs for the Grand Council.

Recommends short term/long term goals, objectives, plans and programs.

Prepares necessary financial statements and budgets, oversees financial planning.

Coordinates and requests educational grants.

Schedules, plans and prepares Grand Council directed meetings.

Serves as secretary to Grand Council and prepares necessary reports and correspondence.

Conducts the National Leadership Conference and Convention.

Is secretary to the convention and prepares necessary reports and correspondence.

Supervises the production of The Tomahawk and "The Old Gal Gazette."

Represents Alpha Sigma Phi at various meetings, functions and events.

Oversees the undergraduate operations/chapter services/national province programs.

Manages the expansion program.

Develops and coordinates all marketing strategies.

Supervises the Director of Administrative Services and Director of Chapter Services.

Serves as staff liaison to the National Advisory Committee on Service and the National Advisory Committee on Housing.

JOB DESCRIPTION
President
Alpha Sigma Phi Educational Foundation
60% Fraternity/40% Foundation

Directs, manages and oversees the day to day operations of the Educational Foundation.

Responsibilities/Tasks:

Directs all fund-raising activities **including the Capital Campaign** upon approval of the Trustees.

Develops strategies and goals; supervises the Vice President for Development **and Director of Alumni Services.**

Prepares financial transactions and coordinates investment of Foundation resources.

Schedules, plans and prepares Trustee meetings. Serves as secretary and prepares necessary reports and correspondence.

Prepares Oversees Foundation For Excellence and additional developmental publications.

Coordinates and ~~approves~~ **recommends** educational grants.

VACATION POLICY AND OTHER REIMBURSED ABSENCES

All permanent, full-time employees earn vacation credit from the time of employment. The Fraternity believes that vacation time is an important part of every employee's working life, and that it is a time to relax and be refreshed. The Fraternity benefits from employees taking vacation and returning to work with renewed enthusiasm. The vacation policy is as follows:

1. Vacation time must be scheduled in advance with your supervisor. There is no defined period in which vacations may or may not be taken, but is heavily dependent upon departmental workload.
2. Vacation time is meant to be taken in the fiscal year it is earned.
3. Specific amounts of vacation time are dependent upon years of service as outlined in the following schedule:

First Year:	After six months and until July 1 or 12 months; prorated at one day for each 10 weeks. 1/2 day increments
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At July 1:

First Year:	One week (five working days)
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Second through Fifth Years:	Two weeks (ten working days)
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Sixth through Tenth Years:	Two weeks (ten working days) plus one day per year for each year over five.
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Eleventh through Twentieth Year:	Three weeks (fifteen working days)
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Over Twenty Years:	Four weeks (twenty working days)
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Payment in lieu of:	Upon request, funds availability and special circumstances, up to 1/2 or can carry-over up to 1/2 of entitlement.
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SICK LEAVE

One-half day per month, cumulative indefinitely. Sick leave may be used at the discretion of the employee, with the prior consent of the supervisor if possible, for time of sickness, family emergencies, and doctor's and dentist's appointments. IF EMPLOYEE LEAVES STAFF, OR HIS/HER JOB IS TERMINATED, REMAINING SICK TIME WILL NOT BE PAID.

DEATH IN FAMILY

An employee is entitled to five days leave, with pay, at the time of death of an immediate family member (father, mother, brother, sister, child, spouse) or member of spouse's immediate family. One of the days should be the day of the funeral.

OFFICIAL HOLIDAYS

PRESIDENT'S DAY

LABOR DAY

GOOD FRIDAY

BROWN JUG DAY

MEMORIAL DAY

THANKSGIVING DAY

INDEPENDENCE DAY

FRIDAY AFTER THANKSGIVING DAY

FLOATING HOLIDAY*

* This holiday was substituted effective 1988 for Columbus Day or Veteran's Day and may be taken after October 1 with supervisory approval by all personnel actively working as of October 1 of that year.

Holidays falling on Sunday will be observed on the following Monday; those falling on Saturday will be observed on the preceding Friday. All official holidays are days off with pay.

Christmas Bonus

Christmas holidays are observed from 5:00 p.m. December 23 to 8:30 a.m. January 2.

Note: Depending upon the day of the week that Christmas and New Year's Day fall upon the bonus days (excluding weekends) will be either six or seven.

REPORT TO THE COMMITTEE
ON ALUMNI OPERATIONS

Dr. Dennis R. Parks, Chairman
Robert G. Cabello
Kevin J. Garvey
J. Warren Smith, Undergraduate Representative

Alfred B. Wise
Educational Foundation Trustee Liaison

Robert A. Sandercox
Educational Foundation Trustee Liaison

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REPORT TO THE COMMITTEE
ON ALUMNI OPERATIONS

1. Annual Loyalty Fund

	<u># of Donors</u>	<u>Gross Receipts</u>	<u>Net Receipts</u>	<u>Average Gift</u>
1982-83	1,716 (+ 9%)	\$ 51,696 (+ 20%)	\$ 40,085 (+ 51%)	\$ 30.13 (+ 10%)
1983-84	2,116 (+ 23%)	83,435 (+ 61%)	59,228 (+ 48%)	39.43 (+ 31%)
1984-85	2,147 (+ 1%)	89,091 (+ 7%)	66,003 (+ 11%)	41.50 (+ 5%)
1985-86	3,101 (+ 44%)	136,936 (+ 54%)	90,389 (+ 37%)	44.16 (+ 6%)
1986-87	2,373 (- 31%)	128,238 (- 7%)	96,165 (+ 6%)	54.04 (+ 22%)
1987-88	2,766 (+ 17%)	136,561 (+ 7%)	107,339 (+ 12%)	49.37 (- 9%)
1988-89	2,390 (- 14%)	134,745 (- 1%)	88,934 (- 17%)	56.38 (+ 14%)
1989-90	3,142 (+ 31%)	166,780 (+ 24%)	93,842 (+ 6%)	53.08 (- 6%)
1990-91	2,787 (- 11%)	167,922 (0%)	97,137 (+ 4%)	60.25 (+ 14%)
5/31/91	2,594	147,998	82,964	57.05
5/31/92	2,790 (+ 7%)	160,183 (+ 8%)	97,413 (+ 17%)	57.41 (+ 1%)

As of the end of the eleventh month of the fiscal year, the 1991-92 Annual Loyalty is ahead of last year by \$14,419. The goal for the year is to have net receipts of \$105,000 and the staff anticipates that this goal will be reached as long as all expected pledges are received by June 30.

The approach to the Annual Loyalty Fund this year was to go beyond our established strategy for increasing gifts from regular donors and re-enlisting lapsed donors by accomplishing the following:

Publication of four issues of The Tomahawk. The fourth issue of The Tomahawk had to be pushed back to the end of the fiscal year due to financial and budget concerns.

Implementation of a Parents Fund. This first year effort yielded \$1,030 from 25 contributors for an average gift of \$41.20. Interesting to note that four contributions were for \$100 when the letter only asked for a gift of \$25-50.

Increased Trustee and Grand Council participation in the solicitation process of recruiting donors for the Charter Member Pinnacle Club, The Grand Senior Presidents Club, and the Founders Club. The process began with Trustee and Grand Council Members returning rating books of brothers from their respective chapter. These books can now be implemented in the major gift process. Thanks to all for your cooperation.

Personal solicitation of volunteers by board members and staff. Again, little progress has been made in this area. It will be the way to increase major gifts and average gifts from our brothers, requiring time from these volunteers.

Additional issues of the Foundation for Excellence newsletter. Three issues were published in 1991-92 providing an opportunity for donors to learn more about how their gifts are being used.

Targeted solicitation of past scholarship recipients, outstanding undergraduates, and other award winners who have benefitted the most from their experience as Alpha Sigs. End of the year requests were made to brothers in these categories who had not made a contribution yet this fiscal year. The results are still unknown as of the date of this report and will be updated at the August meeting.

At the request of the Grand Council and Trustees, a special solicitation was composed and mailed over the signature of Ralph F. Burns, Ohio Wesleyan '32. For this special task, the Educational Foundation consulted with a letter writing consultant who specializes in the area of direct mail solicitation. Nearly 10,000 letters were sent. Of these, 18 gifts were received for a total of \$821.00 with an average gift of \$45.61. The most responsive group was those brothers initiated prior to 1946; 15 gifts were received. From these letters, hundreds of addresses were updated and dozens of deceased notices were received providing for better information on the database.

The Future. Over the past three years the Educational Foundation staff has worked considerably on enlisting brothers as donors. As these older brothers who still remain never donors are contacted in the future, fewer will elect to make a contribution and diminishing returns will result. The future strength lies in the younger generation of contributors, new alumni who are still in touch with Alpha Sigma Phi and can remember the good experiences and positive benefits of the fraternity. These brothers can be brought on board as donors for less expense, and the returns over the long term will be much more positive.

The strength of the Annual Loyalty Fund will also lie with renewing donors. From year to year, the Educational Foundation has been able to increase annual donor participation from 5% of our alumni ten years ago to 9% of the entire base today. In each of the past three years, the Educational Foundation received nearly 1,000 new donors. This also means that nearly 1,000 donors did not renew from one year to the next.

The future of fundraising for the Educational Foundation needs to focus on renewing and upgrading current and lapsed donors. This will require further personal development, cultivation, and solicitation.

2. Educational Foundation Endowment

As of 5/31/92, \$8,050.98 has been received by the endowment during fiscal year 1991-92. The breakdown is:

Income for the Friends of Rho Fund	\$ 402.57
Additions to Chapter Funds	3,700.00
Bequest to Chapter Fund	2,000.00
Bequests to Endowment	1,023.41
Gifts to Third Founding	925.00

The Third Founding is now considered complete. Through the campaign \$1,103,885 was pledged, a net of \$665,371 has been received so far from 893 brothers. Many gifts were arranged as planned gifts and have not yet matured or were placed in other funds not easily identifiable as Third Founding income. Also during the campaign a total of \$83,400 was written off from 373 brothers.

<u>Endowment</u>	<u>Cash Pledges</u>	<u>Verified Bequests</u>
\$6,845,246	\$ 0	\$887,846

Chapter Endowments. Currently there are five established funds: California-Berkeley, Oregon State, Penn State, Westminster, and U.C.L.A. Additionally, Past Grand Senior President Stan Miller, Purdue '64, has provided documentation and funding for a \$50,000 fund for each of the chapters at Purdue and Indiana through a life insurance policy; and A. William Lubbers, Lehigh '31, and his wife have finalized their arrangements for a \$50,000 gift annuity that will establish the *A. William Lubbers/Lehigh Chapter Endowment Fund for Scholarship*.

Also, a brother from U.N.C.C. is in the process of establishing a \$10,000 chapter endowment fund for the Delta Zeta Chapter. David Weiner, U.N.C.C. '80, is the youngest person known to the staff to step forward in this big leadership role. His fund, if accepted by the Educational Foundation Trustees, will also be the most restrictive of any to date. His Delta Zeta Chapter Endowment Fund will provide a scholarship for an undergraduate of Delta Zeta Chapter who is currently enrolled for his primary degree in the U.N.C.C. School of Business.

These four additional funds bring the total number of chapters with current or future funds up to nine.

3. Kleinoeder Bequest

Executors continue to indicate that our expected remaining portion will be approximately \$.5 million. The distribution of this portion of the gift has taken much longer than the first \$6 million. The estate closure document is awaiting final IRS audit. Brother Wyman Dobson, Washington '52, an attorney with the firm executing the estate, has recently informed us that he does not anticipate any problems and that disbursement should be anticipated in 1992. Educational Foundation Trustee Milt Cerny has recently been in touch with Brother Dobson, in an endeavor to expedite the process. Should the balance of the money not be received prior to July 1, funding for the capital campaign budget will be front loaded by the earned income funds of the Educational Foundation. This would cause a severe cash flow situation.

A portrait of Howard Kleinoeder has been completed. Based on previous discussions with this committee and the Trustee meeting of August 1991, the staff proposed additional recognition programs for Brother Kleinoeder. Brother Kleinoeder's posthumous Delta Beta Xi was presented to Mu Chapter by Brother Ralph F. Burns at the Mu Chapter 80 year Anniversary Celebration. Also, a "Kleinoeder Scholarship" is being considered as a possible form of annual recognition. It was also agreed at the last meeting that the story of Brother Kleinoeder's generous gift will be featured in the 1991-92 Annual Report of the Educational Foundation which is in the Fall issue of The Tomahawk.

4. Capital Campaign

In January, Ketchum, Inc. was selected as counsel for the capital campaign. Since then, Bob Simonds, Executive Counsel, has met with staff members three times including one meeting with the Campaign Planning Committee. Through these meetings the main focus has been the case for support, prospect identification & research, and cultivation of leadership and major gifts. A copy of the gift table is shown as Enclosure A, page 10.

The committee that was acting as the planning committee has evolved into the steering committee to help move the process along. Brothers will be sought for the committee to help direct the campaign, raise money for the campaign, and contribute to the success of the campaign. We are reminded that we must always keep focused on the case for support and leadership in the campaign. As Bob Simonds says, "The campaign committee should recruit people with devotion, clout, and the willingness to use it."

It is anticipated that \$.5 million remaining from the Kleinoeder Bequest will be used as "seed money" for the capital campaign. It is expected that on July 1, 1992 current Vice President for Development Steve Zizzo, along with a research assistant, will be moved to head the campaign staff. In accordance with our strategic plan, a Director of Alumni Services is being added to the Educational Foundation staff on that date to provide increased alumni services and operate the Annual Loyalty Fund. Consequently, alumni programs and services formerly contained in the Fraternity budget were shifted to the Educational Foundation and placed under control of the Director of Alumni Services.

5. Planned Giving

Living membership in "The Manigault Society," our recognition "club" for brothers who have made planned gifts (bequest, insurance policy, or trust) to the Educational Foundation, now stands at 63 brothers and continues to grow every year. Thirty-five brothers have disclosed the amounts of these provisions, which total \$887,846. The other 28 brothers have either left percentages of their estates without estimate, or declined to list an amount.

We promoted "The Manigault Society" in the fall issue of The Tomahawk and will continue to do so in future issues. Internally, more follow up will now be possible with computer tracking of those who have pledged gifts and those who are considering it. Follow up visits will be made this year to those who have previously requested information concerning joining the Manigault Society.

At the last meeting the committee asked the staff to calculate the breakdown of membership in the Manigault Society by year. The breakdown is as follows:

Initiation	% of Membership
< 1940	11 %
1940-49	9 %
1950-59	8 %
1960-69	22 %
1970-79	24 %
1980-89	28 %

6. Alumni Development

The new Director of Alumni Services, Ted Kocher, Findlay '92, will be handling a great deal of the regional alumni events in coordination with Steve Zizzo as Director of the Capital Campaign. The regional events should raise awareness of the activities of Alpha Sigma Phi and heighten appreciation for the value of the fraternity experience. Also, as a part of Ted's responsibilities, he will be handling the program for the Volunteer Alumni Conference and will continue to work with the conference director and key volunteers in the development the program.

Further identified programs that the Director of Alumni Services will be working on include: affinity credit card program, chapter newsletter program, annual loyalty fund, and development of the Connections program. A job description for the Director of Alumni Services is included as Enclosure B, page 11.

Additionally, in the past six months, the areas of alumni events and alumni visits include: South Florida, Northeastern United States, Seattle, San Francisco, Los Angeles, and Chicago. Locations of upcoming development trips include the Northeast, Texas, Chicago, West Coast, Pittsburgh, Cleveland, and Washington, D.C. A tentative development schedule is included as Enclosure C, pages 12 and 13.

On May 12, Ralph Burns celebrated his 80th Birthday. The occasion was marked by a small cake and punch reception in Columbus where approximately 30 close fraternity brothers, staff, and family joined to honor him. Thanks to voluntary gifts from many caring brothers, a check was presented to Ralph in the amount of \$1,080, which he and Joanna will use to attend the Shakespeare Festival in Ontario, Canada. He completed his birthday celebration by visiting alumni in the Seattle area and attending Mu Chapter's 80th Anniversary.

Other development projects that have come to a close include the Alpha Sigma Phi Alumni Directory. Harris Incorporated sold directories to 11% of the alumni membership in 1991. A few additional directories remain at the headquarters and they are being marketed through The Tomahawk. There may be a diminishing return in the program over the years:

Year	Directories Sold	% of Alumni
1981	4,683	18%
1986	4,039	13%
1991	3,893	11%

7. Research

Many alumni continue to be identified as potential major donors. In preparation for expanding the Annual Loyalty Fund and a capital campaign, new prospects must continually be identified. The research program has identified many brothers where time should be taken to personally cultivate and develop the prospects. In the past 18 months, research has helped to identify 19 new major donor prospects that were formerly "unknowns."

8. The Tomahawk

In 1991-92, three issues of The Tomahawk were paid for and published. The 1992-93 proposed budget is set to fund four 24-page issues of The Tomahawk as a tabloid. The annual report in the fall will feature the Howard Kleinoeder gift.

There are several options in upgrading The Tomahawk. First, it may be printed on a higher grade of paper. In doing this, we maintain the format, information, and style as The Tomahawk is now. The additional costs for this option are estimated at \$4,000 per issue.

Second, the Grand Council may wish to upgrade The Tomahawk to a magazine. The change in format and style would be obviously different, changing the current "newsy" style. Also, the amount of chapter news and alumni news notes would have to be limited to prevent the size, and in turn the cost, of The Tomahawk from becoming prohibitive. On the average, a 28 page tabloid would create a 40 plus page magazine. Our consultant has advised that it would likely create confusion to print a tabloid, switch to a magazine, and then back to a tabloid. The consistency, no matter in which format, is the most important issue.

9. Foundation For Excellence

Three issues of the Foundation for Excellence were published in 1991-92. One was mailed in the fall with two more being published in March and May. This publication is mailed to brothers who have previously made gifts to the Educational Foundation to keep them informed of the high caliber programs and news that is taking place. See Enclosure D, page 14, for the latest issue of the Foundation for Excellence.

10. Chapter Newsletters

The Fraternity Headquarters has offered the Headquarters Newsletter Service since 1984-85 to assist chapters in increasing the quality and quantity of their contacts with alumni. The service began as a very low cost, no risk method of producing three newsletters per year if they agreed to complete three per year and raise money through the newsletter from alumni to help offset production costs. Chapters that did not utilize our service were encouraged to produce three newsletters per year on their own.

Effective with the 1991-92 academic year, the newsletter service stipulated that every chapter participating may produce two four-page issues of their newsletter at no cost. Our Standards of Excellence program requires each chapter to produce three issues of their newsletter annually. Therefore, in February each chapter that had signed up for the service was sent a supplemental agreement for the spring issue which informed them of printing costs of that third issue.

The chart below provides a five year history of the newsletter service. At this point in time last year only 19 chapters were participating. Enrollment in the 1991-92 program has dramatically increased with 39 chapters participating.

	<u># Chapters HQ/Own - Total</u>	<u># Newsletters HQ/Own - Total</u>
1986-87	30/ 6 - 36	63/ 8 - 71
1987-88	29/10 - 39	74/13 - 87
1988-89	29/11 - 40	63/18 - 81
1989-90	22/13 - 35	54/27 - 81
1990-91	19/10 - 29	43/15 - 58
1991-92	39/ 5 - 44	75/ 8 - 85

There had been \$13,000 budgeted under Chapter Services for the service and as of May 31, we have expenses of \$16,700. The newsletter service was contracted out this year on a per issue basis. We feel this is the most cost-effective method to handle the word-processing and layout of the newsletters. The 1992-93 proposed budget has incorporated a significant reduction in the cash outlay for this service. The proposal is to return to a pay system to cover most expenses. It is a worthy program that was just too expensive to support as compared to other items. In fact, with issues of The Tomahawk, three issues of the Foundation for Excellence, and various direct mail and telephone solicitations, this is a service that we might want to consider as duplicative, repetitive, and too costly.

11. National Advisory Committees

The Alumni Operations Committee has responsibility to review programs of the National Committee on Alumni Programs and Sesquicentennial Anniversary Committee. Committee Chairmen Stuart A. Spisak and Robert J. Shaw have made preliminary reports as follows:

a. National Advisory Committee on Alumni Programs.

Committee Structure. The Committee for Alumni Programs has much of its proposed work to do in 1992 and 1993 in order to lay the proper foundation for other related programs such as the Sesquicentennial Celebration and the Capital Campaign. The committee structure has been completed, and the letters of invitation have been sent to prospective committee members. Ideal committee size will be five members in addition to the Chairman, Stuart Spisak. Professional staff support has been provided previously by Steve Zizzo, and will now be provided by Ted Kocher, Director of Alumni Services.

Budget. \$21,000 is the requested funding for operating the program and the committee during 1992-93.

Overview of Plans. Brother Spisak has an excellent handle on this committee and the actions to be completed this year. Program considerations to be initiated and completed (as budgeted) during the coming year is as follows:

1. Projects completed: New "Alumnus" certificates have been designed to transition brothers from the undergraduate years. New alumnus handbooks are being developed and nearing completion. Also, a complete job description was developed for the Director of Alumni Services who will be working on many of this committee's programs.
Cost: \$1,000

2. Write and produce the Alumni insert for the To Better The Man manual. Guidelines for the content of the insert have been started and outlined, and text will be developed while the rest of the manual is being updated. Estimated completion date is summer 1992. Cost: \$1,000

3. Write and produce Volunteer Needs Brochure to publish vacancies of volunteer positions and volunteer opportunities to all alumni via direct mail. Research with the Province Committee needs to be initiated. Estimated completion date is early 1993. Cost: \$8,500

4. Initiate research on Time and Talent Survey for all alumni is to begin in 1992. The relationship of this project with the Sesquicentennial Committee, Capital Campaign plan and promotion of the sale of the published history of the fraternity needs to be investigated. Cost: \$10,500

b. National Committee on the Sesquicentennial Anniversary.

Committee Structure. The complete committee consists of Robert J. Shaw (Celebration Chairman), Robert W. Kutz (Editor and Histories), George B. Trubow (Honorary Chairman), Thomas E. Hale, Robert L. Denny, John H. Luckenbill, Jack M. Merrill, Randall S. Lewis, Jeffrey L. Robb, Ralph F. Burns, Robert M. Sheehan, Jr., and all living Past Grand Senior Presidents. Professional staff support is provided by John R. Chaney.

Budget. The committee has established an initial \$500 budget for 1992-93.

Overview of Plans. Other than Brother Shaw, this committee really has no structure. Bob Shaw seems to have a very good handle on his responsibilities and has made initial contact with committee members, Past GSPs, and several potential meeting sites. He also spent some quality time at the National Headquarters this spring. He is a consummate planner and we do not envision any problem--it is somewhat early to see much concrete planning and action. The committee plans to hold a meeting in Charlotte in conjunction with the National Leadership Conference & Convention in August as most members will be attending without added cost to the Fraternity.

The editor and historian plan to coordinate the marketing plans for the history publication with the proponent of the time and talent survey. Various articles are planned for The Tomahawk and the Foundation for Excellence newsletter in 1992-93.

12. Long Range Planning

Alpha Sigma Phi has taken bold steps in the past few years in the area of alumni development. The tremendous income of the endowment and with the addition of a staff position, the Educational Foundation is now able to make a tremendous

impact on alumni relations. At this point, there may be some questions for discussion that will assist in the long range plan in this area. For example:

What will be the objectives of alumni development over the next 5-10 years?

What programs will be essential in assisting alumni development?

What will be the strategies to achieve these objectives?

ALPHA SIGMA PHI EDUCATIONAL FOUNDATION
DELAWARE, OH

CHART OF STANDARDS

OBJECTIVE: \$10,000,000

Guidelines:

Top Investment	20 – 25% Objective
Top 10 Investments	55 – 60% Objective
Next 100–150 Investments	30 – 35% Objective

No	Amount	Total	Cumulative Total	
1	\$2,000,000	\$2,000,000	\$2,000,000	20.0%
1	\$1,500,000	\$1,500,000	\$3,500,000	
1	\$500,000	\$500,000	\$4,000,000	
2	\$300,000	\$600,000	\$4,600,000	
5	\$200,000	\$1,000,000	\$5,600,000	56.0%
8	\$100,000	\$800,000	\$6,400,000	
10	\$75,000	\$750,000	\$7,150,000	
12	\$50,000	\$600,000	\$7,750,000	
15	\$25,000	\$375,000	\$8,125,000	
30	\$15,000	\$450,000	\$8,575,000	
40	\$10,000	\$400,000	\$8,975,000	89.8%
<hr style="border-top: 1px dashed black;"/>				
50	\$7,500	\$375,000	\$9,350,000	
60	\$5,000	\$300,000	\$9,650,000	
80	\$2,500	\$200,000	\$9,850,000	
100	\$1,000	\$100,000	\$9,950,000	99.5%

JOB DESCRIPTION
Director of Alumni Services
Alpha Sigma Phi Educational Foundation

Develops and implements the plans and programs for alumni relations under the guidance of the Vice President for Development.

Responsibilities/Tasks:

Coordinates Headquarters related alumni development activities including the chapter newsletter programs, chapter alumni association development programs, and volunteer alumni involvement program.

Coordinate metropolitan alumni gatherings as well as regional alumni organizations and associated events/programs.

Assists in developing and coordinating personal visitation, cultivation and solicitation programs.

Prepares and coordinates the Foundation for Excellence newsletter and other alumni development publication items.

Develops and supervises all alumni service programs, career networking programs, and all alumni promotion programs.

Assists in implementing the Annual Loyalty Fund Campaign. Primarily involved in the mail and telephone solicitation campaigns.

Plans and assists in the coordination and programming of the Annual Volunteer Alumni Conference.

DEVELOPMENT AND PUBLICATION SCHEDULE

1992

January	29	Phonothon kickoff
	31	Grand Council/Trustee Meeting
February	15	<u>Tomahawk</u> --winter
March	26	<u>Foundation for Excellence</u>
April	2	Never Donor solicitation letter
April	7	West Coast Development Trip--John Chaney
April	20	Solicitation for NLC--1st letter for 2nd gift
April	30	Phonothon conclusion
May	15	<u>Foundation for Excellence</u>
May	29	Solicitation for NLC--Final solicitation to all
June	1-15	Chicago Area Development Trip--Steve Zizzo
June	1-22	Headquarters Move
June	22	<u>Tomahawk</u>
June	26-28	Grand Council Committee Meetings
July	6-11	Texas Development Trip--Steve Zizzo
July	11-15	FEA/Albuquerque
July	15-18	Arizona Development Trip--Steve Zizzo
August	5-9	National Leadership Conference & Convention, N.C.
August	27	<u>Tomahawk</u>
September	10	Solicitation letter #1
October	1-15	East Coast Development Trip--Steve Zizzo
October	15	<u>Foundation for Excellence</u>
October	22	Solicitation letter #2
November	24	<u>Tomahawk</u>
December	4	Solicitation letter #3

December 3-6 NIC, Washington D.C.

December 6 Founders' Day

1993

January 10 Send Top Prospects letter about upcoming plans

Jan/Feb Grand Council/Trustee Meeting

Jan-April Annual Loyalty Fund Phonothon

March 1 Send Top Prospects letter "somebody will be calling you"

April--June Development Planning Study (Ketchum)

June Joint Meeting of Trustees & Grand Council
Presentation by Ketchum

August Final Presentation on study results at NLC

1994

August Campaign Kickoff

December NIC, Houston, TX

5/17/92

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ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>REVENUES</u>	<u>Actual</u> <u>1990-91</u>	<u>7/1/91-</u> <u>5/31/92</u>	<u>Revised</u> <u>Budget</u>	<u>Proposed</u> <u>1992-93</u> <u>Budget</u>	<u>Comments</u>
1. Initiation Fees	\$ 83,015.00	\$ 79,255.00	\$ 79,750.00	\$ 81,000.00	
2. Pledge Fees	47,095.00	41,875.00	45,000.00	46,000.00	
3. Chapter Fees	12,272.00	11,800.00	12,036.00	12,036.00	
4. Undergrad. Dues	107,025.00	101,198.50	102,360.00	102,500.00	
5. Educ. Foundation Grants	63,182.00	133,500.00	170,575.00	208,400.00	Grants & NLC
6. Lease Income & Capital Campaign Office Exp.	-	-	-	20,900.00	
7. Merchandise (Net)	8,427.48	8,192.00	10,500.00	10,500.00	
8. Investments and Interest	2,975.42	2,469.87	5,000.00	5,000.00	
9. Parking Rentals	1,440.00	1,170.00	1,440.00	-	
10. Services to Organizations	7,200.00	5,400.00	7,200.00	7,200.00	
11. Miscellaneous	5,886.09	5,104.34	6,500.00	6,500.00	
12. Reimbursed Salary	38,500.00	-	-	-	
13. Reimbursed Rent and Utility	9,000.00	9,000.00	9,000.00	-	
14. Reimbursed Administrative Expenses	8,450.00	-	-	-	
15. Reimbursed Automobile Expenses	2,200.00	-	-	-	
16. National Meeting	55,809.80	20,400.00	24,000.00	33,500.00	
17. Insurance (Net)	-	<u>35,918.00</u>	<u>4,800.00</u>	<u>9,506.00</u>	1661 Used as Base Figure (\$70/man)
TOTAL REVENUE:	\$ 452,477.79	\$ 455,282.71	\$ 478,161.00	\$ 543,042.00	
TOTAL EXPENSES:	<u>451,843.25</u>	<u>448,935.57</u>	<u>477,025.00</u>	<u>542,847.00</u>	
EXCESS REVENUE OVER EXPENSES (LOSS)	\$ 634.54	\$ 6,347.14	\$ 1,136.00	\$ 195.00	
<u>Special Notes</u>					
Annual Loyalty Fund (net)	\$ 97,136.93	\$ 97,412.71	\$ -	\$ -	
Available Cash, 5-31-92:		\$ 46,336.66			
Actual Educational Grant Shortfall:	\$ 81,168.00	(1990-91)			
Anticipated Educational Grant Shortfall:	75,925.00	(1991-92)			
Anticipated Educational Grant Shortfall:	60,100.00	(1992-93)			

June 5, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Actual 1990-91</u>	<u>7/1/91- 5/31/92</u>	<u>Revised Budget</u>	<u>Proposed 1992-93 Budget</u>	<u>Comments</u>
1. Personnel Costs	\$ 176,936.53	\$ 161,294.89	\$ 168,200.00	\$ 176,000.00	With P/T sec/recept. (60%) + 6%
2. Lease and Moving Expenses	-	-	-	35,500.00	
3. Utilities, Bldg., Maint. & Prop. Taxes	8,688.97	3,768.29	7,800.00	500.00	
4. Telephone	13,556.63	14,471.24	14,500.00	15,500.00	
5. Postage	17,155.70	16,302.01	18,000.00	20,000.00	New meter w/actg. pkg.
6. Office Supplies, Printing & Furnishings	12,345.59	14,453.95	15,000.00	17,000.00	New Xerox & contract w/ actg. pkg.
7. Computer Service	(1,883.71)	(2,366.59)	1,225.00	1,300.00	
8. Conf. & Exec. Meetings	33,348.50	16,865.24	16,000.00	15,000.00	This will require very tight control
9. Miscellaneous	2,100.38	1,899.93	2,500.00	3,500.00	
10. Audit & Legal	4,550.00	5,000.00	5,000.00	7,000.00	
11. Publications					
a. Tomahawk	23,059.50	50,089.75	43,400.00	52,000.00	4-24 page tabloids
b. To Better The Man	6,290.15	3,919.63	5,000.00	6,000.00	Updates & preparations for new TBIM
c. Foundation for Excellence	8,492.94	-	-	-	
12. Interfraternity					
a. Dues & Prof. Develop.	2,679.30	2,225.00	3,000.00	3,900.00	
b. Travel & Meetings	7,402.05	8,851.42	7,900.00	7,000.00	
13. Chapter Services					
a. Exec. V.P. Travel	6,619.26	4,482.50	5,000.00	4,000.00	
b. Dir. Chap. Serv. Travel	-	3,693.83	5,000.00	5,000.00	
c. Chapter Cons. Travel	19,010.10	21,771.18	29,000.00	24,000.00	
d. G.C., Others Travel	1,108.48	1,453.84	3,000.00	2,000.00	
e. Prog. Costs & Gen. Op.					
1. Scholarships	-	-	-	-	Transferred to Ed. Fdn.
2. Provinces	652.30	2,794.52	6,750.00	12,500.00	Probably on target with new program emphasis
3. Service	-	-	2,500.00	1,500.00	
4. Housing	-	202.86	750.00	1,000.00	
5. Prog. & Operations	11,585.44	13,147.66	13,500.00	19,500.00	GCA Manual, HSP Manual, Faculty Advisor Packet
g. Newsletter Service	5,579.64	16,769.93	13,000.00	5,000.00	With Alumni Donations. Revert to old system in order to meet balanced budget. See Alumni Operations Committee Report for comments.

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES (Continued)</u>	<u>Actual 1990-91</u>	<u>7/1/91- 5/31/92</u>	<u>Revised Budget</u>	<u>Proposed 1992-93 Budget</u>	<u>Comments</u>
14. Alumni Prog. & Services	-	-	1,000.00	-	Transferred to Ed. Fdn. as program of Dir. of Alumni Svc.
15. Expansion					
a. Staff Travel	293.89	3,189.16	2,500.00	4,000.00	
b. Others Travel	935.18	1,988.14	1,500.00	2,000.00	
c. Prog. Costs & Gen. Op.	1,098.19	3,090.99	4,000.00	7,000.00	
16. Sesquicentennial Celebration					
a. Ceremonies	-	325.79	-	500.00	
b. Publications	-	-	-	-	
17. National Meetings	68,505.91	68,488.11	68,500.00	80,147.00	
18. Insignia	13,119.19	10,762.30	12,500.00	13,500.00	
19. Doubtful Accounts	5,382.00	-	1,000.00	1,000.00	
20. Automobile	<u>3,231.14</u>	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL EXPENSES:	\$ 451,843.25	\$ 448,935.57	\$ 477,025.00	\$ 542,847.00	

Special Note: Sale of property will occur on July 15, 1992. Proceeds will be set aside until a decision is made on requesting Milt Cerny to file an IRS opinion letter to allow us to use the proceeds for lease payments instead of reinvesting the full amount into real estate within two years to avoid "capital gains" on the basis of \$25,000 - \$112,000.

June 5, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>REVENUES</u>	<u>Headquarters Operations</u>	<u>Chapter Services</u>	<u>Alumni Services</u>	<u>Expansion</u>	<u>Miscellaneous</u>
1. Initiation Fees		\$ 81,000.00			
2. Pledge Fees		46,000.00			
3. Chapter Fees		12,036.00			
4. Undergrad. Dues		102,500.00			
5. Educ. Foundation Grants			208,400.00		
6. Lease Income & Capital Campaign Office Exp.	20,900.00				
7. Merchandise (Net)	10,500.00				
8. Investments and Interest	5,000.00				
9. Parking Rentals					
10. Services to Organizations	7,200.00				
11. Miscellaneous	6,500.00				
12. Reimbursed Salary					
13. Reimbursed Rent and Utility					
14. Reimbursed Administrative Expenses					
15. Reimbursed Automobile Expenses					
16. National Meeting		20,000.00	13,500.00		
17. Insurance (Net)		9,506.00			
TOTAL	\$ 50,100.00	\$ 271,042.00	\$ 221,900.00		

Comments:

17. Only increase from undergraduate source included was this item. By Grand Council action, this was to go from \$60 to at least \$65/man on January 15, 1993. To get out budget balanced without other undergraduate driven income, I placed this at \$70/man (average).

June 5, 1992

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Headquarters Operations</u>	<u>Chapter Services</u>	<u>Alumni Services</u>	<u>Expansion</u>	<u>Miscellaneous</u>
1. Personnel Costs	\$ 97,500.00	\$ 77,500.00	\$ 1,000.00		
2. Lease and Moving Expenses	11,050.00	8,475.00			15,975.00
3. Utilities, Bldg., Maint. & Prop. Taxes	500.00				
4. Telephone	4,000.00	7,000.00	2,000.00		2,500.00
5. Postage	7,000.00	9,000.00			4,000.00
6. Office Supplies, Printing & Furnishings	6,000.00	9,000.00			2,000.00
7. Computer Service			1,300.00		
8. Conf. & Exec. Meetings	15,000.00				
9. Miscellaneous	3,500.00				
10. Audit & Legal	7,000.00				
11. Publications					
a. Tomahawk			52,000.00		
b. To Better The Man		6,000.00			
c. Foundation for Excellence					
12. Interfraternity					
a. Dues & Prof. Develop.	1,500.00	2,400.00			
b. Travel & Meetings	1,000.00	6,000.00			
13. Chapter Services					
a. Exec. V.P. Travel		4,000.00			
b. Dir. Chap. Serv. Travel		5,000.00			
c. Chapter Cons. Travel		24,000.00			
d. G.C., Others Travel		2,000.00			
e. Prog. Costs & Gen. Op.					
1. Scholarships					
2. Provinces		12,500.00			
3. Service		1,500.00			
4. Housing		1,000.00			
5. Prog. & Operations		19,500.00			
g. Newsletter Service			5,000.00		

ALPHA SIGMA PHI FRATERNITY, INC.

Comparative Operating Statement & Budget Analysis

<u>EXPENSES (Continued)</u>	<u>Headquarters Operations</u>	<u>Chapter Services</u>	<u>Alumni Services</u>	<u>Expansion</u>	<u>Miscellaneous</u>
14. Alumni Prog. & Services					
15. Expansion					
a. Staff Travel				4,000.00	
b. Others Travel				2,000.00	
c. Prog. Costs & Gen. Op.				7,000.00	
16. Sesquicentennial Celebration					
a. Ceremonies	500.00				
b. Publications					
17. National Meetings	5,000.00	60,000.00	15,147.00		
18. Insignia		13,500.00			
19. Doubtful Accounts		1,000.00			
20. Automobile					
TOTAL	\$ 159,550.00	\$ 269,375.00	\$ 76,447.00	\$ 13,000.00	\$ 24,475.00

Comments:

1. Much of the Headquarters' operation section personnel costs are also used in direct support of Chapter Services and to a much lesser degree; alumni services.
- 13g. Without returning to our former method, our budget would not have come close to being balanced! However, with four issues of The Tomahawk, three issues of Foundation for Excellence, mail and phonathon solicitations, the impact may not be great on our fund raising endeavors.
15. Very tight. In addition to supporting our current three colonies and one interest group, we are planning to add five more groups during the year plus recruit and hire a Director of Expansion.

June 5, 1992

ALPHA SIGMA PHI FRATERNITY, INC
BALANCE SHEET
MAY 31, 1992

ASSETS

CASH IN INTEREST BEARING ACCOUNTS:

CHECKING	\$	37,539.01	
PETTY CASH		50.00	
HUNTINGTON BANK-CHARGE ACCT		6,156.12	
BANK INVESTMENT		2,591.53	
A/R - A.S.P. CORP.		68,349.19	
		<hr/>	
TOTAL CASH IN INTEREST BEARING ACCOUNTS	\$		114,685.85

NOTES AND ACCOUNTS RECEIVABLE:

NOTE RECEIVABLE	\$	14,500.00	
EMERGENCY LOANS		18,411.90	
INSURANCE PREMIUM		38,004.91	
FEES RECEIVABLE		24,056.77	
EXPENSE ADVANCES		1,373.48	
ALLOWANCE FOR BAD DEBTS	(10,000.00)	
		<hr/>	
TOTAL NOTES AND ACCOUNTS RECEIVABLE	\$		86,347.06

OTHER ASSETS:

INVENTORY	\$	3,306.25	
PREPAID CONVENTION		1,264.55	
PREPAID INSURANCE		7,256.98	
PREPAID LEASE		5,660.00	
ASP CORP. STOCK		51,500.00	
SELLING COSTS		1,100.00	
		<hr/>	
TOTAL OTHER ASSETS	\$		70,087.78

PROPERTY AND EQUIPMENT:

COST BASIS OF PROPERTY AND EQU	\$	70,152.07	
LESS ACCUMULATED DEPRECIATION	(50,162.63)	
		<hr/>	
TOTAL PROPERTY AND EQUIPMENT	\$		19,989.44
		<hr/>	
TOTAL ASSETS	\$		<u><u>291,110.13</u></u>

ALPHA SIGMA PHI FRATERNITY, INC
BALANCE SHEET
MAY 31, 1992

LIABILITIES AND EQUITY

LIABILITIES:

REFUNDABLE DEPOSITS	\$	10,882.00	
CHAPTER RESERVES		144.16	
PROVINCE CONCLAVE		171.15	
DEFERRED INS. (GAIN) LOSS		1,999.98	
		<hr/>	
TOTAL LIABILITIES	\$		13,197.29

EQUITY:

INVESTMENT IN A.S.P. CORP	\$	117,019.00	
EMERGENCY LOANS TO CHAPTERS		35,000.00	
PROPERTY, PLANT & EQUIPMENT		18,648.00	
NATIONAL INSURANCE RESERVE		14,373.00	
UNDESIGNATED		43,475.70	
ALABAMA ALUMNI ESCROW		43,050.00	
NET INCOME		6,347.14	
		<hr/>	
TOTAL EQUITY	\$		277,912.84

TOTAL LIABILITIES AND EQUITY	\$		<hr/> <hr/> 291,110.13
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ALPHA SIGMA PHI FRATERNITY, INC
STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDING MAY 31, 1992

	CURRENT PERIOD		YEAR TO DATE	
REVENUES AND GRANTS::				
ANNUAL DUES	\$	0.00 0.0%	\$	101,198.50 23.3%
INITIATION FEES		4,400.00 13.7		79,255.00 18.2
EDUCATIONAL GRANTS		23,500.00 73.4		133,500.00 30.7
PLEDGE FEES		1,170.00 3.7		41,875.00 9.6
CHAPTER FEES		0.00 0.0		11,800.00 2.7
SERVICE FEES		0.00 0.0		5,400.00 1.2
GROSS PROFIT ON MERCHANDISE		1,384.22 4.3		8,192.00 1.9
PROFIT(LOSS)-INSURANCE PROGRAM (3,173.00)(9.9)		35,918.00 8.3
INTEREST AND DIVIDEND INCOME		130.58 0.4		2,469.87 0.6
OTHER INCOME		4,590.00 14.3		15,274.34 3.5
TOTAL REVENUES AND GRANTS:		32,001.80 100.0		434,882.71 100.0
OPERATING EXPENSES::				
SALARIES & EMPLOYEE BENEFITS		10,287.17 32.1		156,943.56 36.1
FACILITIES & EQUIPMENT		310.82 1.0		8,119.62 1.9
CHAPTER SERVICES		2,017.72 6.3		61,318.94 14.1
EXPANSION		512.70 1.6		8,268.29 1.9
INTERFRATERNITY		950.95 3.0		11,076.42 2.5
EXECUTIVE MEETINGS		0.00 0.0		16,865.24 3.9
PROVINCE		0.00 0.0		2,794.52 0.6
OFFICE SUPPLIES & EXPENSE		548.71 1.7		12,087.36 2.8
TELEPHONE		35.64 0.1		14,471.24 3.3
POSTAGE		490.83 1.5		16,302.01 3.7
PROFESSIONAL		0.00 0.0		5,000.00 1.1
NEW MEMBER INSIGNIA		1,582.50 4.9		10,762.30 2.5
TOMAHAWK PUBLICATION		363.40 1.1		50,089.75 11.5
NATIONAL MEETING (34.00)(0.1)		48,088.11 11.1
"TO BETTER THE MAN"		89.76 0.3		3,919.63 0.9
MISCELLANEOUS		397.43 1.2		1,899.93 0.4
NATIONAL COMMITTEE OPERATIONS		53.48 0.2		528.65 0.1
TOTAL OPERATING EXPENSES:		17,607.11 55.0		428,535.57 98.5
EXCESS OF REVENIES & GRANTS		14,394.69 45.0		6,347.14 1.5

TO: Educational Foundation Trustees
FROM: John R. Chaney, President
DATE: June 18, 1992
RE: 1992-93 Request for Educational Grants

Alpha Sigma Phi Fraternity, Inc. respectfully requests the following educational grants subject to availability of funds from the Alpha Sigma Phi Educational Foundation for the 1992-93 fiscal year.

	<u>1992-93 Request</u>
1. Support for Chapter Leadership Consultants (<u>Foundation for Excellence</u> , page 6)	\$ 72,000.00
2. Support for volunteers and others performing and assisting with eadership Consultant activities and services	65,000.00
3. Publication of Annual Report and educational articles	15,000.00
4. Educational materials and manuals (<u>Foundation for Excellence</u> , page 10)	19,500.00
5. The Province Program (<u>Foundation for Excellence</u> , page 10)	12,500.00
6. Publication costs, storage, and distribution of the manual <u>To Better The Man</u>	6,000.00
7. Support for alumni volunteers and committees studying alumni matters, province leadership issues, scholarship, housing and national service.	2,500.00
8. Support for National Leadership Conference	60,000.00
9. Scholarships and Grants (Individual and Chapter)	<u>16,000.00</u>
TOTAL	\$ 268,500.00
Anticipated Educational Grant Shortfall	\$ 60,100.00

JRC/sjj

cc: Grand Council

Alpha Sigma Phi Educational Foundation

1992-93 Endowment Budget Report

<u>REVENUES</u>	Proposed Budget <u>1992-93</u>	<u>COMMENTS</u>
1. Endowment Gifts	\$ 502,500.00	Estimate \$.5M+ from Kleinoeder Estate & Routine Endowment Gifts
2. Spendable Investment Income	<u>350,000.00</u>	Five Percent of \$7M+ Value of Endowment
TOTAL REVENUES	\$ 852,500.00	
 <u>EXPENDITURES</u>		
Foundation Operating Budget Disbursal	\$ 350,000.00	
Foundation Capital Campaign Budget Disbursal	<u>141,400.00</u>	From balance of Kleinoeder Estate
TOTAL EXPENDITURES	\$ 491,400.00	
 EXPENDABLE EXCESS OVER EXPENSES	 \$ 361,100.00	
UTILIZATION OF EXPENDABLE EXCESS		
Return to Endowment	\$ 361,100.00	

June 3, 1992

**ALPHA SIGMA PHI EDUCATIONAL FOUNDATION
1992-93 CAPITAL CAMPAIGN BUDGET**

<u>REVENUES</u>	<u>PROPOSED 1992-93</u>	<u>COMMENTS</u>
Spendable Endowment Income	141,400.00	Derived from remaining Kleinoeder estate assets estimated at \$.5M± or from Kleinoeder fund appreciation.
 <u>EXPENSES</u>		
1. Personnel Costs	48,000.00	V.P. Devel. & P/T research, includes 6%
2. Lease & Office Expenses	10,900.00	Payable as user's fair share
3. Conferences & Meetings	3,000.00	
4. Miscellaneous	500.00	
5. Campaign Management/Development		
a. Staff Travel	10,000.00	
b. Trustees, Others Travel	7,000.00	
c. Program Costs and General Op.		
1. Development	5,000.00	
2. Planned Giving	4,000.00	
3. Ketchum Counsel Fees & heritage video	20,000.00	
4. Software/Computer Enhancement Laptop & Stand Alone PC	33,000.00	Upgrade required for capital campaign. Purchase of laptop and PC.
 Total Expenses	 141,400.00	

June 3, 1992

ALPHA SIGMA PHI EDUCATIONAL FOUNDATION

Comparative Operating Statement & Budget Analysis

<u>REVENUES</u>	<u>Actual</u> <u>1990-91</u>	<u>7/1/91-</u> <u>5/31/92</u>	<u>Revised</u> <u>Budget</u>	<u>Proposed</u> <u>1992-93</u> <u>Budget</u>	<u>Comments</u>
1. Spendable Endowment Income	\$ -	\$ 323,000.00	\$ 330,000.00	\$ 350,000.00	
2. Annual Loyalty Fund	167,921.59	160,182.73	185,000.00	201,000.00	
3. Computer Fees	11,350.00	918.75	1,225.00	1,300.00	
4. Endowment Gifts	6,009,920.19	-	-	-	
5. Investment Income (net)	287,630.62	-	-	-	
6. Investment Sale Gain	<u>13,850.71</u>	<u>-</u>	<u>-</u>	<u>-</u>	
 TOTAL REVENUES	 \$ 6,490,673.11	 \$ 484,101.48	 \$ 516,225.00	 \$ 552,300.00	
NON-EXPENDABLE REVENUES/ENDOWMENT	6,009,920.19	-	-	-	
 TOTAL EXPENDITURES	 \$ 375,056.36	 \$ 424,829.62	 \$ 516,225.00	 \$ 552,300.00	
 EXPENDABLE EXCESS OVER EXPENSE	 \$ -	 \$ 59,271.86	 \$ -	 \$ -	
 Available Cash on 5-31-92		\$ 87,599.07			
Realized Educational Grant Shortfall:	\$ 81,168.00 (1990-91)				
Anticipated Educational Grant Shortfall:	75,925.00 (1991-92)				
Anticipated Educational Grant Shortfall:	60,100.00 (1992-93)				

June 5, 1992

ALPHA SIGMA PHI EDUCATIONAL FOUNDATION

Comparative Operating Statement & Budget Analysis

<u>EXPENSES</u>	<u>Actual 1990-91</u>	<u>7/1/91- 5/31/92</u>	<u>Revised Budget</u>	<u>Proposed 1992-93 Budget</u>	<u>Comments</u>
1. Personnel Costs	\$ -	\$ 127,824.92	\$ 137,850.00	\$ 124,500.00	Delete V.P. Dev., Add Dir. of Alumni Svc. & P/T Receptionist (40%) + 6% for growth. Add P/T Resc. Asst. Payable as user's fair share
2. Rent/Lease and Moving Expenses	-	9,000.00	16,000.00	10,000.00	Payable as user's fair share
3. Telephone	-	2,479.79	2,400.00	2,400.00	Payable as user's fair share
4. Postage	-	601.55	1,000.00	1,000.00	Payable as user's fair share
5. Office Supplies & Furnishings	-	6,086.86	5,000.00	6,500.00	Signature Machine
6. Conferences & Meetings	-	6,544.25	5,000.00	7,500.00	
7. Miscellaneous	14,519.40	1,139.94	1,500.00	1,000.00	
8. Equipment Maintenance	5,847.81	8,287.56	6,000.00	6,000.00	
9. Equipment Depreciation	20,159.14	-	20,400.00	20,000.00	
10. Professional Services	15,729.84	15,382.62	14,500.00	15,000.00	
11. Publications					
a. Foundations for Excellence	-	13,895.24	15,000.00	15,000.00	
12. Interfraternity Foundation					
a. Dues	-	25.00	500.00	500.00	
b. Travel & Meetings	-	1,885.00	1,000.00	2,000.00	
13. Annual Loyalty Fund Expenses	70,784.66	62,770.02	80,000.00	80,000.00	
14. Foundation Management/Development					
a. Staff Travel	-	7,674.79	9,000.00	4,500.00	
b. Trustees, Others Travel	-	1,697.90	3,000.00	1,000.00	
c. Alumni Program Cost & Gen. Op.					
1. Alumni Development	12,543.03	12,125.62	14,000.00	8,000.00	
2. Planned Giving	20,282.37	1,569.56	5,000.00	2,000.00	
3. Alumni Programs & Services	-	-	-	21,000.00	Ad Campaign (\$5,000), Alumni Event Planning Guide (\$1,500), Volunteer Needs Brochure (\$8500), Time and Talent Survey (\$10,000), Graduate to Alumni Certs. (\$1,000) ((TOTAL: \$26,000))

ALPHA SIGMA PHI EDUCATIONAL FOUNDATION

Comparative Operating Statement & Budget Analysis

<u>EXPENSES (Continued)</u>	<u>Actual 1990-91</u>	<u>7/1/91- 5/31/92</u>	<u>Revised Budget</u>	<u>Proposed 1992-93 Budget</u>	<u>Comments</u>
15. Educational Grants (Individual & Chapter)					
a. Scholarships & Grants	2,343.55	12,339.00	15,500.00	16,000.00	
b. National Leadership Conference	-	-	35,000.00	43,700.00	
c. Educational Grants	76,932.00	133,500.00	128,575.00	164,700.00	
16. Bookkeeping & General Admin.	-	-	-	-	
17. Personnel	77,764.56	-	-	-	
18. Personnel Expenses	38,500.00	-	-	-	
19. Rent and Utilities Expenses	9,000.00	-	-	-	
20. Administrative Expenses	8,450.00	-	-	-	
21. Automobile Expenses	<u>2,200.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	
 TOTAL EXPENDITURES	 \$ 375,056.36	 \$ 424,829.62	 \$ 516,225.00	 \$ 552,300.00	

June 5, 1992

EDUCATIONAL FOUNDATION
BALANCE SHEET
MAY 31, 1992

ASSETS

CASH IN INTEREST BEARING ACCOUNTS:

CHECKING/BANK INVESTMENT	\$	78,567.31	
SAVINGS		5,074.47	
BUSINESS MONEY MARKET		4,009.21	
		<u> </u>	
TOTAL CASH IN INTEREST BEARING ACCOUNTS	\$		87,650.99

INTEREST AND NOTE RECEIVABLE:

NOTE RECEIVABLE	\$	1,000.00	
INTEREST RECEIVABLE		36,579.21	
		<u> </u>	
TOTAL INTEREST AND NOTE RECEIVABLE	\$		37,579.21

INVESTMENT SECURITIES:

P.N.B.- CUSTODIAN #557764	\$	3,025,725.31	
P.N.B. - TRUST # 557756		3,014,537.39	
P.N.B.-PHOENIX FUND		643,773.76	
		<u> </u>	
TOTAL INVESTMENT SECURITIES	\$		6,684,036.46

EQUIPMENT:

EQUIPMENT AT COST	\$	142,275.18	
ACCUMULATED DEPRECIATION	(80,422.73)	
		<u> </u>	
TOTAL EQUIPMENT	\$		61,852.45

OTHER ASSETS:

EXPENSE ADVANCE	\$	217.63	
		<u> </u>	
TOTAL OTHER ASSETS	\$		217.63
		<u> </u>	
TOTAL ASSETS			\$ 6,871,336.74
			=====

EDUCATIONAL FOUNDATION
BALANCE SHEET
MAY 31, 1992

LIABILITIES AND EQUITY

LIABILITIES:

ACCRUED GRANTS ON CHAPTER FNDS	\$	355.40	
		<u> </u>	
TOTAL LIABILITIES	\$		355.40

EQUITY:

THIRD FOUNDING & OTHERS	\$	551,505.68	
CHAPTER FUNDS		11,200.00	
EXPENDABLE FUNDS		6,242,231.26	
NON-EXPENDABLE NET INCOME		10,175.98	
EXPENDABLE NET INCOME		55,868.42	
		<u> </u>	
TOTAL EQUITY	\$	6,870,981.34	
		<u> </u>	
TOTAL LIABILITIES AND EQUITY	\$		6,871,336.74
			<u> </u>

EDUCATIONAL FOUNDATION
STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDING MAY 31, 1992

	CURRENT PERIOD		YEAR TO DATE			
REVENUES::						
NON-EXPENDABLE CONTRIBUTIONS	\$	0.00	0.0%	\$	8,227.57	1.5%
BEQUESTS		0.00	0.0		1,023.41	0.2
THIRD FOUNDING		0.00	0.0		925.00	0.2
LOYALTY FUND		25,745.37	29.0		160,182.73	29.5
INVESTMENT INCOME		25,997.94	29.3		318,129.48	58.5
COMPUTER FEES RECEIVED		0.00	0.0		918.75	0.2
GAIN (LOSS) SALE OF SECURITIES		36,882.41	41.6		54,148.58	10.0
TOTAL REVENUES:		88,625.72	100.0		543,555.52	100.0
OPERATING EXPENSES::						
RENT		4,500.00	5.1		9,000.00	1.7
TELEPHONE		1,217.21	1.4		2,479.79	0.5
POSTAGE		0.00	0.0		601.55	0.1
OFFICE SUPPLIES		569.12	0.6		6,086.86	1.1
EQUIPMENT MAINTENANCE		1,606.26	1.8		8,287.56	1.5
PLANNED GIVING		0.00	0.0		1,569.56	0.3
FOUNDATION FOR EXCELLENCE		3,673.48	4.1		13,895.24	2.6
AUDIT & LEGAL		0.00	0.0		15,382.62	2.8
LOYALTY FUND CAMPAIGN		1,419.22	1.6		45,501.93	8.4
MISCELLANEOUS		120.41	0.1		1,139.94	0.2
INTERFRATERNITY DUES		0.00	0.0		25.00	0.0
INTERFRATERNITY TRAVEL & MTG.		240.00	0.3		1,885.00	0.3
ALUMNI DEVELOPMENT		119.76	0.1		12,169.30	2.2
DIRECTOR/DEVELOPMENT		0.00	0.0		0.00	0.0
INVESTMENT FEES		1,031.44	1.2		45,431.35	8.4
SALARIES		9,923.30	11.2		123,968.09	22.8
FICA		759.14	0.9		9,483.61	1.7
PENSION		0.00	0.0		4,373.47	0.8
GENERAL INSURANCE		70.42	0.1		648.93	0.1
UNEMPLOYMENT		263.54	0.3		3,043.62	0.6
INDUSTRIAL INSURANCE		0.00	0.0		447.97	0.1
GROUP INSURANCE		3,480.62	3.9		3,480.62	0.6
CONFERENCE & MEETINGS	(19.00)	(0.0)		6,544.25	1.2
FDN.MANAGEMENT/DEV-STAFF TRAV		800.63	0.9		7,674.79	1.4
FDN.MGMT/DEV-TRUSTEES,OTHERS T		0.00	0.0		1,697.90	0.3
CAPITAL CAMPAIGN		3,101.40	3.5		6,853.17	1.3
TOTAL OPERATING EXPENSES:		32,876.95	37.1		331,672.12	61.0
GRANTS AND AWARDS::						
SCHOLARSHIP AWARDS		0.00	0.0		12,339.00	2.3
EDUCATIONAL GRANTS		23,500.00	26.5		133,500.00	24.6
TOTAL GRANTS AND AWARDS:		23,500.00	26.5		145,839.00	26.8

EDUCATIONAL FOUNDATION
STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD ENDING MAY 31, 1992

	CURRENT PERIOD		YEAR TO DATE	
	-----	-----	-----	-----
EXCESS OF REVENIES OVER EXPE \$	32,248.77	36.4%	\$ 66,044.40	12.2%
	=====	=====	=====	=====

1991-92 EARNED INCOME RECEIPTS

<u>DATE</u>	<u>55775-6 (Trust)</u> (PNB)	<u>55776-4 (Custodian)</u> (SCI)	<u>56055-3</u> (IMI)
7/18/91	\$ 20,000	\$ 20,000	-
9/6/91	\$ 25,000	\$ 25,000	-
9/18/91	\$ 27,000	\$ 9,000	\$ 4,000
11/12/91	\$ 23,000	\$ 7,000	-
2/05/92	\$ 34,000	\$ 35,000	\$ 2,500
4/20/92	\$ 21,000	\$ 33,000	-
5/21/92	-	\$ 14,000	-
5/26/92	-	-	\$ 23,500
6/17/92	-	\$ 7,000	-
TOTAL AVAILABLE	\$ 150,000	\$ 150,000	\$ 30,000
TOTAL WITHDRAWN	150,000	150,000	30,000
BALANCE AVAILABLE	\$ -	\$ -	\$ -
EXCESS INCOME DRAWN	\$ 3,574.94*	\$ 3,574.94*	\$ -

* Authorized by Grand Council/Educational Foundation Trustees to support up to \$30,000 in current year capital campaign expenses (actual total: \$7149.87) plus educational grants to the National Interfraternity Foundation (\$1,000) and C.H.U.C.K. (\$500).

ASSETS AVAILABLE FOR DRAWING

6/18/92	\$ 33,444.06	\$ 3,811.06	\$ 25.00
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June 17, 1992

MINUTES OF GRAND COUNCIL TELEPHONE CONFERENCE CALL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.

July 1, 1992
Delaware, Ohio

73. A telephone conference call meeting of the Grand Council was held at 4:00 p.m. on Wednesday, July 1, 1992. The following participated: Grand Senior President Charles J. Vohs, Grand Treasurer Stan G. Thurston, Grand Marshal Dr. Larry G. Spees, Grand Councilor Mark D. Still and Grand Councilor Kevin J. Garvey. Grand Junior President Dr. Dennis R. Parks and Grand Secretary Robert G. Cabello were unavailable to participate in the conference call. Executive Vice President John R. Chaney of the National Headquarters professional staff also participated.
74. ACTION ITEMS:
- A. It was moved by Brother Spees, seconded by Brother Thurston and passed unanimously to approve the appointment of Executive Vice President John R. Chaney as Alpha Sigma Phi Inc. statutory agent.
 - B. It was moved by Brother Garvey, seconded by Brother Spees and unanimously passed to approve the appointment of Past Grand Senior President George E. Lord as Alpha Sigma Phi Inc. statutory agent.
75. ADJOURNMENT: The conference call was adjourned at 4:08 p.m.


John R. Chaney
Executive Vice President


Robert G. Cabello
Grand Secretary

**MINUTES OF GRAND COUNCIL MEETING
ALPHA SIGMA PHI FRATERNITY, INC.**

**August 9, 1992
Charlotte, North Carolina**

1. CALL TO ORDER

Grand Senior President Parks called the Grand Council meeting to order and welcomed those present at 8:05 a.m. on Sunday, August 9, 1992.

2. ROLL CALL

Members of the Grand Council in attendance: Dr. Dennis R. Parks, Grand Senior President; Stan G. Thurston, Grand Junior President; Dr. Larry G. Spees, Grand Secretary; Kevin J. Garvey, Grand Marshal; and Larry D. Philippi, Grand Councilor. Robert G. Cabello, Grand Treasurer and Mark D. Still, Grand Councilor, were not present. Also in attendance were Immediate Past Grand Senior President Charles J. Vohs and Undergraduate Representatives to the Grand Council Raymond H. Hutchison (Undergraduate Operations) and J. Warren Smith III (Alumni Operations). Executive Vice President John R. Chaney hosted the breakfast meeting.

3. APPROVAL OF MEETING MINUTES

It was moved by Brother Garvey, seconded by Brother Spees and passed unanimously to approve the minutes of the July 1, 1992 telephone conference call meeting and the June 28, 1992 meeting.

4. NEW BUSINESS

- A. It was announced that Grand Treasurer Robert G. Cabello had resigned from his position on the Grand Council (Attachment A). The sense of Grand Senior President Parks and the Grand Council was that the appointment to replace Brother Cabello would occur after a period of reflection.
- B. It was moved by Brother Garvey, seconded by Brother Thurston and unanimously passed that:
1. The income of the Fraternity received from the Investment Fund, parking lot rental and Emergency Fund earnings in the fiscal year July 1, 1991 to June 30, 1992 in the amount of \$4219.06 was set aside and expended for educational and charitable activities of the Fraternity. (Attachment B)
 2. The fiscal year July 1, 1991 to June 30, 1992 income from the Investment Fund and other non-member income sources be set aside in the estimated amount of \$5,000. (Attachment C)
 3. The officers and directors of the Fraternity be permitted to conduct business in the name of Alpha Sigma Phi, Inc.

66 Meeting
8-9-92

- C. It was moved by Brother Garvey, seconded by Brother Spees and unanimously passed to accept the Audit Report and Financial Statements for Alpha Sigma Phi, Inc. (including A-S-P Corporation) and the Alpha Sigma Phi Educational Foundation for Fiscal Year July 1, 1991 to June 30, 1992.
- D. It was moved by Brother Garvey, seconded by Brother Spees and unanimously passed to elect Brothers Parks, Thurston and Chaney as the A-S-P Board of Directors with Brother Parks to serve as President, Brother Thurston to serve as Vice President and Brother Chaney to serve as Secretary-Treasurer.
- E. It was moved by Brother Spees, seconded by Brother Garvey and unanimously passed to pass a resolution for outstanding service on the Grand Council for Robert G. Cabello.

5. COMMENTS FOR THE GOOD OF THE SOCIETY

- A. Brother Philippi stated that he was very glad to be present.
- B. Brother Hutchison stated that he was very proud to have served with the Grand Council, but he would be unable to serve as an undergraduate representative this coming year.
- C. Brother Garvey expressed that he was "burdened and sad at Bob Cabello's departure." Brother Parks asked that we offer encouragement and support for Brother Cabello in the coming weeks.
- D. Brother Garvey expressed his appreciation for the service of the Undergraduate Representatives to the Grand Council, Brothers Kevin Gates, Ray Hutchison and Warren Smith. Brother Smith expressed his appreciation for being allowed the opportunity to serve.
- E. Brother Thurston expressed his appreciation for the efforts at scheduling the various events during the week that allowed attendance by the Grand Council members and others at National Leadership Conference & Convention sessions.
- F. The Grand Council passed a resolution of appreciation for the staff of the Fraternity for their efforts at ensuring the success of the National Leadership Conference & Convention.
- G. Brother Spees expressed his congratulations to Brother Philippi and stated that he realized that by adding him, we were adding a new dimension to our Grand Council.
- H. Brother Thurston expressed that he felt that the Grand Council needed to make a commitment to openly expressing any concerns or dissatisfaction.

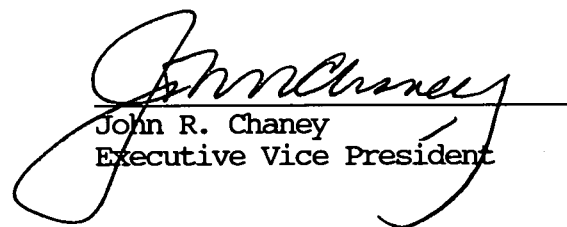
Minutes of Grand Council Meeting
August 9, 1992
Page 3

I. Brother Vohs expressed his "loss" at leaving the Grand Council family.

6. ADJOURNMENT. The meeting was adjourned at 8:45 a.m.

Respectfully Submitted,


Larry G. Spees
Grand Secretary


John R. Chaney
Executive Vice President

August 9, 1992

Mr. John R. Chaney
Executive Vice President
Alpha Sigma Phi Fraternity
P. O. Box 838
Delaware, OH 43015-0838

Dear John,

Please accept my congratulations on the production of a fabulous conference and convention at Charlotte, NC.

I am sure that you are aware that the recent Grand Council election of our fraternity saw that I have fallen out of the upward "chair" rotation for officers on the Grand Council of Alpha Sigma Phi.

You know that I have always been candid about my feeling on issues and this will be no exception. I have thought long and hard over this rotation and its meaning to me and to my fellow Grand Councilors. I have pondered other explanations and possibilities as to why it occurred.

The hard, but clear message to me is that my service is not what the future of our Fraternity will need to be successful as we approach 150 years of existence. The weakness, I believe, of our Fraternity has always been its inability to inform nice people that they have worn out their welcome and new blood is needed.

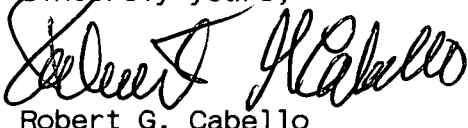
Gypsy Rose Lee said it best in her comment to "always leave 'em laughing," when asked how do you measure a successful Broadway show. The laughter has been extinguished in my case.

I do not wish to stand in the way of our Fraternity in choosing its leadership in 1994. Currently there are many qualified candidates who have applied for the Grand Council and they provide a rich pool of volunteer talent. The current Grand Councilors who are considered viable in the rotation system should have the maximum opportunity to be considered for upward mobility.

Given this, I wish to resign my position on the Grand Council of Alpha Sigma Phi. I apologize for not doing this sooner, however, I did not wish to cause any notice during the Convention or cause discomfort to my colleagues.

I appreciate having had this opportunity to serve the Fraternity.

Sincerely yours,



Robert G. Cabello

cc: Robert A. Sandercox
Charles J. Vohs

ALPHA SIGMA PHI FRATERNITY



MEMORANDUM

Be it resolved that, in the fiscal year of July 1, 1992 to June 30, 1993, income from the Investment Fund and other non-member income sources shall be, and hereby is, set aside in a separate fund to be expended for scholarships, student loans, loans on local Chapter housing, leadership and citizenship schools and services, and similar activities.

Be it further resolved that the amount is estimated at \$5,000.00.

Signed: _____

A handwritten signature in cursive script, appearing to read "John W. Smith", written over a horizontal line.

Date: _____

A handwritten date "August 8, 1992" in cursive script, written over a horizontal line.

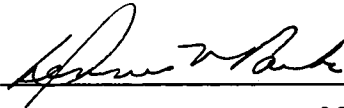
ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

Resolved, that the income of Alpha Sigma Phi, Inc., received from the Investment Fund (\$793.44), parking lot rental (\$1200.00) and Emergency Fund earnings (\$2225.62) in the fiscal year from July 1, 1991 to June 30, 1992 in the amount of \$4219.06 was set aside for and expended for educational and charitable activities of Alpha Sigma Phi Fraternity, Inc., including but not limited to the Chapter Consultants, with full-time duties as educational aides to the various chapters, and the portion of the Executive Vice President's salary and expenses that are devoted to leadership training and education of chapter members, and the expenses of volunteers while involved in leadership training and education of chapter members, as well as the proper overhead cost to support these activities from the national headquarters during the fiscal year from July 1, 1991 to June 30, 1992.

Signed: 

Date: August 8, 1992



**MINUTES OF GRAND COUNCIL TELEPHONE CONFERENCE CALL
ALPHA SIGMA PHI FRATERNITY, INC.**

**November 6, 1992
Delaware, Ohio**


7. A scheduled telephone conference call meeting of the Grand Council was held at 10:45 a.m. on Friday, November 6, 1992. The following participated: Grand Senior President Dr. Dennis R. Parks, Grand Junior President Stan G. Thurston, Grand Secretary Dr. Larry G. Spees, Grand Treasurer Kevin J. Garvey, Grand Councilor Larry D. Philippi and Grand Councilor Stuart A. Spisak. Grand Marshal Mark D. Still was unable to participate due to a previous commitment. Executive Vice President John R. Chaney of the Fraternity Headquarters professional staff also participated.
8. DISCUSSION ITEMS:
- A. Executive Vice President Chaney provided the Grand Council with an overview of the Eta Chapter situation. The situation, in which a pledge was found intoxicated and subsequently hospitalized following a "pledge mom hunt" apparently has been resolved. The man is still pledged to the chapter, the father was placated, the University will allow us to handle the incident, our Director of Chapter Services has visited the chapter and we will be taking appropriate disciplinary and administrative sanctions.
 - B. The National Service project was briefly reviewed. It was reported that Canine Companions for Independence was leading the Make-A-Wish Foundation in the early balloting.
 - C. The issue of the \$2,037.91 check from the former Theta Chapter undergraduates was discussed. It was the sense of the Grand Council that we return \$200 to the former Theta Chapter undergraduates as requested by them and concurred with by their alumni corporation. We will then ask the Theta Chapter Alumni Corporation officers and the former undergraduate chapter officers to jointly make a determination as to the disbursal of the funds, return of the charter, ritual paraphernalia and other chapter items to the corporation's control and notify the Fraternity Headquarters how to disburse the remaining \$1,837.91.
 - D. Grand Treasurer Garvey stated that he would be working with Executive Vice President Chaney on the proposed 1993-94 budgets. Letters will be sent to the chapter HSPs outlining the necessity for increasing initiation totals by five per chapter during the current year. These letters would be jointly signed by the Grand Treasurer and the Undergraduate Representative. Other budget issues discussed included working with the chapters to establish rush goals and for increasing revenue from our merchandising endeavors.


Conference Call
11-6-92

- E. The petition for a charter from the Coastal Carolina Colony was discussed. It was reported that Grand Marshal Still had responded to this issue by facsimile and he agreed that the 50 number was a concern and that all administrative requirements had not been met, most noticeably including the chartering fee. Grand Secretary Spees added that the letter from the school's student affairs office was not nearly as supportive as the one received along with the Findlay petition and that he was concerned about Article 9 concerning "outstanding debt" and "reactivating" members and the fact that some petitioning group members do not meet our minimum GPA requirement. The sense of the Grand Council was that the group needed to reach 50, work off the administrative questions, and communicate and work closely with us to ensure that they are ready to charter soon after returning to school in January.
- F. The Ohio Wesleyan group was discussed. It was the sense of the Grand Council that we would be receptive to a petition for colonization or chartering from the current group, even without approval from the host institution. It was recommended that the other chapters' executives be contacted and ask for their support of our group to the IFC through their Ohio Wesleyan University chapter and directly to the administration.

9. ADJOURNMENT. The conference call was adjourned at 10:45 a.m.

Respectfully submitted,


Larry G. Spees
Grand Secretary


John R. Chaney
Executive Vice President

RECEIVED

JAN 11 1993

Alpha Sigma Phi Fraternity, Inc.

ALPHA SIGMA PHI FRATERNITY



NATIONAL HEADQUARTERS
12 LEXINGTON BOULEVARD
P.O. BOX 838
DELAWARE, OHIO 43015-0838

614-363-1911/FAX: 614-369-1845

SERVICE AGREEMENT

The Alpha Sigma Phi Educational Foundation agrees to make available its Computer System to Alpha Sigma Phi Fraternity, Inc., during the time period of 7/1/92 to 6/30/93 for the purpose of:

1. Membership record storage and updating
2. Production of membership reports, including labels, printouts and letters
3. Word processing

Alpha Sigma Phi Fraternity, Inc., agrees to pay the Alpha Sigma Phi Educational Foundation a usage fee of \$1,300.00 for these services.

Dr. Dennis R. Parks
Grand Senior President
Alpha Sigma Phi Fraternity, Inc.

January 4, 1993
Date

Dr. Robert E. Miller, Chairman
The Alpha Sigma Phi
Educational Foundation

January 7, 1993
Date

MINUTES OF GRAND COUNCIL TELEPHONE CONFERENCE CALL
ALPHA SIGMA PHI FRATERNITY, INC.

RECEIVED

JAN 21 1993

December 4, 1992
Delaware, Ohio

Alpha Sigma Phi Fraternity, Inc.

10. A scheduled telephone conference call meeting of the Grand Council was held at 10:30 a.m. on Friday, December 4, 1992. The following participated: Grand Senior President Dr. Dennis R. Parks, Grand Junior President Stan G. Thurston, Grand Secretary Dr. Larry G. Spees, Grand Treasurer Kevin J. Garvey, Grand Councilor Larry D. Philippi, Grand Councilor Stuart A. Spisak, Undergraduate Representative to the Grand Council Committee on Alumni Operations Richard G. Buss and Undergraduate Special Advisor on Expansion to the Grand Senior President Richard T. Ritter. Grand Marshal Mark D. Still and Undergraduate Representatives Kroencke and Moran were unable to participate. Executive Vice President John R. Chaney and Director of Administrative Services Beverly J. Moody of the Fraternity Headquarters professional staff also participated.

11. DISCUSSION ITEMS:

- A. Travel arrangements and meeting plans for the January 22-24, 1993 Grand Council Meeting in Dallas were discussed. Many Grand Council members will be arriving prior to the meeting sessions to participate in alumni development events throughout Texas.
- B. Executive Vice President Chaney announced that liability insurance premium allocation for the chapters was completed and would be sent to the Grand Council for review and comment prior to implementation on January 15, 1993.
- C. Executive Vice President Chaney announced that the preliminary 1993-94 budget was still being developed and that a \$10,000 savings was uncovered in the expenses of the Foundation which could possibly be used for educational grants by the Fraternity.
- D. Expansion opportunities were also discussed as was the plans to re-colonize at Oregon State. Grand Senior President Parks and Executive Vice President Chaney would be meeting with the Ohio Wesleyan University President to discuss the B.O.S.S. group.

12. ADJOURNMENT: The conference call was adjourned at 10:55 a.m.

Respectfully submitted,


Larry G. Spees
Grand Secretary


John R. Chaney
Executive Vice President

CONFERENCE CALL
12-4-92