

ALPHA SIGMA PHI FRATERNITY

MINUTES
of
GRAND COUNCIL MEETING

February 17, 18, 19, 1961
Deshler-Hilton Hotel
Columbus, Ohio

10. Call to Order:

The meeting was called to order by Grand Senior President Donald J. Hornberger at 8 p.m. Friday, February 17, 1961 at the Deshler-Hilton Hotel, Columbus, Ohio. Prayer was given by Brother Akre.

11. Attendance:

In attendance were the following members of the Grand Council: Grand Councilors Charles T. Akre, Francis J. Boland, Jr., C.G. Coburn, Ray Glos, and Donald J. Hornberger. Also in attendance were Province Chiefs John Blackburn, Ben Collins, James Fisher, Robert Sandercox, Alfred B. Wise; and Executive Secretary Ralph F. Burns. Grand Councilor Gard Mason was unable to attend.

12. Approval of Grand Council Minutes:

A motion was presented by Brother Akre, duly seconded and passed, approving the Minutes of the September 10, 1960 meeting of the Grand Council as distributed.

13. Report of the Executive Secretary:

Executive Secretary Ralph F. Burns read his report.

A motion was presented by Brother Akre, seconded by Brother Donnan and passed that this report be accepted.

Grand Council
Meeting 2/16/61

14. Chapter House Affairs:

The Executive Secretary reported on the fire at American University during the Christmas Holidays which destroyed the chapter headquarters.

A motion was presented, duly seconded and passed, that notification go to all chapters and chapter alumni corporations reminding them of the disastrous results of a fire, particularly if building and contents are not properly insured.

15. National Finances:

A motion was presented by Brother Donnan, seconded by Brother Coburn and passed, directing Grand Treasurer Ray Glos to invest surplus funds in U.S. securities with appropriate maturity.

16. Reserve Fund:

It was moved, duly seconded and passed, that the depositories of cash in the savings accounts of the Reserve Fund be split so there would not be more than \$10,000 in each of the two depositories, one in New York and one in Delaware, Ohio.

17. Income Tax Form 990:

It was moved, duly seconded and passed, that the Executive Secretary file the General Fund and Tomahawk Fund together in 1961 even though they could be filed as separate funds.

Recess

It was moved by Brother Donnan, seconded by Brother Boland and passed that the Grand Council adjourn until 9 a.m. Saturday, February 18, 1961

13. Tomahawk Trust Fund:

A. Appointment of Tomahawk Trustees:

A motion was presented by Brother Akre, seconded by Brother Boland and passed, approving two additional Trustees, Brothers J. Louis Donnelly, Middlebury '25, and Robert L. Jagocki, Pennsylvania '14.

B. Terms of Office:

(1) A motion was presented by Brother Akre, seconded by Brother Donnan and passed, suggesting to the Tomahawk Trustees that at their initial organization meeting, a suggested tenure of office of the Tomahawk Trustees be set up.

(2) A further motion was presented by Brother Akre, seconded by Brother Coburn and passed that Brother Robert L. Jagocki be elected for a two-year term to the Tomahawk Trustees.

C. Change in the Tomahawk Trust Fund Indenture:

It was moved by Brother Akre, seconded by Brother Glos and passed, that in accordance with the power given to the Grand Council in paragraph 5 of the Tomahawk Trust Fund Indenture,

as amended and in effect December 13, 1959,
that paragraph 1 of the Indenture be amended
by adding the following at the end thereof:

"except that the Trustee may hold trust
assets in their names as Trustees or in
the names of their nominee and no purchaser
from the Trust shall be responsible for
the application or disposition of the proceeds."

D. Bonding of Trustees:

The motion was presented by Brother Akre, seconded
by Brother Donnan and passed, instructing the
Executive Secretary to investigate the possi-
bility of increasing the Tomahawk Trustees'
bond to \$100,000.

E. Tomahawk Trust Fund Securities:

A motion was presented by Brother Akre, seconded
by Brother Donnan and passed, that the securities
of the Tomahawk Trust Fund be continued to be
held in New York City.

19. Headquarter's Office Staff Salaries:

A motion was presented by Brother Donnan, seconded
by Brother Coburn and passed, that the salary in-
creases recommended by the Executive Secretary
become effective as of January 1, 1961.

20. 1960-61 Budget:

A motion was presented by Brother Coburn, seconded

by Brother Donnan and passed that the budget (attached to these Minutes as Exhibit A) be adopted subject to modification.

21. Extension:

Brother John Blackburn, Chairman of Extension, conducted the discussion on this matter.

Discussed particularly were Louisiana Polytechnic Institute at Ruston, Louisiana; Louisiana State University at Baton Rouge and Emory University in Atlanta, Georgia. In the latter case, he indicated that the alumni in the Atlanta area needed to be fired up.

Brother Blackburn commented on the excellent work which Brother George E. Worthington had been able to do this past year and the work which he was planning to do in the field of extension the balance of the academic year, 1960-1961.

Brother Blackburn spoke of the necessity of having a colonizer and that this colonizer receive basic remuneration on a month-to-month basis. He recommended the use of graduate students on some campuses with a fee of not more than \$2300 for a nine-month basis but not to exceed the amount needed for fees, room and board.

A motion was presented by Brother Akre, seconded by Brother Glos and passed, that \$3000 be transferred from the Reserve Fund to the General Fund for extension and colonization for the year 1961-62.

22. Publications Committee:

Brother Coburn, Chairman of the Publications Committee, led the discussion on the Magazine and Publications Committee.

The Executive Secretary was urged to secure help to edit the Tomahawk. He was instructed to go ahead on the publication of a new edition of the Song Book.

He was instructed to investigate the possibility of placing the name of the pledge on the pledge manual in gold leaf and the cost of the same.

A general discussion was held on the rush booklet, the preparation of an alumni newsletter booklet, chapter officers' manual, and the Constitution.

Brother Coburn reported that progress was being made in the preparation of a rush booklet and on the manual of the preparation of an alumni newsletter.

23. Report of Chapter Operation:

A. It was suggested that Province Chief responsibilities be spelled out more clearly in their manuals.

B. It was suggested that in the reports on chapters, at the Grand Council meeting, the initials "n.r." be used to indicate no report has been received.

C. Province XI:

(1) Ben Collins, Chief of Province XI, reported on the chapters under his jurisdiction: Wake Forest, Atlantic Christian, Wofford, and Presbyterian.

(2) Wofford Chapter

- a. A motion was presented by Brother Glos, seconded by Brother Boland and passed, that the Fraternity pay the February, 1962 lodge rent for the Wofford Chapter and that Grand Council suspend the Chapter at Wofford College, requesting the College to permit Alpha Sigma Phi the privilege of returning to the campus sometime in the future.
- b. A motion was presented by Brother Glos, seconded by Brother Boland and passed, that the Alumni Corporation assume the custody of the property of the Chapter, payment of the outside obligations, and that any remaining funds be held in trust by them for future reactivation of the Chapter.

D. Province XVII:

- (1) James Fisher, Province Chief, reported on his province with chapters at Marietta, Morris-Harvey and Marshall.
- (2) Marshall University:

Brother Fisher reported on the reactivation of the Marshall Chapter and made certain recommendations with regard to their indebtedness of \$434.30.

- a. A motion was presented by Brother Glos, and seconded by Brother Coburn that the \$434.30 owed to the General Fund of the Fraternity by Marshall Chapter be written off. The motion was lost by a 3-2 vote.
- b. Brother Akre presented a motion, seconded by Brother Boland that we cancel \$320.00 of the Marshall indebtedness and that \$164.30 be worked out on a payment schedule with the Chapter. This was an amendment to the original motion, with a vote of 2-2 and the chair voting for the amendment.

Recess

The Grand Council recessed until
9 a.m., Sunday, February 19, 1961

(2) Marshall University (continued)

- c. The matter of the Marshall Chapter indebtedness was brought up for reconsideration.
- d. A motion was presented by Brother Donnan,

seconded by Brother Akre that the \$484.80
indebtedness of the Marshall Chapter be
written off as reactivation expense for
this chapter. The motion was unanimously
approved.

E. Province X:

(1) Brother Sandercox reported on his province with chapters at West Virginia Wesleyan, West Virginia University, Bethany, and Davis & Elkins.

(2) Bethany College:

Brother Sandercox reported on the mortgage situation at Bethany College.

(3) West Virginia University:

Brother Sandercox indicated the need of additional help at West Virginia University.

(4) West Virginia Wesleyan:

Brother Sandercox reported on the excellent progress being made by the Chapter.

F. Province IX:

(1) Brother Blackburn reported on the chapters in his province; namely, the University of Alabama. He indicated the possibility of the Alabama securing better housing with the purchase of the old Delta Tau Delta House for \$25,000. He indicated that remodeling would cost in the neighborhood of \$10,000 and that the University would be willing to finance up to two-thirds of this amount.

(2) The executive secretary was instructed to forward to Brother Blackburn an application for a loan for financing a different house for the Alabama Chapter.

G. Province VIII:

Brother Wise reported on the chapters in his Province; namely, Cincinnati, Ohio Wesleyan,

Ohio State and Ohio Northern.

H. University of Missouri:

Brother Coburn discussed the University of Missouri situation and indicated in communications to Brothers Gehrke and James Reid of St. Louis they should get together on their program with regard to a new house; that they would need sufficient pledges and cash to carry out the total program.

I. University of Washington:

The Executive Secretary was instructed to proceed with the collection of the Reserve Fund loan at the University of Washington.

J. Oklahoma:

The Executive Secretary reported on this chapter and the seemingly internal difficulties of communication between the chapter and the alumni treasurer who handles the actual checkbook and other books of record of the chapter. It was suggested that the executive secretary call upon Calvin Boxley to be of some assistance in this situation.

K. American University:

- (1) An application for a Reserve Fund Loan from American University was received.

A motion was presented by Brother Akre, seconded by Brother Glos and passed, that this matter be referred to Gard Mason, Chairman of the Housing Committee.

- (2) A motion was presented by Brother Akre, seconded by Brother Glos and passed, that the Fraternity replace chapter officers' robes for American University Chapter which were lost in the fire.

- (3) A motion was presented by Brother Akre, seconded by Brother Glos and passed, requesting the executive secretary to write other chapters

suggesting help in the replacement of
paraphernalia lost in the fire suffered
by American University.

L. Stevens Chapter:

- (1) Brother Coburn, in communication with Brother Ed Shotwell, expressed the feeling that Stevens were considering the purchase of a house on the Stevens' campus.
- (2) It was suggested that this matter be referred to the A-S-P Corporation, when something concrete is proposed.

M. Province XIV:

It was requested by the Executive Secretary that Brother William Ward, serving now as Grand Chapter Advisor of the Tufts Chapter, continue in that capacity until he is replaced and also serve as Province Chief for that area. Under his jurisdiction would be chapters at the University of Connecticut, Tufts, the University of Massachusetts and R.P.I.

24. Suggestions:

Brother Akre recommended that on the agenda of Grand Council meeting, we are taking too much time for "house-keeping chores"; that we should be giving more discussion to policy matters and that various committees should be working.

25. Write off of Chapter Accounts Receivable:

A motion was presented by Brother Glos, seconded by
Brother Coburn and passed, writing off the accounts
of all inactive chapters whose charters were returned
to the Fraternity office.

26. Alumni Council Dues:

The executive secretary was instructed to check into the payment of Alumni Council dues in the amount of \$50 annually.

27. 1962 Convention:

The question was raised as to whether the Sheraton-Brock Hotel, Niagara Falls, Ontario would be available for the 1962 Convention.

A motion was presented by Brother Akre, seconded by Brother Coburn and passed, that the 1962 Convention be held either the last day of August or the first week of September, beginning on Labor Day.

28. Approval of Expenses:

Brother Glos presented a motion, seconded by Brother Donnan and passed, that the expenses of this Grand Council meeting be approved.

Adjournment

The meeting adjourned at 1 p.m.
Sunday, February 19, 1961

Respectfully submitted,

Ralph F. Burns
Executive Secretary

EXHIBIT A
 ALPHA SIGMA PHI FRATERNITY, INC.
 BUDGET, 1960-61

INCOME

1.	Initiations	\$15,850.00
2.	Dues - Undergraduate	22,700.00
3.	Alumni Contributions	8,400.00 (net)
4.	Service	6,300.00
5.	Publications	-
6.	Tomahawk Fund & Other:	
7.	A. Trustees	11,962.00
8.	B. Initiations @ \$5	3,170.00
9.	Pledge Fees	5,770.00
10.	Miscellaneous	350.00
		\$74,502.00
11.	TOTAL INCOME	\$74,502.00

EXPENSES

12.	Services	\$ 5,000.00
13.	Salaries	26,370.00
14.	Rent, Heat & Light	2,850.00
15.	Telephone & Telegraph	2,150.00
16.	Stationery & Supplies	1,900.00
17.	Office	650.00
18.	Postage	1,200.00
19.	Interfraternity	2,000.00
20.	Insurance	1,200.00
21.	Legal & Audit	625.00
22.	Conference	3,000.00
23.	Visitation	4,000.00
24.	Social Security Tax	615.00
25.	Extension	4,000.00
26.	Alumni	(see #3 above)
27.	Publications	500.00
28.	Tomahawk	11,500.00
29.	Paraphernalia	75.00
30.	Miscellaneous	150.00
31.	Leadership School	2,000.00
32.	Committees	750.00
33.	Bad Debt Provision	400.00
34.	Depreciation	900.00
		\$71,835.00
35.	TOTAL EXPENSES	\$71,835.00
36.	INCREASE IN SURPLUS	\$ 2,667.00
		\$74,502.00

MINUTES
of
GRAND COUNCIL MEETING
October 20, 21, 22, 1961
Arlington Arms Motel
Columbus, Ohio

ALPHA SIGMA PHI FRATERNITY

GRAND COUNCIL MEETING

October 20, 21, 22, 1961
Arlington Arms Motel
Columbus, Ohio

29. Call to Order:

The meeting was called to order by Grand Senior President Donald J. Hornberger at 8:30 p.m. Friday, October 20, 1961 at the Arlington Arms Motel, Columbus, Ohio. Brother Charles T. Akre opened the meeting with prayer.

30. Attendance:

In attendance: Grand Councilors Charles T. Akre, Francis J. Boland, Jr., C.G. Coburn, Ray Glos, Donald J. Hornberger and W. Gardner Mason; Province Chiefs John Blackburn, Marvin C. Rank, C. Robert Sturgis, William R. Ward, and Alfred B. Wise; Tomahawk Trustee J. Louis Donnelly, Executive Secretary Ralph F. Burns, and Edward J. Madison, Field Representative. Grand Junior President Dallas Donnan was unable to attend as he was in Europe.

31. Approval of Grand Council Minutes:

A motion was presented by Brother Glos, seconded by Brother Mason and passed to receive and file the minutes of the February 17, 1961 meeting of the Grand Council.

Items were raised for discussion later in the meeting.

32. Report of the Executive Secretary:

A motion was presented by Brother Glos, seconded by Brother Coburn and passed that the report of the executive secretary (appended as Exhibit A) be received.

Individual items in the report to be discussed later in the meeting.

33. Financial Reports:

Brother Ray Glos, Grand Treasurer of the Fraternity, led the discussion on the financial reports which had been submitted to the Grand Council for consideration. These reports for the fiscal year ending June 30, 1961 included:

- A. General Fund Operating Statement
- B. General Fund Comparative Balance Sheet
- C. General Fund - Chapter Accounts and Notes Receivable
- D. Reserve Fund - Statement of Income and Fund Principal
- E. Reserve Fund - Balance Sheet
- F. Reserve Fund - Statement of Notes and Accounts Receivable
- G. Tomahawk Fund - Balance Sheet

Brother Glos commented on the General Fund Operating Statement and the Reserve Fund Balance Sheet; said comments are a part of these minutes.

The question of the approval of the 1961-62 operating budget was to be acted upon later in the meeting. A number of questions were directed to the Grand Treasurer and Executive Secretary on the general finances of the Fraternity and answers were given.

34. A-S-P Corporation:

W. Gardner Mason, Treasurer of the A-S-P Corporation, a member of the Grand Council and Chairman of the National Housing Committee, led the discussion on the A-S-P Corporation.

- A. Brother Mason submitted a Statement of Income and Expenses of the Corporation as of October 16, 1961 (Exhibit B)
- B. Two hundred thousand dollars (\$200,000) in \$100-denomination, 4 per cent, 25-year debenture bonds, due September 1, 1986 have been issued. Considerable discussion took place as to how these bonds might be sold.

Brother Mason indicated that the officers of the A-S-P Corporation are not in a position to go out and sell these bonds. Considerable discussion took place as to the type of person who would be needed to do the job of selling these bonds; where they should be sold, et cetera.

- C. On Sunday morning, October 22, 1961 the following

motion was presented:

It was moved by Brother Akre, seconded by Brother Coburn and passed committing the Reserve Funds of the Fraternity to the A-S-P Corporation up to \$10,000 when and if they need the same. The said \$10,000 or any part thereof was to be on call and to be secured by a demand note bearing 3 per cent interest.

- D. It was recommended that the A-S-P Corporation receive the applications for loans for housing assistance at American University and Stevens Institute of Technology for further investigation and decision.

35. Tomahawk Trust Fund:

A. Election of Tomahawk Trustee:

Submitted for consideration of the Grand Council was the election of Brother Leicester S. Fisher, Cornell '15, as a Tomahawk Trustee. After some discussion and an explanation of the background of Brother Fisher by Brother J. Louis Donnelly, a member of the Tomahawk Trustees, a motion was presented as follows:

Moved by Brother Boland, seconded by Brother Coburn and passed that Brother Fisher be elected to the Tomahawk Trustees.

Brother Akre abstained.

- B. Two other motions were submitted by Brother Boland setting up the terms of office of Tomahawk Trustees as recommended by the Trustees, (see letter of Ralph C. Hawkins, March 8, 1961) and officially recording the officers of the Tomahawk Trustees as follows:

It was moved by Brother Boland, seconded by Brother Coburn and passed that the number of Tomahawk Trustees be increased from five to

six, be duly recorded and that the terms of
office of the Trustees be noted as follows:

One year

Robert L. Jagocki
Ralph G. Starke

Two years

Leicester S. Fisher
Ralph C. Hawkins

Three years

Ambrose Day
J. Louis Donnelly

It was moved by Brother Boland, seconded by
Brother Coburn and passed that the officers
of the Tomahawk Trustees be duly recorded:

Chairman: Ralph C. Hawkins
Vice-chairman: Ambrose Day
Secretary: Robert L. Jagocki

C. Reserve for Losses on Principal of Tomahawk Fund:

Brother Donnelly read a letter from the Chairman of the Tomahawk Trustees, Ralph Hawkins, referring to whether there should be any changes in the reserve for losses of the Tomahawk Fund due to the new policy of the Trustees to invest in equities.

The executive secretary reported on the agreement between the Grand Council and Tomahawk Trustees dated September 7, 1954:

"The Trustees believe that a reserve against losses of principal should be set up each year out of earnings.

The Trustees feel that 10 per cent should be deducted each year from net earnings beginning with the fiscal year 1953-54, applicable to the year 1954-55 until such a reserve reaches an amount equal to 5 per cent of the total principal in the Fund. Such allocation of earnings will be put into a separate account by the Trustees, will be separately invested, and the earnings thereon will be kept in this reserve account and invested, until the total balance in the account reaches the 5 per cent reserve objective aforementioned. Thereafter the account will be maintained at a 5 per cent level and earnings thereon not required to maintain this level will be available for distribution like the earnings of the Fund itself."

A motion was presented, duly seconded and passed that this matter be referred to the Tomahawk Trustees for study and decision.

- D. A motion was presented by Brother Akre, seconded by Brother Mason and passed that the 100 shares of the common stock of the Washington Water Power owned by the Tomahawk Fund standing in the name of the Fraternity be transferred into street name and the officers of the Fraternity be authorized and directed to take all necessary action to effectuate this matter.

Recess

The meeting recessed at 11:15 p.m. until Saturday morning, October 21, 1961 at 9:15 a.m.

36. In attendance on Saturday morning and afternoon were the following: Grand Councilors Akre, Boland, Coburn, Mason, and Hornberger; Province Chiefs Blackburn, Sturgis, Rank, Ward, Wise and James L. Fisher; Tomahawk Trustee J. Louis Donnelly; Executive Secretary Burns and Field Representative Madison.

37. Extension:

John L. Blackburn, Chairman of Extension, led the discussion. He discussed with the Grand Council the extension brochure which is loose-leaf and bound in a beautiful red cover with a coat of arms in color superimposed on it.

He spoke of the activities at Louisiana State University, Atlanta, Georgia, the work of Brother George E. Worthington, and discouraging results which he had to report to date. He suggested it might first be advisable to organize the alumni group in a given geographical area, getting it operating well prior to giving them the responsibility of developing a new chapter which might be under their supervision.

It was suggested by Brother Coburn, however, that the incentive to get the alumni active was the challenge of developing a new chapter.

Brother Blackburn then called upon Brother Donnelly to present the possibility of the reactivation of the Middlebury Chapter. After considerable discussion on this, Brother Donnelly was asked to express to Brother Gordon Miesse, Secretary of the Alpha Sigma Phi Alumni Corporation of the Middlebury Chapter, the feeling that the Grand Council would be interested in the possibility of the reactivation of the Middlebury Chapter.

Brother Blackburn raised the question of a local at Ripon College, Ripon, Wisconsin. He gave the background. It was suggested to him, that he might proceed slowly on this matter to ascertain whether the local had all the qualifications we would desire of a petitioning group.

Brother Burns reported on a telephone conversation which he had had with Brother Lewis Hawkins of Ames, Iowa. Brother Hawkins indicated there were two men from Iowa State on the University of Iowa campus in Iowa City; one of whom was a Brother and the other a former pledge of Phi Chapter at Iowa State. These men are very interested and are working on the reactivation of Alpha Beta Chapter at the University of Iowa.

The Grand Senior President appointed a committee of Brothers Blackburn, Akre, and Burns to discuss the procedures to be followed. This committee reported to the Grand Council they were instructing the executive secretary to send to Brother Hawkins a suggested procedure as outlined in our extension manual on colonization as a guide to these men to follow in the development of the group. Brother Akre was requested to prepare a letter to be sent to all Iowa Chapter alumni.

Brother Burns also reported Brother Hawkins had stated there was a young man located at the University of South Dakota who was formerly at Phi Chapter who was interested in the possibility of developing a chapter on that campus.

It was also expressed by Brother Sturgis that the State Colleges, particularly those in California, were great possibilities for extension.

It was concluded that more personnel is needed on the Fraternity office staff to do an adequate job on extension. The executive secretary was requested to check with Brother George Worthington regarding the possibility of his doing additional work for the Fraternity this year in the field of extension and alumni activities.

Brother Blackburn suggested that he seemingly does not have the time to do the job which is needed as Chairman of Extension and would welcome to be relieved of this responsibility.

His completed report on extension was received with thanks with the expressed hope that additional chapters and the reactivation of old chapters might proceed as rapidly as possible.

38. Office Personnel:

Considerable discussion took place with regard to personnel and the staff of the Fraternity; not only within the office but those who are working out in the field. A very frank discussion took place with regard to the abilities of the executive secretary, Brother Burns, indicating that perhaps his greatest strength was in the field of contact with alumni, undergraduate chapters and extension contacts. It seemed advisable that the routine follow up on the details within the national office, its relationship with undergraduate members and alumni, and the activity of various national committees needed more careful attention and follow up than had been possible.

All of this discussion was an attempt to arrive at the right men to do the job. Setting up a job which might be a career job, the necessity of getting a man right now and the description of his job tied into the monies on hand available to acquire the proper personnel which would produce the most effective results in the Fraternity office and the Fraternity in general.

39. Report of Magazine and Publications Committee:

A. Tomahawk:

Brother C.G. Coburn, Chairman of the Committee, led the discussion on this subject and presented a memorandum on the Tomahawk, setting forth the publication dates for the Tomahawk for the balance of the year.

B. Rush Manual:

He discussed the rush manual which had been published this summer. A discussion was held concerning the cost of the same, and whether it could be distributed a little bit more reasonably for the use of the undergraduate chapters.

C. Newsletter Manual:

Brother Coburn stated a manual for use of the chapters in the reason for and the preparation of an alumni newsletter had been completed. He stated this manual would be distributed to the chapters within the next month.

D. Pledge Manual:

The question of the pledge manual was discussed and Brother Coburn suggested that the Fraternity Office send copies of the pledge manual to members of the Grand Council and Province Chiefs seeking their suggestions and comments concerning improvements. Also, that the representatives in the field attempt to find out the opinion of the undergraduates on the pledge manual.

E. Esquire Magazine Article:

Brother Coburn distributed copies of the Esquire magazine of October, 1961 entitled "Fraternities*" and the open letter to the editor of Esquire, sent by the National Interfraternity Conference, written by George Starr Lasher of Theta Chi. After considerable discussion on this matter, the executive secretary was instructed to send to each Chapter, Grand Chapter Advisor, Province Chief and members of the Grand Council, (mailed October 24, 1961) the open letter to the editor of Esquire by George Starr Lasher of Theta Chi submitted by NIC with the additional memorandum that the material in the Esquire article concerning Alpha Sigma Phi was in error and calling attention to the letter written by Mr. Lasher.

Brother Blackburn reported that it was the opinion among a number of representatives of institutions of higher learning that the NIC did a poor job of representing the facts concerning conditions as they were changing on campuses. They have not taken on the responsibility to ascertain the facts of what is going on or being done on campuses today, the changing attitudes on values of the undergraduates, and the contributions which fraternities were making in the field of education, the development of individuals, contributions to the intellectual growth of the individual, et cetera.

40. Chapter Progress Reports:

A. Province II:

Province Chief Sturgis reported on the chapters at UCLA, Stanford and California, and the new sister chapter at Sacramento State. He told of the work which Brother Donald Chambers, a graduate transfer from Missouri Valley, had been doing in assisting the UCLA Chapter.

B. Province IV:

In the absence of Province Chief Lewis Hawkins,

Field Representative Ed Madison reported on the chapters at Iowa State and Coe which he had recently visited. He indicated some concern with the chapter at Coe regarding their internal leadership, indicating this chapter would have to be watched rather carefully.

C. Province VI:

Province Chief Marvin Rank reported on the chapters in his province with the exception of Tri State. Brother Madison reported on this chapter as he had just returned from visiting there. Brother Rank indicated the Wayne Chapter was proceeding on some improvements in their house and although they had anticipated the possibility of a need of a loan from the Reserve Fund, they had made arrangements to pay for their improvements as they are made.

Brother Rank indicated he had had some difficulty in making the proper contacts with the men at the Toledo Chapter. He indicated they do not send him any reports; however, they attended an officers' conference of the Province this past spring.

D. Province VIII:

Province Chief Al Wise reported on chapters at Cincinnati, Ohio Northern, Ohio State and Ohio Wesleyan. He made arrangements for other Province Chiefs to visit the Ohio State Chapter on Sunday morning of the Grand Council meeting. He stated that progress was being made at the Ohio State Chapter in securing pledges to help finance their chapter house and spoke of the attitude of the undergraduates, and their approach of having a small, secure chapter on a large university campus.

He indicated he was disappointed in the scholastic standing of the Ohio Wesleyan Chapter and spoke of the improvements which the University of Cincinnati Chapter were making on their house.

E. Province IX:

Brother Blackburn reported on the only chapter in his province; namely, the University of Alabama Chapter. He indicated they had been first in scholarship this past year and, in his opinion, were the finest chapter of any fraternity on campus. He stated they did have a housing problem which he hoped would be corrected in the near future. He indicated the alumni newsletter, which he distributed at the meeting, was the first one put out by the Alabama Chapter for many years. He was very pleased with the change in personnel, indi-

cating that most of the men in the Chapter now were from south of the Mason-Dixon line which over the years should strengthen the chapter due to the fact there would be more alumni in the area.

F. Province XIII:

Brother Coburn spoke on the Stevens Chapter and their desire to have some financial aid on housing. This is a rather critical situation from the housing standpoint inasmuch as the house which the chapter is occupying must be released June 1, 1962. There is one house which can be purchased by the alumni. It is hoped that the A-S-P Corporation will be able to be of some assistance.

G. Province XIV:

Province Chief Bill Ward covered chapters in his province: Connecticut, R.P.I., Massachusetts and Tufts. He discussed each chapter quite thoroughly and indicated although the Tufts Chapter had had some rather difficult situations this past year, the strength of the chapter had increased immeasurably during the school year, 1960-61. He spoke of housing which needs to be improved at the University of Massachusetts and the physical set up of the house operation at Connecticut where the Chapter occupies space in the dormitory. However, it has its own dining room and lounge space.

H. Province XVII:

Brother James Fisher presented a written report (Exhibit C). He stated:

"I have the best province within this Fraternity and I would like to prove this by saying that the number of men who were made members last year within the three schools represents a greater per cent than any other province. By this, I mean total enrollment of all schools and men initiated, our percentage is greater than any other province. It is the desire of my province to challenge all other provinces to top us in 1961-62."

Brother Fisher also announced a province convention in Marietta on November 17, 18 and 19. He is also inviting the chapters of Province X which include Davis & Elkins, West Virginia University and Bethany to join in the activities of that weekend.

I. Province III:

Province Chief Charles Gehrke, who arrived Saturday afternoon, reported on the chapters in his province Saturday evening. He spoke of the acquiring of the old Alpha Gamma Delta House, 508 Rollins Avenue, in Columbia, Missouri, by Alpha Theta Chapter. He spoke of the finances and the question was raised regarding the second mortgage on the old property which was to secure its loan from the Reserve Fund.

He spoke of the Missouri Valley Chapter and what an excellent chapter it was, with fine alumni support and the fact that it was doing an excellent job on that campus. He indicated they would be faced with a housing problem on that campus in the near future and they were laying the groundwork to be able to secure different housing.

He spoke of Washington University and was concerned about its progress. He indicated he had been unable to visit this chapter but was hoping to get some real support from their Grand Chapter Advisor, Brother Victor Buzzotta, and other alumni in the St. Louis area.

Recess

The Grand Council went into executive session at 4 p.m. and the Province Chiefs recessed for the balance of the Saturday afternoon session.

J. Other Provinces:

Considerable discussion took place concerning the province chiefs who were not able to come to the meeting, their provinces, some provinces which needed province chief appointments and some province chiefs who were to be replaced.

Brother Burns indicated he felt new province chiefs would have to be secured to replace Brother Kaldal in Seattle, Washington; Brother Fred Coope, Youngstown, Ohio; Brother Luther Campbell, Allentown, Pennsylvania. He also indicated new province chiefs would have to be secured for Province V as Brother Coccia is now located in Brussels; also Province XI as Brother Ben Collins has moved out of State; one

for Province XV and Province XVIII; a total of seven replacements or new appointments.

K. A study of the Chapter Progress Committee and the spelling out of the duties of the various members of the Grand Council was suggested.

41. Robert L. Jagocki:

The executive secretary was requested to send a wire to Brother Robert L. Jagocki on behalf of the Grand Council indicating their interest and concern relative to his forthcoming eye operation on October 25. (This was done 10/23/61)

42. 1962 Convention Site:

The Executive Secretary reported that dates could not be secured at the General Brock Hotel, Niagara Falls, Ontario for the 1962 Convention. He recommended to the Grand Council that the 1962 Convention be held at The Americana Hotel, located in the Bal Harbour section of Miami Beach, Florida. He stated a modified American plan rate would be \$10.72 per day, including gratuity and tax, plus 50¢ per day if the Council elected to use a private dining room for our meals.

It was decided to go to the Americana Hotel and to have our meals in private dining room facilities. The Grand Council instructed the executive secretary to secure the dates of August 27, 28, 29 and 30, 1962 and if they could not take us on the 27th, to attempt to secure the dates of August 28, 29, 30 and 31, 1962.

The Executive Secretary has been in contact with the Hotel and the dates for the 1962 Convention are definitely set and have been announced (October 24, 1961) to the undergraduate chapters, grand chapter advisors, province chiefs and grand council members as August 28-31, 1962.

The Grand Council will come into the Hotel on Tuesday, August 28, 1962, a mixer will be held that evening and full convention sessions will be held Wednesday, Thursday and Friday, August 29, 30, and 31, with the final banquet and adjournment on Friday, August 31, 1962.

Recess

The Grand Council recessed
for dinner and reconvened at
9 p.m. Saturday, October 21, 1961

43. In attendance at this session were Grand Treasurer Ray Glos who had to be absent during the day because of Home-

coming responsibilities at Miami University; Grand Councilors Akre, Boland, Coburn, Mason and Hornberger; Province Chiefs Gehrke, Rank, Ward, Wise, Sturgis, Blackburn; Tomahawk Trustee Donnelly; Executive Secretary Burns and Field Representative Madison.

44. Recognition of Twenty-five Years of Service:

Past Grand Senior President Charles T. Akre, on behalf of the Grand Council and alumni Brothers of the Fraternity, expressed to Brother Ralph F. Burns, their appreciation of his twenty-five years of service to the Fraternity as Executive Secretary, from September 14, 1936 to September 14, 1961.

In presenting a financial gift to Brother Burns, he told of the desire of the alumni, meeting in an informal way at the 1960 Convention, to convey to Brother Burns a concrete token of their appreciation.

Brother Burns, in attempting to write this note of appreciation, is wordless but desired to have as a part of this record, his sincere appreciation of the many friends he has made in the Fraternity over the years and of his opportunity to service his Fraternity in an official capacity.

45. John R. Herzig, Sr.:

A motion was presented by Brother Akre, seconded by Brother Boland and passed instructing the executive secretary to have prepared a proper resolution properly engraved and presented to Mr. John R. Herzig, Sr., the father of John R. Herzig, Grand Chapter Advisor of the University of Missouri Chapter. He has served on the Chapter Advisory Committee for a number of years, has been of inestimable value to the chapter and the alumni, and inasmuch as he is ineligible for membership to the Fraternity it was felt by the Grand-Council that this honor should be bestowed upon him with a proper resolution of the Grand Council for recognition of his services to

the Fraternity through the chapter at the
University of Missouri.

46. Delta Beta Xi:

A motion was presented by Brother Akre, seconded
by Brother Boland and passed approving the following
individuals for the honor of Delta Beta Xi, to be
effective December 6, 1961:

Richard Russell Gibbs, Oklahoma '51
Philip James Graziani, Davis & Elkins '49
John Craig Horger, U.C.L.A. '53
Bertram Byron Langen, Wisconsin '21
David Allen Ramsey, Marshall '53
Ralph Gustave Starke, Cornell '18
Adolph John Stern, Wagner '43
Charles Edwin Taylor, Purdue '42
William Robert Ward, Tufts '36
Ralph Elvin Wienke, Missouri Valley '50

The executive secretary was instructed to properly notify the individuals and those who had nominated the same.

47. National Interfraternity Conference:

The Executive Secretary announced that Brother Lloyd S. Cochran would represent the Fraternity as delegate to the House of Delegates at the NIC annual meeting in Boston the latter part of November. Brother Burns will act as alternate. The Grand Senior President will make proper appointments of other representatives of the Fraternity to the NIC meeting.

48. National Office:

Executive Secretary Burns led a discussion on the physical location of the national office. He stated that the lease on the present office ran out on December 31, 1961 and the possibility of the Epsilon Chapter House being available within the next year as the chapter is planning to build a new house on the Ohio Wesleyan campus. He read a portion of the report submitted by a National Headquarters Committee appointed by the Grand Council some years ago. (Exhibit D)

After considerable discussion on this matter, the follow-

ing motion was presented:

Moved by Brother Akre, seconded by Brother Coburn
and passed authorizing the Grand Senior President
to enter into a new 3-year lease with the owner of
the national office building at an increase of
\$10.00 per month.

49. Bonding of Tomahawk Trustees:

In the minutes of the February, 1961 meeting, the Grand Council requested Brothers Hornberger, Glos and Burns to make a study of the increase of the Fidelity Bond of the Tomahawk Trustees.

This committee is to report to the Grand Council with recommendations.

The Grand Council also asked Brother J. Louis Donnelly, a member of the Tomahawk Trustees, to write the executive secretary stating how the Trustees operate and to make any suggestions necessary as to how this bonding should be handled.

50. Form 990:

The Executive Secretary was instructed to request the auditors to file Form 990, a combined report for the Tomahawk, Reserve Funds and the General Fund of the Fraternity.

51. Item 21, February, 1961 Minutes - Extension:

At the February, 1961 meeting, the following motion was presented:

Moved by Brother Akre, seconded by Brother Glos and
passed that \$3000 be transferred from the Reserve
Fund to the General Fund for extension and colonization
in 1961-1962.

The question was raised as to why this was not placed in the budget for 1961-62. It was explained that at the moment, Brother Blackburn had no one to suggest.

52. Memorial Fund:

The Executive Secretary was asked to report to the Grand Council on the activity of this Fund in the near future.

53. By-law: Order of Business of the Grand Council:

Considerable discussion was held on the fact that there should be a definite order of business for a meeting of the Grand Council so that no items would be overlooked.

A motion was presented by Brother Akre, seconded by Brother Mason and passed that an order of business of the Grand Council be established as a by-law of the Grand Council.

Brother Burns and Brother Akre were requested to work out a suggestion along these lines for presentation to the Grand Council. It was suggested this committee might use as a base, By-law Article II, Section 10 of the Constitution and By-laws which sets forth the order of business for meetings of the Grand Council and what they shall include.

54. Next Meeting of the Grand Council:

It was decided that the next meeting of the Grand Council shall be held on Friday, January 26, 27, and 28, 1962 in New York City.

The Grand Council instructed the executive secretary to make proper arrangements. The possibility of holding the meeting at the Yale Club was suggested.

The Executive Secretary has made arrangements for the Grand Council to meet at the Yale Club, 50 Vanderbilt Avenue, New York, 17, New York on the eighteenth floor on Friday, Saturday and Sunday, January 26, 27, 28, 1962.

55. Other meetings of the Grand Council:

It was suggested that careful review of the previous minutes be made at each meeting of the Grand Council. It was suggested that the Grand Council might meet at least quarterly.

56. New Equipment:

A motion was presented by Brother Coburn, seconded by Brother Glos and passed that the Executive Secretary be instructed to purchase new equipment for the office as listed below:

Item 1	A.B. Dick Model 320 offset duplicator	\$1,495.00	
	Federal excise tax	84.00	
	3% sales tax	47.37	
		<u>\$1,626.37</u>	
	Less turn in value of present machine	100.00	
	Total		\$1,526.37
Item 2	A.B. Dick-cabinet table	99.20	
	3% sales tax	2.98	
	Total		102.18
Item 3	A.B. Dick-folder, model 57	395.00	
	Federal excise tax	28.70	
	3% sales tax	12.56	
	Total		<u>431.26</u>
TOTAL			\$2,059.81

57. Expenses of this meeting:

A motion was presented by Brother Coburn, seconded by Brother Glos and passed that the expenses of individuals attending this Grand Council meeting be approved.

58. Housing:

A discussion took place on the American and Stevens' Chapter requests for assistance in housing.

A. American University:

It was suggested the developments on the housing of American Chapter be brought up to date and referred to the A-S-P Corporation to expedite the matter.

B. Stevens Institute of Technology:

It was recommended to the A-S-P Corporation that

they take a second mortgage to assist this chapter in new housing in the amount of \$6000, with the possibility of increasing this dependent upon the amount of money raised and actually spent or needed by the alumni corporation up to an additional \$4000 for improvements.

C. Loans from the Magazine Fund:

It was moved by Brother Akre, seconded by Brother Glos and passed that the executive secretary inquire of other national fraternities regarding the loaning of monies from their magazine fund to undergraduate chapters or chapter alumni corporations for chapter housing; a report of his findings to be given to the Grand Council and the Tomahawk Trustees.

59. Copies of Audit Reports:

The Executive Secretary was requested to inform the auditors that the Grand Council wanted sufficient copies of the annual audit for each member of the Grand Council.

60. Salaries:

A motion was presented by Brother Mason, seconded by Brother Coburn and passed approving the salary schedule effective October 1. (Memorandum on file in national office safe.)

61. Approval of 1961-62 Budget:

A motion was presented by Brother Glos, seconded by Brother Akre and passed to approve the preliminary budget as submitted by the Grand Treasurer

(Exhibit E) with the following changes:

Line 15	Telephone & Telegraph	+ \$200
Line 16	Stationery & Supplies	+ \$200
Line 13	Postage	+ \$400
Line 24	Social Security Tax	+ \$400
Line 27	Tomahawk	-\$3000
Line 34	Contingencies (new item)	\$1300
Line 34	becomes 35	
Line 35	becomes 36	
Line 36	becomes 37	

Adjournment

The meeting adjourned at
11:45 a.m. Sunday, October
22, 1961

Respectfully submitted,

Ralph F. Burns
Executive Secretary

EXHIBIT A

ALPHA SIGMA PHI FRATERNITY

Executive Secretary's Report

October 20, 1961

You will indulge, I am sure, your Executive Secretary if he begins this report with a few reminiscences.

It was on September 14, 1936 that the Grand Prudential Committee appointed me Executive Secretary. The Fraternity had passed through the lean years of the depression when every effort had been made to keep the Fraternity's head above water.

The last national convention had been held in 1932. No Executive Secretary had served for three years. Undergraduate dues had been cut from \$7 per year to \$2 per year.

The Fraternity Financially

Income

	<u>1935-36</u>		<u>1960-61</u>
29 chapters -		53 chapters -	
Initiations	\$3,810.00		\$20,925.00
31 chapters -		54 chapters -	
Dues	1,022.00		24,306.00
Alumni	321.00		8,808.21
Service	2,573.02		8,971.19
Tomahawk	1,200.85		16,231.20
Other Sources	372.81		11,135.95
	<u>\$9,299.68</u>		<u>\$90,377.55</u>

Expenses

Administrative	\$ 4,068.33		\$49,385.33
Service	1,758.27		7,655.73
Reserve for			
Accounts Rec.	1,300.00		821.56
Tomahawk	2,010.24		10,145.79
	<u>\$9,137.34</u>		<u>\$68,008.41</u>
Total			
	<u>\$9,137.34</u>		<u>\$68,008.41</u>
Increase in Surplus \$	162.34		\$22,369.14

Total Assets - All Funds

	<u>June 30, 1936</u>	<u>June 30, 1961</u>
General Fund	\$12,053.52	\$56,476.61
History Fund	360.00	-
Tomahawk	54,275.88	216,866.04
Reserve Fund	-	49,342.90
Memorial Fund	-	2,098.80
Total	\$66,689.32	\$324,784.35

We passed through very difficult years during the war when the income from dues and initiations in the years 1943-44 was less than \$1000.00 and in 1944-45, less than \$1800.00. Chapters closed and the executive secretary took another job as Executive Manager of the Life Underwriters' Association of the City of New York.

Consolidations

The depression and war years affected other fraternities. A consolidation was completed in 1939 with Phi Pi Phi and in 1946 with Alpha Kappa Pi.

Conventions

Emergency Conference	December, 1937	New York City
Convention	1937	Champaign, Illinois
"	1940	Berea, Ohio
"	1946	Marietta, Ohio
"	1948	Bedford Springs, Penn.
"	1950	Niagara Falls, Canada
"	1952	Pocono Manor, Penn.
"	1954	Port Huron, Michigan
"	1956	Carmel, California
"	1958	Pocono Manor, Penn.
"	1960	Marietta, Ohio

Grand Council - National Headquarters

The Grand Council was created in 1937, and in 1946, the national headquarters was moved by the Grand Council from New York City to Delaware, Ohio.

Brothers, individually and collectively, whom the Executive Secretary has known run into the hundreds. The sacrifices which they have made has made our Fraternity strong.

Interfraternity

When the Executive Secretary took office in 1936, we were a suspended member of the National Interfraternity Conference. We were reinstated in November of 1937. Brothers Wayne M. Musgrave, Wilbur H. Cramblet, Lloyd S. Cochran and Ralph F. Burns have held offices in the National Interfraternity Conference.

Your Executive Secretary served as President of the College Fraternity Secretary's Association in 1952-53 and was honored by that Association at its summer meeting in 1961 for his twenty-five years of service. He is now serving as Vice President of the College Fraternity Editors' Association - (he doesn't have to edit anything for them.)

Future

The future is bright for our Fraternity if we can keep up with the times. We must remember that our strength is based upon a knowledge of changing times and a clear understanding of what our purpose is. It is most important that we understand not only this purpose but that we have the vision to carry it out.

Purpose

To assist our chapters in the building of better men who graduate or who have been exposed to institutions of higher learning and who have had the advantage of membership in Alpha Sigma Phi.

A social fraternity should build within its men some, if not all, of the following things:

1. An appreciation of their academic opportunity.
2. Building of close friendships based upon the acceptance of basic essentials of character as exemplified in the Fraternity Rituals.
3. A social experience in which the living together will produce a maturity and a polish which cannot be received in the classroom.
4. An experience in living with men from various religious and socio-economic backgrounds which will give them a better understanding of other men.
5. The operation of a chapter in a democratic way, where the weaknesses and strengths will result in the best solution to their problems.
6. An appreciation of the proper values in life; this produces leadership of a kind which the Fraternity experience can offer.

Specifics

The Fraternity must face up to its emphasis in certain areas of its operation for the future growth and strength of the Fraternity. I believe these areas can be broken down generally as follows:

1. Chapters - visitation of present chapters and the strengthening of the same.
2. Extension - addition of new chapters. Personnel to do the job.
3. Alumni Councils - strengthening of existing councils; reactivation of old and the development of new alumni councils. Personnel to do the job.
4. Funds - the careful discussion of the various funds of the Fraternity; where we are going to place emphasis in the development of each in relationship to the needs of the Fraternity:
 - A. General Fund
 - B. Reserve Fund
 - C. Memorial Fund
 - D. A-S-P CorporationPersonnel to do the job.
5. Communications - Brother Coburn and his committee finished the new rush manual and a manual of instructions for the publication of a chapter alumni newsletter. Review of the pledge manual should be made before the next time of publishing. The Tomahawk appears to be under control. What are the thoughts of the Grand Council on the various publications of the Fraternity?

Office and Staff Personnel

We are short one girl in the office and one staff person. I would like some discussion on the responsibilities of the additional staff person.

National Committees

You are acquainted with the responsibilities of the various national committees. Do you have any suggestions for their active functioning?

Many of the policies and problems of the Fraternity will come up as separate items on the agenda.

I welcome your direction and suggestions for the strengthening of the Fraternity.

Respectfully submitted,

Ralph F. Burns
Executive Secretary

Exhibit B

Grand Council Minutes
October 20, 21, 22, 1961

A-S-P CORPORATION

STATEMENT OF INCOME AND EXPENSE TO OCTOBER 16, 1961

RECEIPTS

Alpha Sigma Phi Fraternity	\$2640.00	
A. Schneider	5.00	\$2645.00

EXPENSE

Organization Fee	\$ 209.43	
Filing Fees	15.00	
Franchise Taxes	42.93	
Check Book	4.89	
Corporation Trust Co.	200.00	
Bond Printing	211.75	<u>684.00</u>

INCREASE \$1961.00

INVESTMENT JANUARY 26, 1960 \$5000.00

TOTAL \$6961.00

BANK BALANCE OCTOBER 16, 1961 \$6961.00

Exhibit C

October 20, 1961

TO: Grand Council, Alpha Sigma Phi
FROM: James L. Fisher, Province Chief, Province XVII
SUBJECT: Report

Gentlemen:

Again it is my pleasure to meet with you. At the last meeting I am afraid that perhaps I was a little outspoken and I beg that the council will accept my apology for the manner in which I conducted myself.

I would like to report by chapters and I would think that the Delta Chapter at Marietta should be first. At this time I would like to give you two checks. One for \$100.00 for her Convention Fee for this year. The other for \$1,136.00 which is her National Dues for 71 members. Other than this, I have no problems at Delta Chapter.

The second chapter is the Beta Delta Chapter at Marshall University I would like to mention that I promised that I would see that this chapter remitted all dues and last years Convention Fee together with this years Convention Fee. One hundred dollars for last years Convention Fee has been received by the National Office and I would like to give you a check from this chapter for \$340.00 which represents the Convention Fee for this year together with National Dues of \$16.00 for 15 actives. I also enclose the Report of Undergraduate Membership. This chapter would like to apologize for this report being late. Other than this, I have no problems with the Beta Delta Chapter.

The third chapter is the Gamma Mu at Morris Harvey. I would like to hand you a check for \$564.00 which represents National Dues for 30 members. This is the amount that is due in that their Convention Fee has already been received by the National Office. Other than this, I have no problems at this chapter.

The only other thing that I would like to report is that this Province will hold a Conclave at Marshall University on the 17th, 18th, and 19th of November, 1961. This will be a joint Conclave with Province X. We are looking forward to a good meeting.

I would like to say that I am very proud of my Province. I have the best Province within the Fraternity and I would like to prove this by saying that the number of men that were members last year within three schools represents a greater percentage than any other Province. By this I mean total enrollment of all schools and men initiated our percentage is greater than any other Province. It is the desire of my Province to challenge all other Provinces to top us in 1961-1962.

Respectfully submitted,

James L. Fisher, Province Chief
Province XVII

Exhibit D

Grand Council Minutes

Progress Report of National Headquarters
Building Committee

October 20, 21, 22, 1961

Personnel of Committee: -

Walter E. Pettit, Zeta, Ohio State, '14; Architect,
Pettit, Oman, Meinhardt, Cleland, Columbus, Ohio
Thomas W. McCaw, Delta, Marietta '10; President,
Columbis Microfilm, Inc. Columbus, Ohio; and
Alfred B. Wise, Alpha Mu, Baldwin-Wallace '43;
Executive Vice-President, Delaware County Bank,
Delaware, Ohio

Responsibility of Committee: - To consider, on behalf of
the Fraternity, the ownership by the Fraternity of a
permanent headquarter's building. This Committee's
activity is intended for future long-range consideration
of this subject; at the same time, would involve a con-
sideration of the purchase of the Epsilon Chapter House
at Ohio Wesleyan University, should that situation
materialize.

Progress Report: - The Committee has met on two occasions.
They present the following and await any further in-
structions from the Grand Council.

A. Type of Building most suitable would be:

1. Office building designed and planned exactly
to meet the requirements of this Fraternity.
2. Located on a site having adequate parking area
for present and future. Site also should be of
such size as would permit proper landscaping,
so that entire project could show to advantage.
3. Probably on or near a University campus for pub-
licity purposes, but not in conjunction with a
Chapter house. In what city should such a head-
quarters be located?

B. Financial Consideration re: paragraph A

1. Estimate costs at present date, exclusive of
land, about \$40,000.
2. Possibility of a building with rentable space
over and above Fraternity requirements to provide
income to retire loan, interest, taxes, insurance,
upkeep, etc. Such additional space may be needed
by headquarters in future.

C. Consideration of present building now being used as Headquarters Building (at 24 W. William St., Delaware, O.)

1. Appears very suitable for some time yet to come in spite of minor drawbacks.
2. Rental very reasonable.
3. Building substantial and seems comfortable and reasonably adequate.
4. Lack of parking and more modern exterior are drawbacks. A "face lifting" might help exterior.
5. If present owner should wish to sell, or, in event of death, the property could be acquired at the right price - some expenditure could be made to modernize the exterior.
This building being located near the heart of the business district should always be in demand, and the ground value should increase steadily.

D. Consider possibility of using present Epsilon House as permanent Headquarters Building.

1. Not suitably planned for the purpose.
2. Very expensive to remodel to have proper planning for office purposes.
3. Would certainly require subletting part to reduce overhead.
To put in condition for subletting would necessitate extensive remodeling.
4. Upkeep expense constant and high.
5. Regardless of how much spent, would still be a makeshift affair and not at all representative of a high class institution.
6. Parking and landscaping possibilities excellent. Neighborhood excellent.

EXHIBIT E

ALPHA SIGMA PHI FRATERNITY

OPERATING BUDGET

July 1, 1961 - June 30, 1962

<u>Income</u>	Budget Preliminary <u>10/22/61</u>	Budget 1961-1962 <u>10/22/61</u>
1. Initiations @ \$25	\$20,000.00	\$20,000.00
2. Dues - Undergraduate	25,150.00	25,150.00
3. Alumni Contributions (net)	8,800.00	8,800.00
4. Insignia - Sales & Service	8,500.00	8,500.00
5. Publications	-	-
Tomahawk Fund & Other		
6. A. Trustees	12,000.00	12,000.00
7. B. Initiations @ \$5	4,000.00	4,000.00
8. Pledge Fees	8,000.00	8,000.00
9. Miscellaneous	500.00	500.00
10. Convention	-	-
11. Total Income	<u>\$36,950.00</u>	<u>\$86,950.00</u>
<u>Expenses</u>		
12. Insignia - Purchases	\$ 7,500.00	\$ 7,500.00
13. Salaries	35,000.00	34,740.00
14. Rent, Heat & Light	2,850.00	2,850.00
15. Telephone & Telegraph	2,000.00	2,200.00
16. Stationery & Supplies	2,000.00	2,200.00
17. Office	900.00	900.00
18. Postage	1,200.00	1,600.00
19. Interfraternity	1,800.00	1,800.00
20. Insurance	1,200.00	1,200.00
21. Legal & Audit	650.00	650.00
22. Conferences	3,000.00	3,000.00
23. Visitation	4,500.00	4,500.00
24. Social Security Tax	600.00	1,000.00
25. Extension	4,000.00	4,000.00
26. Publications	500.00	500.00
27. Tomahawk	14,000.00	11,000.00
28. Paraphernalia	100.00	100.00
29. Miscellaneous	150.00	150.00
30. Leadership School	2,000.00	2,000.00
31. Committees	750.00	750.00
32. Bad Debt Provision	900.00	900.00
33. Depreciation	1,200.00	1,200.00
34. Contingencies	-	1,800.00
35. Total Expenses	<u>\$36,800.00</u>	<u>\$86,540.00</u>
36. Increase in Surplus	<u>150.00</u>	<u>410.00</u>
37.	<u>\$36,950.00</u>	<u>\$86,950.00</u>