



ALPHA SIGMA PHI.  
FRATERNITY  
NATIONAL  
HEADQUARTERS

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TO: Grand Council  
Robert W. Kutz, Grand Historian  
Undergraduate Representatives to the Grand Council

FROM: Steven V. Zizzo, CEO

DATE: January 9, 1998

RE: Upcoming Meeting Schedule

We will be meeting at the Airport Holiday Inn Select in Indianapolis, Indiana on January 16-17. The Academy of Leadership (Academy) for undergraduate Presidents and the Ralph F. Burns New Members Program will also be held this weekend at the same hotel. At this time, 55 out of 59 Presidents are confirmed and 55 new members are registered for the Ralph F. Burns New Members Program. As the Academy is an alcohol free event, I am asking that you set an example of leadership for our Fraternity.

The following is the schedule for the weekend:

<u>Date</u>	<u>Time</u>	<u>Event</u>
Friday, January 16	11:00 - 1:00 p.m.	Executive Director Search Committee Meeting Interview #1
	12:00 noon	Finance Committee Lunch
	1:00 - 1:30 p.m.	Welcome with Academy (Garvey) GC should attend
	1:30 - 2:30 p.m.	Meeting w/James Favor
	2:30 - 5:30 p.m.	Grand Council Business Meeting
	6:15 - 7:15 p.m.	Dinner with Student Attendees
	7:30 - 8:30 p.m.	Executive Director Search Committee Interview #2
	7:30 - 10:00 p.m.	Mary Peterson University of Iowa (GC to attend)
	10:30 - 12:00 a.m.	Fireside Chats/RFB Social Activity
Saturday, January 17	7:30 - 8:30 a.m.	Executive Director Search Committee Interview #3

	8:00 - 8:30 a.m.	Breakfast with Attendees
	8:30 - 11:30 a.m.	Grand Council Major Issues
	11:45 - 1:30 p.m.	Lunch & Joint Meeting with Trustees
	3:00 - 5:00 p.m.	Trustees Meeting
	5:30 - 7:15 p.m.	Dinner with All Attendees GC Update given by Kevin Garvey, Scholar of the Year Program Announcement given by Jeff Owens, presentation of Delta Beta Xi Awards
	7:30 - 10:00 p.m.	Educational Foundation Trustees Meeting (if needed)
	8:30 - 9:30 p.m.	Executive Director Search Committee Interview #4
	10:30 - 11:30 p.m.	Chapter Services Plan Discussion With Chapters
	11:30 p.m.	Fireside Chats (Individual meetings)
Sunday, January 18	7:30 - 8:30 a.m.	Executive Director Search Committee Interview #5
	8:00 - 8:30 a.m.	Academy Breakfast

All sleeping rooms will be at the Airport Holiday Inn Select which is located on property at the Indianapolis Airport. Their telephone number is 317-244-6861. A complimentary hotel shuttle is available for airport transportation. The shuttle can be picked up on the Baggage Claim level. After you claim your luggage, dial the Holiday Inn Select Airport extension on the courtesy phone to arrange for a pick-up.

Reservations will be in your name and as usual we will pre-pay for all charges except "incidentals."

All meetings and dinners will be "business casual" with the exception of Saturday evening which will be coat and tie. Please remember to bring your Grand Council medallion.

If you have any questions, please don't hesitate to contact the office. I look forward to a very productive and energizing meeting.

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SVZ/

**Alpha Sigma Phi Fraternity, Inc.  
Grand Council Meeting  
January 16-17, 1998  
Indianapolis, Indiana**

**Agenda**

Friday, January 16, 1:30 - 5:30 p.m.

1. Call to Order and Welcome
2. Roll Call
3. Meeting with James Favor of James R. Favor Insurance Company
4. Approval of Telephone Conference Calls of October 2, 1997; September 4, 1997;  
and the Minutes of August 13-15, 1997 Meeting.
5. Committee Reports
  - A. Committee on Expansion Report and Action Items
  - B. Committee on Undergraduate Operations Report and Action Items
    - Assessment of Programs
  - C. Committee on Alumni Operations and Action Items
  - D. Committee on Finance Report and Action Items
5. Additional Reports
  - A. Grand Council Advisory Committee Reports from Liaisons
  - B. Monthly Conference Call
  - C. Strategic Plan

Saturday, January 17, 8:30 - 11:30 a.m.

6. Old Business
  - A. Meeting with Eta (Illinois) members
  - B. Meeting with Delta Nu (Lock Haven) members
  - C. Meeting with Delta Sigma (Coastal Carolina) members

- D. Chapter Services Plan
- E. Alcohol Abuse Issues Committee
- F. Review Grand Council Goals
- 6. New Business
  - A. 1998 Convention Issues
  - B. Other
- 7. Comments for the Good of the Society
- 8. Adjournment

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**REPORT OF THE  
COMMITTEE ON EXPANSION**

Robert G. Cabello, Chairman

Mark Still

Paul Radke

Scott Olson, Grand Councilor

Art King, Undergraduate Representative

Jonathan Heyboer, Director of Expansion

January 1998

TO: Grand Council

FROM: Jeff Owens, Chairman, National Advisory Committee on Scholarship

DATE: December 24, 1997

RE: Scholarship Committee proposals

First of all, the Scholarship Committee would like to thank you for considering the recommendations in our initial report that outlined plans to promote academic achievement and progress within Alpha Sigma Phi. Furthermore, we especially appreciate the approval and adoption of the report's major recommendations.

As you know, our committee recommended that over \$20,000 in scholarships and grants be distributed to eleven different brothers from ten different chapters, arguably the highest quality of applications since my involvement with this committee. Additionally, the number of applications increased by 58% over last year's total, and this number should continue to rise each year with the implementation of the Chapter "Scholar of the Year" program.

As you can see, this committee is off to a successful start. We're confident that our plan will not only satisfy the charges posed to us by you, but will fulfill our committee's mission of promoting academic achievement and progress within our fraternity. However, to ensure maximum effectiveness of our plan, we believe that two further recommendations must be approved and adopted.

As a result, our committee is requesting:

1. To provide visual reinforcement of the Chapter "Scholar of the Year" award, we recommend that each chapter receives one Chapter "Scholar of the Year" plaque at the program's inception. The plaque would be an impressive perpetual plaque, 15" X 21", containing sixty name plates, and would be hung in plain sight next to the charter. These plaques would be ceremoniously presented to each chapter in the fall, with the first recipient's name already engraved on the plaque. The one-time cost for these plaques would be approximately \$10,000.
2. Currently there is only one scholarship requirement for joining members: a 2.0 GPA. At many campuses, falling below a 2.0 will often result in academic probation or at least some form of academic warning anyway. Thus, a 2.0 is really not very challenging or substantial for most students, and especially not for the quality members we hope to attract to Alpha Sigma Phi. This committee wishes to clearly communicate our "message" regarding the importance of scholarship. Specifically, the committee proposes that a minimum 2.30 GPA (on a 4.00 scale) be adopted as the minimum GPA to join Alpha Sigma Phi. We realize that adopting a higher GPA will not create miraculous results overnight, but it will set forth a powerful message to potential members that Alpha Sigma Phi is serious about academics and will no longer tolerate minimum standards for scholarship.

Furthermore, to enforce this new standard, we recommend that the campus IFC Advisor verify the candidates' GPAs by approving and signing the chapter's Initiation Authorization Request Form, prior to the Initiation Ceremony. Doing so will provide a simple, effective means of enforcement without adding time-consuming, unnecessary, and bureaucratic burdens on our already busy chapters.

We feel these two steps are crucial to the success of our comprehensive plan. Thank you for your consideration of these proposals, and we look forward to hearing from you soon.

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/JSO

**REPORT OF THE  
COMMITTEE ON UNDERGRADUATE OPERATIONS**

	<u>Page</u>
A. Statistics .....	2
B. Chapters of Concern.....	3
C. Chapter Suspensions & Revocations .....	4
D. Chapter Visitation .....	6
E. Colonies.....	6
F. 1998 National Leadership Conference & Convention.....	7
G. 1999 National Leadership Conference.....	7
H. Future Leadership Conferences .....	8
I. 1999 Academy of Leadership .....	8
J. Ralph F. Burns New Members Program .....	8
K. Goals .....	8
L. Attachments .....	9

## A. Statistics

### GROUPS AS OF 12/97

DATES	6/96	1/97	6/97	1/98
Chapters	51	50	52	53
Colonies	4	5	6	5
Interest Groups	3	3	2	2
Total Groups	58	58	60	60

### MEMBERS

Year	Pledges	Verbal Pledges	Initiates
1996 - 1997	821 (8%)	-	656 (-4%)
December 31, 1996	296 (-24%)	408	173 (17%)
December 31, 1997	267 (-10%)	392 (-4%)	214 (24%)

*Percentages show the increase or decrease over the same figure from the previous year.*

The 267 pledges listed for December 31, 1997 is the number of credit card applications received by the Fraternity Headquarters. The number of verbally reported pledges is 392. However, at this time we are unable to process 125 because of incomplete information in their paperwork.

The number of initiations is based on the number of shingles that have been ordered since July 1, 1997.



**B. Chapters of Concern**

Four chapters have been designated Chapters of Concern by the Chapter Services staff. These chapters were designated due to low membership, financial issues, or questionable actions. From the previous list, Indiana has been removed because they have completed their sanctions, and Stevens Tech and Cal have been added.

**Nu Chapter: University of California at Berkeley**

The chapter has been suffering from low membership numbers, and more recently from a division amongst the members. The Fraternity removed three members from the chapter because of issues involving the use of illicit substances. The chapter recruited a total of four new members in the Fall, all of which are in attendance at the Ralph F. Burns New Members Program. The Staff is planning to visit the chapter again in the Spring.

**Alpha Tau Chapter: Stevens Institute of Technology**

Stevens is suffering from low membership numbers, and a poor reputation on campus. The Headquarters staff spent two weeks on campus at the beginning of the academic term, with little positive impact. However, more alumni involvement has resulted, and the chapter is preparing for a Spring recruitment class, which is contrary to Greek trends on campus. Also, the chapter has started to change the image they have on campus, which could benefit them in the future. The chapter currently has 8 members, and recruited 3 new members during fall rush. The staff is planning to visit Stevens again in the Spring to prepare them for the fall 1998 recruitment period.

**Beta Mu Chapter: Wake Forest University**

Beta Mu is suffering from low membership numbers, and a poor relationship with the Fraternity. As in the past, they tend to blame others for their shortfalls, but for the first time the chapter seems to be taking some initiative to improve their situation. They have a new president who has been the impetus for this change, and could inspire the group. However, they steadfastly argued against attending the Academy of Leadership, because it coincides with the beginning of formal rush and they felt it would detract from their recruitment effort, so they are not in attendance. The staff has planned a visit in the early spring, and has been working to remedy the poor relationship.

### **Beta Psi Chapter: Rensselaer Polytechnic Institute**

RPI was targeted by the staff as a chapter of concern, and a tremendous amount of time was spent with the chapter, with very little results. This chapter will require more time, patience, and attention if they are to improve their situation.

## **C. Chapter Suspensions and Revocations**

### **Eta Chapter: University of Illinois**

The chapter was placed on administrative suspension for having a pre-initiation activity involving alcohol, and resulting in the hospitalization of one new member for over consumption (Attachment A). The chapter has completed all expectations, including educational programming and a written pledge education program. The chapter is making recommendations for other changes they will make. They are scheduled to meet with the Grand Council, no additional action is needed.

### **Iota Chapter: Cornell University**

The chapter was placed on administrative suspension until November 1, 1998, matching the length of the university imposed probation (Attachment B). The chapter was cited for providing alcohol to minors. Sanctions by the university, and supported by the Fraternity, include the recruitment of a chapter advisor and attendance at educational programs. No Grand Council action is needed.

### **Beta Theta Chapter: Rutgers University**

The chapter was placed on administrative suspension after the university found five empty beer kegs during a routine inspection of the chapter house prior to a social function (Attachment C). The chapter has completed all expectations. Additionally, the university administration has decided to make Rutgers a Select 2000 campus. This will be disclosed to the undergraduates in the near future. No Grand Council action is needed.

#### **Beta Omicron Chapter: Tri-State University**

The chapter was placed on administrative suspension after Ryan Brown, Chapter Leadership Consultant, discovered kegs of beer, and keg paraphernalia during a chapter visit (Attachment D). The chapter has fulfilled all expectations, and led the way to eliminating IFC sponsored "keg parties." No Grand Council action is needed.

#### **Gamma Xi Chapter: Widener University**

The chapter was placed on extended administrative suspension at the August meeting of the Grand Council because of concerns about hazing. At this time they have met all expectations, except for submitting a new member education program. They did submit a program to the university, which is essentially the national program. The staff recommends continuing the administrative suspension until August 5, 1998.

#### **Delta Delta Chapter: Slippery Rock University**

The chapter was placed on administrative suspension until the completion of the academic year after allegations of hazing were made. Also, one member of the chapter was removed. The chapter has completed all expectations. The university has begun an official investigation into the hazing allegations. This investigation is still ongoing. No Grand Council action is needed.

#### **Delta Nu Chapter: Lock Haven University**

The chapter was placed on administrative suspension during a meeting with Steve Zizzo, Stuart Spisak, and Michael Hovermann. This was done because of the chapter's failure to meet prior expectations. To date, they have met all expectation, and are scheduled to meet with the Grand Council at this meeting. The new chapter leadership shows promise. No Grand Council action is needed.

### **Delta Xi Chapter: S.U.N.Y. - Plattburgh**

The university has charged the chapter with hosting a social function with kegs, charging guests for entrance, and providing alcohol to minors. Additionally, a sexual abuse allegation was made involving events after the function. The investigation by the university and the Headquarters is ongoing.

### **Delta Sigma Chapter: Coastal Carolina University**

The chapter's charter revocation was continued in August because of a change in the chapter leadership and morale. The chapter was required to complete many expectation during this time. The expectations have only been partially completed, with no progress in recent months. They are scheduled to meet with the Grand Council.

## **D. Chapter Visitation**

The Fraternity Headquarters staff has visited 32 of 59 total groups this year. In the years past, the staff had set an annual goal to visit all groups of the Fraternity. Although the staff still plans to visit every group this academic year, more emphasis has been placed on the needs of the groups, rather than the need to visit every group.

## **E. Colonies**

The Fraternity currently has five colonies, with one already approved for chartering.

### **Bloomsburg Colony**

The colony currently has 38 members, and continues to thrive in all areas of operation. The staff is expecting a chartering proposal in the near future.

### **Maryland Colony**

The colony currently has 42 members, and is preparing to eclipse the campus average during this spring's rush and submit a chartering proposal in February. If this timetable holds, they will charter in April.

### **Michigan Colony**

Theta interest group was colonized in early October. This Fall, they recruited 17 men, bringing their total membership to 39 and filling the chapter house to capacity. Headquarters has been in constant contact with the colony, and is expecting a chartering proposal in the late spring or early fall. As a side note, Brad Holcman was just elected IFC President.

### **Southern Indiana Colony**

The Southern Indiana Colony has been approved for chartering. They currently have 33 members. The chartering banquet is tentatively scheduled for March.

### **West Virginia Wesleyan Colony**

The colony currently has 32 members, which is above the campus average. The college has deferred rush, and the colony has high expectations for recruitment. Their house has undergone a few renovations, including the upstairs, basement and first floor. The house is in good condition and is filled to capacity. They have good alumni involvement and Headquarters is expecting a chartering petition in mid spring.

## **F. 1998 National Leadership Conference & Convention**

Planning for the 1998 National Leadership Conference & Convention in Norfolk is well underway. The dates of the convention are August 5-9, at the Norfolk Waterside Marriott. Rich Kahler, Radford '82, is the conference chairman. Rich has been working with the staff to uncover the best Norfolk has to offer our convention attendees. The theme for this year's convention is *Charting a Course for the Future*. The program will be patterned after the 1996 NLC&C, as it was extremely successful. The final banquet will be held at the elegant Chrysler Museum.

## **G. 1999 National Leadership Conference**

The staff is currently investigating several locations for this conference. Through the course of our discussions we have wrestled with a fundamental decision of whether to continue to have the odd year conferences at hotel properties in larger metropolitan areas, or shift back to holding this event in the campus dormitory environment. The final decision will likely come to light as a result of discussions on the plan for delivering services.

#### **H. Future Leadership Conferences**

The locations under consideration for 1999, 2001, and 2002 include the University of Michigan, Miami University of Ohio, Purdue University, Cleveland, OH, Cincinnati, OH, Indianapolis, IN, Baltimore, MD, and Washington D.C.

As a reminder, this past June, we approved the Walt Disney World Hilton as the site of the 2000 National Leadership Conference & Convention.

#### **I. 1999 Academy of Leadership**

The 1999 Academy of Leadership will be held January 15-17. Dependent upon the evaluation of this year's Academy, the size of next year's Ralph F. Burns New Members Program, and the return of any mice, the 1999 Academy of Leadership will likely return to the Indianapolis Holiday Inn Select Airport. The hotel staff has been very fair, courteous, and helpful in all business affairs, and the costs for travel and airfare have remained less expensive than other areas of the country.

#### **J. Ralph F. Burns New Members Program**

The program is running on a pilot basis, concurrent with the 1998 and 1999 Academies of Leadership. The participating chapters for both sessions are University of Washington, Oregon State, Cal, S.U.N.Y. - Plattsburgh, IIT, Ohio Wesleyan, and East Carolina. Depending on funding, more chapters could be added in 1999.

#### **K. Goals**

1. Introduce the new Chapter Services Plan at the 1998 Academy of Leadership.
2. Implement and pilot the four-part Chapter Services Plan starting Fall 1998 and full implementation Fall 1999.

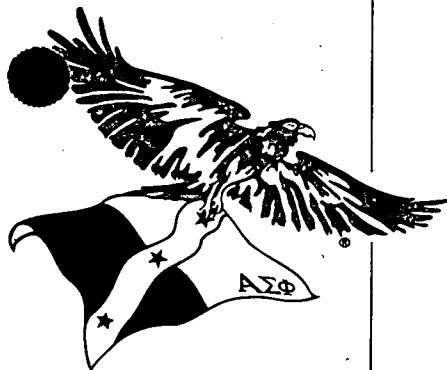
Strategic Plan Priorities/Goals:

Grand Council Priority #5: Assist our undergraduate chapters to be successful.

1. Develop an effective tool (mechanism) to enable assessment of the value, integration, coordination, and continuity of undergraduate related programs.

Grand Council Priority #4: Continued leadership among all national fraternities.

1. After assessment research is completed (August 1997), develop plan for implementing results into undergraduate operations programs.



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October 30, 1997

ATTACHMENT A

Steven LaBahn, HSP  
Eta Chapter  
Alpha Sigma Phi  
211 E. Armory  
Champaign, IL 61820

Dear Brother LaBahn,

This letter is being sent in response to the recent risk management violation of Eta Chapter. The Chapter had a pre-initiation activity involving alcohol, a clear violation of the risk management policy, which states that "no alcohol shall be present at any pledge/associate member/novice program, activity, or ritual of the chapter." Of particular concern is the over consumption of alcohol and resulting hospitalization of one new member.

As a result, the Grand Council placed Eta Chapter on Administrative Suspension until January 17, 1998, at which time the chapter will be evaluated on the following expectations:

1. Payment of the \$1,569 liability insurance surcharge for the 1997 liability insurance policy.
2. New member education program submitted in writing to Fraternity Headquarters.
3. Member education on alcohol related issues.
4. Chapter vote to establish the chapter house as an alcohol free living environment, [or] the recruitment of a live-in advisor.

The completion of these expectations will enhance, but not guarantee the lifting of the administrative suspension. In addition, any further violations of the risk management policy or incidents of magnitude, will automatically result in the beginning of the process to revoke the charter of Eta Chapter.

Also, the chapter will be assessed liability insurance surcharges of 15% for 1998, 10% for 1999, and 5% for 2000. The surcharge for this year is 20%.

This is done because your chapter is now classified in the highest risk category for insurance. It is also important to point out that violating the risk management policy voids the chapter's liability insurance coverage for any incidents that would result from that violation.

If you have any questions, feel free to contact me, or Michael Hovermann, Director of Chapter Development, at the Fraternity Headquarters. It is our expectation that Eta Chapter will complete these expectations with the zeal of a Grand Senior President's Award winning chapter.

Fraternally,

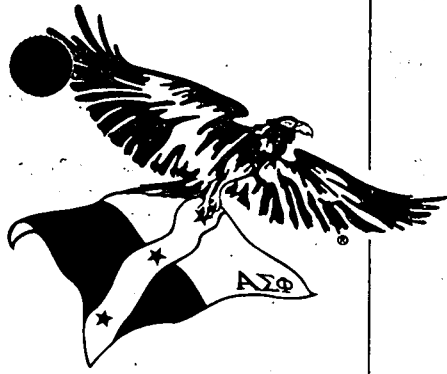
Steven V. Zizzo  
Chief Executive Officer

cc: Craig Jackson, Assistant Dean of Students  
Chuck McCaffrey, Grand Chapter Advisor  
Grand Council  
Michael Hovermann, Director of Chapter Development



November 12, 1997

ATTACHMENT B



ALPHA SIGMA PHI.  
FRATERNITY  
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Stephen Weissman, HSP  
Iota Chapter  
Alpha Sigma Phi  
804 Stewart Ave.  
Ithaca, NY 14850

Dear Brother Weissman,

The Fraternity Headquarters recently learned of two incidents involving the underage consumption of alcohol at your chapter house. The risk management policy of Alpha Sigma Phi states that, "no members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age")."

As a result, the chapter is being placed on Administrative Suspension until November 1, 1998, at which time the chapter will be evaluated on the following expectations:

1. Payment of the \$640.40 liability insurance surcharge for the 1997 liability insurance policy.
2. Submission to Headquarters of a plan on how the chapter will educate its members on the risk management policies.
3. The chapter may not host, sponsor, or co-sponsor any event where alcoholic beverages are present in any capacity during the duration of the Administrative Suspension.
4. The chapter will not violate the risk management policy, or the rules and policies of Cornell University or the Interfraternity Council.
5. The chapter will complete all expectation of Cornell University, as outlined in the November 3, 1997 letter from Randy Stevens, Assistant Dean of Students.

The completion of these expectations will enhance, but not guarantee the lifting of the administrative suspension. In addition, any further violations of the risk management policy or failure to comply with the above expectations, will automatically result in the beginning of the process to revoke the charter of Iota Chapter.

November 12, 1997

Page 2

Also, the chapter will be assessed liability insurance surcharges of 15% for 1998, 10% for 1999, and 5% for 2000. The surcharge for this year is 20%. This is done because your chapter is now classified in the highest risk category for insurance. It is also important to point out that violating the risk management policy voids the chapter's liability insurance coverage for any incidents that would result from that violation.

If you have any questions, feel free to contact me, or Michael D. Hovermann, Director of Chapter Development, at Fraternity Headquarters. It is our expectation that Iota Chapter will be in full compliance of the policy in the future, and we will not encounter any further problems.

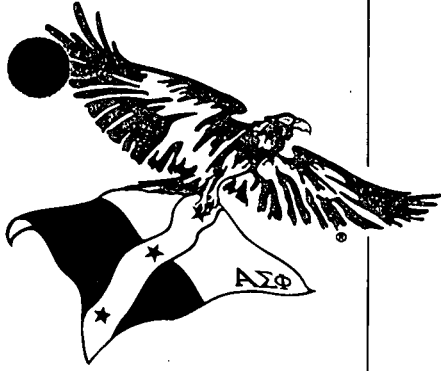
Fraternally,

Steven V. Zizzo  
Chief Executive Officer

cc: Lynne Williams, Grand Chapter Advisor  
Randy Stevens, Assistant Dean of Students  
Grand Council  
Michael Hovermann, Director of Chapter Development

October 8, 1997

ATTACHMENT C



ALPHA SIGMA PHI.  
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Arvind Gurnani, HSP  
Beta Theta Chapter  
Alpha Sigma Phi  
106 College Avenue  
New Brunswick, NJ 08903

Dear Brother Gurnani,

This letter is being sent in response to the recent risk management violation of the Beta Theta Chapter. The Chapter had five kegs on chapter property, a clear violation of the risk management policy, which states that "the purchase and/or use of a bulk quantity or common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited." The policy regarding kegs is straightforward; as such the manner in which they arrived on your property is immaterial.

As a result, the chapter is being placed on Administrative Suspension until January 17, 1998, at which time the chapter will be evaluated on the following expectations:

1. Payment of the \$367.00 liability insurance surcharge for the 1997 liability insurance policy.
2. Submission to Headquarters of a plan on how the chapter will educate its members on the risk management policies.
3. The chapter may not host, sponsor, or co-sponsor any event where alcoholic beverages are present in any capacity.
4. The chapter will not violate the risk management policy, or the rules and policies of Rutgers University or the Rutgers Fraternity Council.

The completion of these expectations will enhance, but not guarantee the lifting of the administrative suspension. In addition, any further violations of the risk management policy or failure to comply with the above expectations, will automatically result in the beginning of the process to revoke the charter of the Beta Theta Chapter.

Also, the chapter will be assessed liability insurance surcharges of 15% for 1998, 10% for 1999, and 5% for 2000. The surcharge for this year is 20%. This is done because your chapter is now classified in the highest

October 8, 1997

Page 2

risk category for insurance. It is also important to point out that violating the risk management policy voids the chapter's liability insurance coverage for any incidents that would result from that violation.

If you have any questions, feel free to contact me, or any other member of the Chapter Services Staff at Fraternity Headquarters. It is our expectation that the Beta Theta Chapter will be in full compliance of the policy in the future, and we will not encounter any further problems.

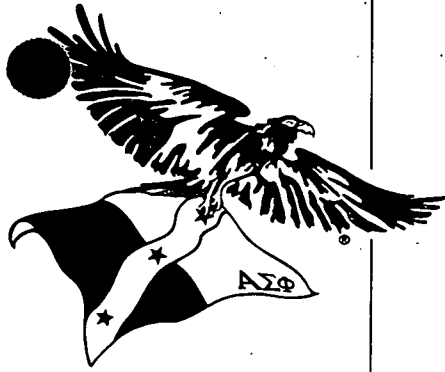
Fraternally,

Steven V. Zizzo  
Chief Executive Officer

cc: Wilson Class, Alumni Association President  
C. Alex DePaula, Grand Chapter Advisor  
JoAnn Arnholt, Dean of Fraternity and Sorority Affairs  
Amy Vojta, Assistant Dean of Fraternity and Sorority Affairs  
Grand Council  
Michael Hovermann, Director of Chapter Development

October 6, 1997

ATTACHMENT D



ALPHA SIGMA PHI.  
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Andrew Bellaver, HSP  
Beta Omicron Chapter  
Alpha Sigma Phi  
709 W. Maumee  
Angola, IN 46703

Dear Brother Bellaver,

This letter is being sent in response to the recent risk management violation of the Beta Omicron Chapter, and to follow up with the meeting that you had with Ryan I. Brown, Chapter Leadership Consultant, on October 2, 1997.

The Chapter had numerous kegs of beer, and keg paraphernalia on chapter property, a clear violation of the risk management policy, which states that "the purchase and/or use of a bulk quantity or common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited." The manner in which the kegs arrived on your property is immaterial.

As a result, the Grand Council voted on October 2, 1997 to place the Beta Omicron Chapter on Administrative Suspension until January 17, 1998, at which time the chapter will be evaluated on the following expectations:

1. Payment of the \$258.00 liability insurance surcharge for the 1997 liability insurance policy.
2. Completion of a letter to the Tri-State University Interfraternity Council stating your refusal to pay IFC dues until the practice of pooling funds to purchase common sources of alcohol is ceased.
3. Submission to Headquarters of a plan on how the chapter will educate its members, alumni, and other fraternities on the risk management policies.

The completion of these expectations will enhance, but not guarantee the lifting of the administrative suspension. In addition, any further violations of the risk management policy or incidents of magnitude, will automatically result in the beginning of the process to revoke the charter of the Beta Omicron Chapter.

Also, the chapter will be assessed liability insurance surcharges of 15% for 1998, 10% for 1999, and 5% for 2000. The surcharge for this year is 20%.

This is done because your chapter is now classified in the highest risk category for insurance. It is also important to point out that violating the risk management policy voids the chapter's liability insurance coverage for any incidents that would result from that violation.

If you have any questions, feel free to contact me, or Michael Hovermann, Director of Chapter Development, at the Fraternity Headquarters. It is our expectation that the Beta Omicron Chapter will see the err of its ways, and not only change its own practices, but lead the change for the entire Greek community at Tri-State University.

Fraternally,

Steven V. Zizzo  
Chief Executive Officer

cc: Beta Omicron Alumni Association  
Lenny Duff, Grand Chapter Advisor  
Grand Council  
Michael Hovermann, Director of Chapter Development

**REPORT OF THE COMMITTEE  
ON  
ALUMNI OPERATIONS**

**Mark A. Williams, Chairman  
Scott Olson  
Robert Strecker  
Thomas Hinkley  
Nathan Williams**

**Steven V. Zizzo, Chief Executive Officer**

**January 1998**

## 1997-98 Alumni Operations Committee Goals

### Grand Council Goal #2

Establish relationships with constituents.

### Grand Council Goal #5

Assist our undergraduate chapters to be successful.

### Alumni Committee Goals

- a. Double total Chapter Advisory Teams (CAT) to 14 by June 1, 1998.
  1. Action: This is being driven by staff as a part of their developed goals with assistance from the committee.
  2. Action: This is to focus on the critical help list which includes:

Stevens Tech	Cal
Oregon State	RPI
East Carolina	Missouri Valley
William Paterson	Wake Forest
Ohio State	Ohio Wesleyan
  3. Action: Develop a CAT training program, duties assumed by staff due by July 10, 1997. *completed*
  4. Action: Develop CAT support materials with duties assumed by staff due November 10, 1997. *completed*
- b. Secure a minimum of ten nominations for awards including Distinguished Service, Distinguished Merit, and Delta Beta Xi.
  1. Action: Nate Williams/Undergrad to receive responsibility of this goal. *Nomination forms included in AL attendee notebooks*
  2. Action: Promote heavily at the Academy of Leadership.
  3. Action: Develop marketing and awareness campaign.
  4. Action: To contact chapters and key alumni seeking nominations for awards.
- c. Submit report to Grand council for action on database/computer needs at the headquarters.
  1. Action: Tom Hinkley assigned responsibility of this and report back to Grand Council. *Report submitted to committee*
  2. Action: Grand Council to act on report submitted..



- d. To establish a procedural system to secure, use, and evaluate volunteers.
  - 1. Action: Mark Williams to assume this responsibility with direction from the Grand Council.
- e. To submit nominees for NIC Awards
  - 1. Action: Mark Williams to assume this responsibility with direction from Steve Zizzo and Grand Council. *While a nomination for Rob Sheehan was considered, the application would have been incomplete at this time.*
- f. To have a GCA in place at every chapter.
  - 1. Action: Mark Williams to assume this responsibility with direction from staff.
- g. To facilitate decisions regarding the publication of THE TOMAHAWK.
  - 1. Action: Kevin Garvey will direct a subcommittee of Grand Council to move on this.
  - 2. Action: The alumni committee in conjunction with the public relations ad hoc committee will work on this issue.

*At the November meeting, the Grand Council agreed that turning over publication of The Tomahawk to the Educational Foundation may have a poitive impact both in the financial arrangement and consistent publication of it.*

**REPORT OF THE  
COMMITTEE ON UNDERGRADUATE OPERATIONS**

**Stuart A. Spisak, Chairman**

**Jonathan K. Burns**

**Robert G. Cabello**

**Robert M. Sheehan, Jr.**

**Joshua Orendi, Undergraduate Representative**

**Michael D. Hovermann, Director of Chapter Development**

**Robert A. Woerner, Director of Leadership Development**

**January 1998**

## REPORT OF THE COMMITTEE ON EXPANSION

### Interest Group Update

**\*\* Due to time constraints, Bob Cabello, Chairman of Expansion Committee, was unable to review report before admittance.**

In order to evaluate the status of our current **interest groups**, this update will provide insight as to the progress of our groups and the plans for each.

#### **Shawnee State University**

The school itself poses interesting challenges for the Fraternity, but we are still doing fairly well on the campus. Since the June meeting in 1997, the interest group at Shawnee State has moved forward in becoming a chapter of Alpha Sigma Phi Fraternity. In the fall of 1997, the group recruited 7 new members, bringing their total to 22 (the campus average is currently 20), and in December, the National Headquarters received a completed Colonization proposal from the interest group. The staff has also tentatively scheduled a return visit to the campus for this semester.

To help the interest group at Shawnee State University continue through the expansion timeline, the staff is recommending to the Grand Council that the colonization proposal be approved.

#### **Marietta College – Delta Chapter**

Marietta College is our newest interest group. The expansion project has been split between two semesters – Fall 1997 and Spring 1998. The Director of Expansion will be returning after the Academy of Leadership for two weeks to finish the recruitment process and to establish the organizational structure. This expansion project is a *"Select 2000 chapter"* Based on the initiative's guidelines, a minimum GPA of 2.50 is required of new and active members and the chapter house will be alcohol free.

Unfortunately, Alpha Sigma Phi did not fair well at Marietta. In the fall of 1997, the Director of Expansion spent 6 weeks marketing our fraternity, but was only able to recruit 2 men. It is our hope that the return visit in the spring will prove to be more successful than the first. To aid in this return, we have been able to raise \$870 from "Delta" alumni.

Major factors contributing to our dismal success at Marietta included a small pool of potential candidates, timing, poor Greek image on campus, a renewed image of Alpha Sigma Phi prior to its closing in 1993 (some students, faculty,

and administrators still remember the "old" chapter and the problems that it had before we closed it), and lack of interest by the students.

The primary challenge for our interest group will be survival. With two recruits, one who is a senior and one who is a freshmen, Alpha Sigma Phi will need a successful return visit to keep the motivation up and the group alive.

## **Evaluation of Goals**

The following goals were established by the Expansion Committee to assess our current expansion efforts and to plan for the future of our expansion program.

### **Goal #1**

**To maintain a time-frame for colonization and for chartering (*the Expansion Timeline*).**

A time-frame was established in 1997, based on our observations of each interest group and colony. Institutions that have been contacted but are not currently hosting an interest group or colony are indicated under *Prospects*. The chart has been updated to reflect any changes in each of the three categories as of January 9, 1998 (see Attachment A, page 4).

### **Goal #2**

**To identify groups in various categories (prospects, interest groups, colonies, etc.).**

A list has been compiled for each category reflecting our current status and future possibilities. This list is updated periodically - the most recent was done on January 9, 1998. In addition, a renewed focus on re-colonizing has prompted the development and monitoring of a re-colonization list (see Attachment B and c, pages 7 - 9).

### **Goal #3**

**To maintain a specific timeline to bring interest groups to colony status.**

A one-year timeline has been developed for interest groups to serve as a guideline in their progress and was approved by the Grand Council at the January meeting of 1997.

In addition, the Grand Council has granted the Director of Expansion the option of Colonizing a group (of 25 or more) prior to his leaving the campus. In doing so, the Director has the ability to reduce the costs incurred by the Fraternity and the local group, as well as increase the speed by which a new group is able to move through the Expansion Timeline.

Since January 1, 1997, the Average Time for an interest group to become a colony has been 8.3 months. This average includes: MTSU, Iowa State, Oklahoma, Michigan, Southern Indiana, Michigan State, Maryland, WVU, and Bloomsburg.

#### **Goal #4**

**To maintain a specific timeline to bring colonies to chartering status.**

A two-year timeline has been developed for colonies to serve as a guideline in their progress and was approved by the Grand Council at the January meeting of 1997.

To help colonies move through this timeline faster, a pre-set calendar of events (that is flexible to the institution) and a pre-set constitution and by-laws have been developed.

Since January 1, 1997, the Average Time for a colony to charter has been 13.2 months. This average includes: MTSU, Iowa State, Oklahoma, and Michigan State.

Since January 1, 1997, the Average Time for an interest group to move through the Expansion Timeline has been 20.5 months. This average includes: MTSU, Iowa State, Oklahoma, and Michigan State.

#### **Goal #5**

**To re-affirm the expansion criteria of the Fraternity and our expansion groups.**

The criteria was approved at the January meeting of 1997, with the Expansion Committee's suggestion to include point 11 which is based on *Lovejoy's College Guide*.

In addition, the Grand Council passed a proposal by the Expansion Committee to raise the minimum grade point average to be a member of an expansion group to 2.30. The Grand Council also passed a proposal to implement an alcohol-free housing initiative for our expansion groups.

#### **Goal #6**

**To establish guidelines for absorbing local interest groups.**

Guidelines have been drafted for review by the Grand Council. These guidelines were approved by the Grand Council at the January meeting with the addition of 1f which states that all position statements will be explained and endorsed by the local chapter.

Under the alcohol-free policy that was passed at the June meeting of 1997, all absorbtions of local interests groups *should* be alcohol-free within a two year period.

**Goal #7**

**To review merger or acquisition possibilities.**

The Grand Council may wish to review possibilities for mergers or acquisitions.

# ATTACHMENT A -- EXPANSION TIMELINE (1/1/98)

## ABOUT THE TIMELINE

This timeline was developed to help guide the Director of Expansion and the Expansion Committee in determining where our active groups are and will be heading. Based on campus trends and the strength of the active group, an educated guess is made to determine when a particular group will colonize and charter.

In addition, the timeline lists some of the top prospects for Alpha Sigma Phi. These prospects are determined through the research of the Director of Expansion and then listed based on potential expansion dates (within 4 semesters).. Note: This list is suspect to change due to a number of uncontrollable factors.

SEMESTER	PROSPECTS	INTEREST GROUPS	COLONIES	CHAPTER
<b>EARLY SPRING 1997</b>	Bloomsburg U U of Nevada - Reno U of Houston Texas Christian U West Virginia Wesleyan College South Carolina Eastern Michigan Lawrence Tech  Re-colonization List Marietta College	U of Maryland U of Michigan Shawnee State U Michigan State U	Iowa State U of Southern Indiana Lindenwood College U of Oklahoma MTSU	
<b>LATE SPRING 1997</b>	DePaul University U of Nevada - Reno Southern Illinois E Tenn State U U of Illinois, Chicago  Re-colonization List Marietta College Ohio Northern U U of Colorado	Shawnee State U Bloomsburg U	U of Michigan Michigan State U U of Maryland U of Southern Indiana U of Oklahoma West Virginia Wesleyan College	Iowa State Lindenwood College MTSU
<b>EARLY FALL 1997</b>	Miami U of Ohio  Re-colonization List U of Charleston, WV U of Colorado Cal State - Sacramento U of Cincinnati	Shawnee State U Marietta College	Bloomsburg U U of Michigan U of Maryland U of Oklahoma U of Southern Indiana West Virginia Wesleyan College	<b>Michigan State U</b>
<b>LATE FALL 1997</b>	Marquette U Bentley College U of San Diego Ohio University	Shawnee State U Marietta College	Bloomsburg U U of Michigan U of Maryland West Virginia	U of Oklahoma



	UCSD Penn State -- Altoona Western Michigan U University of Tulsa  Re-colonization List Tulane University Eastern Michigan U <b>Ohio Northern U</b> WVU Lawrence Tech		Wesleyan College	
<b>EARLY SPRING 1998</b>	Marquette Western Michigan U UCSD University of Tulsa  Re-colonization List Eastern Michigan Tulane Lawrence Tech	Marietta College Penn State -- Altoona	Shawnee State Bloomsburg U U of Michigan U of Maryland West Virginia Wesleyan College	U of Southern Indiana
<b>LATE SPRING 1998</b>	Western Michigan UCSD Marquette  Re-colonization List Eastern Michigan Tulane Lawrence Tech		Marietta College Shawnee State	West Virginia Wesleyan College U of Maryland Bloomsburg U U of Michigan
<b>EARLY FALL 1998</b>	Marquette Western Michigan Bentley College  Re-colonization List U of Iowa Lawrence Tech		Marietta College Shawnee State	
<b>LATE FALL 1998</b>	Re-colonization List			Marietta College Shawnee State
<b>EARLY SPRING 1999</b>	Re-colonization List			
<b>LATE SPRING 1999</b>	Butler University Re-colonization List			
<b>EARLY FALL 1999</b>				
<b>LATE FALL 1999</b>		University of Delaware		

ATTACHMENT B - PROSPECTS, INTEREST GROUPS, AND COLONIES

**ABOUT THE PROSPECTS:**

The following is a description of institutions that are the most promising at this time. In addition to this list, the Director of Expansion maintains contact with a number of institutions identified as potential prospects for the future. This list includes the re-colonization list.

<b>Tulane University</b>	There is a potential interest group at Tulane. The Expansion Committee has advised to take a closer look at the benefits of this re-colonization. In addition, the Greek Advisor has re-located limiting our chances of return this spring.
<b>Ohio Northern University</b>	Currently, the Expansion Committee has decided to move away from ONU until the conditions of the campus are more favorable. A presentation was made to the IFC, however two groups were opposed to expansion. In addition, the President of the University has asked us to wait.
<b>Western Michigan University</b>	Currently, the university has an open system. Traditionally, expansion groups have been established through transfer students. The Director of Expansion will be working with the advisor to establish a more formal expansion for Alpha Sigma Phi Fraternity.
<b>Eastern Michigan University</b>	Currently in talks with the Greek Advisor. A presentation is being held on January 19, 1998. The system is currently an open system.
<b>Marquette</b>	Looking to expand in the fall of 1998. A decision for presentations will be made in the early part of the spring semester, 1998.
<b>Bentley College</b>	Possible expansion opportunity in the Fall of 1998 due to a chapter leaving campus.
<b>University of Iowa</b>	Open expansion, may be possible in fall of 1998.

UC – San Diego

Potential opportunity for expansion in the Fall of 1998. More research is being conducted by the Director of Expansion.

University of Tulsa

Potential opportunity for expansion in the Fall of 1998. More research is being conducted by the Director of Expansion.

Lawrence Tech (MI)

School is open to interest tables. The alumni are open to helping with this type of expansion in the fall of 1998.

U of San Diego

Two other organizations were chosen to do presentations.

#### ABOUT THE INTEREST GROUPS

As of January 1, 1998, the following schools have become or remained official interest groups of Alpha Sigma Phi Fraternity. Descriptions of these interest groups can be found in the beginning of this report.

- Marietta College
- Shawnee State University
- Penn State – Altoona (to begin 2/1/98)

#### ABOUT THE COLONIES

As of January 1, 1998, the following schools have become or remained official colonies of Alpha Sigma Phi Fraternity. A brief description of each colony can be found in the Chapter Services Report to the Grand Council.

- University of Southern Indiana
- Bloomsburg University
- University of Michigan
- University of Maryland
- West Virginia Wesleyan College

## RE-COLONIZATION LIST

Currently, Alpha Sigma Phi is looking to re-colonize our chapters. The following is a list of schools that have the potential to re-activate. Based on research found in *Lovejoy's College Guide*, 45 schools have been identified as potential sites for a re-colonization.

In May of 1997, a letter of interest was sent to each institution (with the exception of the last row) expressing Alpha Sigma Phi's desire to return to their campus. Those schools highlighted represent institutions that the Director of Expansion has had addition contact with.

In addition, the Director of Expansion is taking a more pro-active role in establishing return dates once a chapter is closed on a campus. Currently, Alpha Sigma Phi is scheduled to return to the University of Delaware in the late fall of 1999 and to Lycoming in the late spring of 2001.

Yale University	Harvard University	University of Wisconsin
Columbia University	University of Nebraska	<b>University of Pennsylvania</b>
<b>University of Colorado</b>	<b>University of Minnesota</b>	<b>University of Kentucky</b>
Stanford University	University of Chicago	University of Iowa
Syracuse University	UCLA	Dartmouth College
University of Missouri	<b>University of Alabama</b>	<b>Case Western</b>
Wagner College	Coe College	<b>Mount Union College</b>
M. I. T.	<b>North Carolina State University</b>	University of New Hampshire
Tufts University	Centre College	Duquesne University
<b>University of Cincinnati</b>	<b>Wayne State University</b>	Wofford College
<b>Ohio Northern University</b>	Carthage College	University of Connecticut
<b>Washington University - St. Louis</b>	University of Arizona	<b>University of Charleston</b>
<b>Cal State University - Sacramento</b>	Tulane University	<b>Eastern Michigan University</b>
<b>Lawrence Tech</b>	<b>Baldwin-Wallace College</b>	Francis Marion College
Loyola University -- Chicago	<b>University of Delaware</b>	<b>Lycoming College</b>

**REPORT OF THE  
COMMITTEE ON FINANCE**

John B. Gibson, Jr., Chairman  
Edward Leedom  
W. Bruce Burns  
Thomas Brown  
Stuart Linscott, Undergraduate Representative  
Steven V. Zizzo, Chief Executive Officer

January 1998

## REPORT OF THE COMMITTEE ON FINANCE

### Goals of the Committee

The overarching Grand Council goal for this committee states: Alpha Sigma Phi remains fiscally responsible.

To that end, the Finance Committee has established three goals. The responsibility of the three goals has been delegated to the various committee members. The following shall serve as a status report on these goals:

1. Establish, in coordination with the Foundation, a five year budget model and a two year operating budget that will address the long term expense and income needs of the Fraternity. Evaluate the current designated funds situation facing the Fraternity and recommend a plan to eliminate or correct the situation.

The proposed budget model (Attachment A) was approved at the June Grand Council Conference Meeting.

### For Grand Council Action

- Review of 1998-99 budget
2. Establish recommended policies and procedures to insure financial viability of the Fraternity (change existing policy statements)
    - Evaluate grant and percentage of dependency on Foundation
    - Establish budgetary policy and process as a key lever of the Grand Council
    - Establish new reporting and control policies & procedures
    - Grand Council needs to provide direction for the committee in the area of insurance and other reserves

Ness & Co. Has agreed to review current policies and procedures and develop a manual for operations, as well as policies, for Grand Council approval.

3. Manage the short term financial status of the fraternity in 1996-97 and to achieve a balanced budget with a surplus savings to payback the move.

### For Grand Council Action

- Financial Statements (Attachment B) for the period ending 12/31/97 will be distributed at the meeting
  - Year to Date
  - cash income vs. cash expense
- Credit card program/accounts receivable issue

The committee has identified several concerns which should be addressed in the credit card program including cancellations and loss risk which amounts to \$40,000. Fifth Third Bank, the current vendor, has notified the Headquarters that they do not plan to renew the contract for this service after September 1. Other potential vendors are unable to mirror the credit card program in its current format

  - Launch a joint committee of finance and undergraduate operations to review the entire credit card process as well as the undergraduate reporting process.

### Summary

The main operations of the finance committee have moved into three important sub-committees each charged with a specific area of review. These sub-committees include: Insurance, Dues & Fees, and the Headquarters. The committee will be meeting as a whole prior to the Grand Council meeting and will be able to provide a verbal update at the meeting.

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# TO CREATE AND PERPETUATE BROTHERHOOD

## Drivers/Inputs (rev. side)

Chapter Loses	ops (projected)
Chapter Gains	exp (projected)
Member	ops (#of chapter X avg.ch.size as of 9/1)
Initiates	ops(#of chapters X avg. init. rate)
Pledges	ops(#members X .449)historical
Initiates	exp. based on 25 per chapter
Pledges	exp based on 25 per chapter
	Avg. chapter size
	Avg. Init rate(given 18% dropout)
	Avg. pledge rate for existig chapters

## Mission/Goals

1997 - 98	1998	1999	2000	2001	2002
2	2	2	2	2	2
6	6	4	4	4	4
1456	1550	1661	1716	1771	1827
536	571	611	632	652	673
654	696	746	771	795	820
150	150	100	100	100	100
150	150	100	100	100	100
28	28	28	28	28	28
10	10	10	10	10	10
13	12	12	12	12	12

## Programs/Outputs Measures

(expense side of the equation)

ops	Attendance @NLC
ops	AL Officers
ops	Ralph Burns
ops	Brotherhood Progra
ops	Consultants
ops	TBTM

## Unit Measure Fixed Cost incremental Income/unit Cross over

# attend	0	750	250	0
# of attend	0	450	50	0
all init	0	450	0	0
#of program	0	1900	0	0
20:1 ration				
#pledges	0	16	0	0

## Unit measure goals

Attendance @NLC	ops(attendance Goals)
AL Officers	ops(2/ch. 1997-97, 3/ch. 99-)
Ralph Burns	ops(# of Init./year)
Brotherhood Program	ops(# of programs/yr)
Consultants	ops(ratio of chapter:consultants 1:18)

1997	1998	1999	2000	2001	2002
125	150	170	180	190	200
104	112	180	186	192	198
0	49	102	204	408	773
0	0	0	0	0	0
3	3	3	3	4	4
229	311	452	570	790	1171
1	1	1	1	1	1
1	1	1	1	1	1
1.5	1.5	1	1	1	1
3	3	3	3	4	4
2	2	2	2	2	2
9	9	8	9	9	9

Staff	Executive	fixed
	Dir. Foundation	fixed
	Expansion	Ratio of 1:4
	Chapter Services	Ratio of 1:18
	Secretary	Ratio of 1:3
	TOTAL	



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**FEE TABLE**

		1997	1998	1999	2000	2001	2002
		52	56	60	62	64	66
Chapters (calculated from tables above)							
<b>Fees/dues</b>							
Chapter	\$	243.00	\$ 250.29	\$ 257.80	\$ 265.53	\$ 273.50	\$ 281.70
Undergraduate	\$	82.00	\$ 84.46	\$ 86.99	\$ 89.60	\$ 92.29	\$ 95.06
Initiation	\$	155.00	\$ 159.65	\$ 164.44	\$ 169.37	\$ 174.45	\$ 179.69
Pledges	\$	52.00	\$ 53.56	\$ 55.17	\$ 56.82	\$ 58.53	\$ 60.28
<b>Inflation factors</b>							
chapters		0.03	0.03	0.03	0.03	0.03	0.03
undergrad		0.03	0.03	0.03	0.03	0.03	0.03
initiation		0.03	0.03	0.03	0.03	0.03	0.03
pledges		0.03	0.03	0.03	0.03	0.03	0.03

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## **BUDGET**

### **INCOME**

RESP	ITEM		1997	1998	1999	2000	2001	2002
ops. comm	Pledge Fees	Driver/Input table X Fee Table	33,995	37,275	41,136	43,782	46,550	49,445
ops. comm	Initiation fees	Driver/Input table X Fee Table	83,091	91,109	100,545	107,014	113,780	120,855
ops. comm	Und. dues	Driver/Input table X Fee Table	119,392	130,913	144,472	153,766	163,488	173,655
ops. comm	Chapter fees	Driver/Input table X Fee Table	13,608	15,017	15,984	16,994	18,051	19,156
Exp. comm	Pledge fees -exp	Driver/Input table X Fee Table	7,800	8,034	5,517	5,682	5,853	6,028
Exp. comm	initiation fees	Driver/Input table X Fee Table	23,250	23,948	16,444	16,937	17,445	17,969
<b>TOTAL FEES AND DUES</b>			<b>281,136</b>	<b>306,296</b>	<b>324,097</b>	<b>344,175</b>	<b>365,167</b>	<b>387,108</b>
ops. comm	National Meeting	Attendance*unit income	36450	37662	51500	54300	57100	59900
fin comm.	Misc income		13000	1300	13000	13000	13000	13000
fin comm.	Ed. FDN (see note 1)	See note 1	345742	404426	483118	543818	650377	829450
<b>INCOME TOTAL</b>			<b>676,328</b>	<b>749,684</b>	<b>871,715</b>	<b>955,294</b>	<b>1,085,644</b>	<b>1,289,458</b>

### **EXPENSE**

RESP	ITEMS		1997	1998	1999	2000	2001	2002
<b>Ch. Service Programs funded by Foundation Grant</b>								
EXAMPLE	TBTM	#of pledges X \$16	8000	8000	8000	8000	8000	8000
ops. comm	Ritual Books	Must be completed	500	500	500	500	500	500
ops. comm	EVP Travel	Must be completed	3000	3000	3000	3000	3000	3000
ops. comm	Dir of CS travel	Must be completed	8500	8500	8500	8500	8500	8500
ops. comm	Ch. Consultant Travel	must be completed	8500	8500	8500	8500	8500	8500
ops. comm	GC travel	Must be completed	2000	2000	2000	2000	2000	2000
ops. comm	Brotherhood Building	Program/output goals X P/O measures	0	0	0	0	0	0
note: program changes in final year to reduce cost								
ops. comm	Programs and Ops		9000	9000	9000	9000	9000	9000
ops. comm	Scholarship	Scholar of Year/IFC program (FY98)	15000	20000	20000	20000	20000	20000
ops. comm	NLC	Program/output goals X P/O measures	93750	112500	127500	135000	142500	150000
ops. comm	AL	Program/output goals X P/O measures	46800	50400	81000	83700	86400	89100
ops. comm	Ralph Burns	Program/output goals X P/O measures	0	22050	45858	91716	183433	347664
ops. comm	Personnel	Driven by # of chapters(\$2321/ch)	120692	129976	139260	143902	148544	153186
	Tomahawk	inflation	30000	30000	30000	30000	30000	30000

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RESP	ITEMS		1997	1998	1999	2000	2001	2002
<b>Chapter Service Operations</b>								
ops. comm	Insignia	#of init.*19.55	13413	14089	13909	14307	14706	15104
ops. comm	Suplies/printing	# of chapters X \$135	7020	7560	8100	8370	8640	8910
ops. comm	Postage	#chapters X116	6032	6496	6960	7192	7424	7656
ops. comm	Telephone	50% # chapters/ 50% # programs	4500	5419	6933	8141	10317	14025
ops. comm	E.Mail	fixed	2000	2000	2000	2000	2000	2000
ops. comm	Interfr. Dues	inflation	2515	2515	2515	2515	2515	2515
ops. comm	Interf. travel and mtg	inflation	9880	9880	9880	9880	9880	9880
<b>Expansion</b>								
Exp.comm	Direct . travel	# new chapters \$2800/chapter	7200	7200	7200	7200	7200	7200
Exp.comm	Others travel	# new chapters \$2000/chapter	2000	2000	2000	2000	2000	2000
Exp.comm	Gen. Ops	# new chapters \$4000/chapter	16000	16000	16000	16000	16000	16000
Exp.comm	Postage	# newchapters \$250	1000	1000	1000	1000	1000	1000
Exp.comm	Telephone	# new chapters \$300	1200	1200	1200	1200	1200	1200
Exp.comm	Supplies/Print	# new chapters \$125	500	500	500	500	500	500
Exp.comm	Personnel	# new chapters \$6528	26112	26112	26112	26112	26112	26112
<b>Alumni Programs</b>								
Alumni	Tomahawk	inflation	10000	10000	10000	10000	10000	10000
Alumni	Postage	inflation	0	0	0	0	0	0
Alumni	Telephone	inflation	0	0	0	0	0	0
<b>Fixed Expenses</b>								
fin comm.	Lease of HQ	Number of employees(\$3500 per)	29815	30852	29556	30074	30593	31111
fin comm.	HQ maint	8% of lease expense	2385	2468	2364	2406	2447	2489
fin comm.	Eq. Lease	fixed	9000	9000	9000	9000	9000	9000
fin comm.	Computer Main Agree	inflation	1300	1300	1300	1300	1300	1300
fin comm.	Audit and Legal	inflation	10000	10000	10000	10000	10000	10000
fin comm.	Doubtful acct.	inflation	5000	5000	5000	5000	5000	5000
fin comm.	Postage	inflation	6500	6500	6500	6500	6500	6500
fin comm.	Telephone	decrease in lines and purchase system	8300	9500	9500	9500	9500	9500
fin comm.	Supplies Print	inflation	12000	12000	12000	12000	12000	12000
fin comm.	Personnel	Inflation	51750	52500	52500	52500	52500	52500
fin comm.	Pension	inflation	15120	15876	16670	17503	18378	19297
fin comm.	Bad debts	inflation	20000	20000	20000	20000	20000	20000

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<i>fin comm.</i>	Meetings	inflation	3000	3000	3000	3000	3000	3000
<i>fin comm.</i>	Conference calls	inflation	4000	4000	4000	4000	4000	4000
<i>fin comm.</i>	Conferences	inflation	7000	7000	7000	7000	7000	7000
<i>fin comm.</i>	Postage	inflation	500	500	500	500	500	500
<i>fin comm.</i>	Telephone	inflation	500	500	500	500	500	500
<i>fin comm.</i>	Supplies/Printing	inflation	400	400	400	400	400	400

OTHER	Payback of reserves		30000	30000	53000	54000	55000	56000
-------	---------------------	--	-------	-------	-------	-------	-------	-------

**TOTAL**

Inflation	1997 IS BASE YEAR FOR THIS MODEL		671684	736793	840217	905419	1017489	1203649
			0	0.02	0.03	0.03	0.03	0.03

11/15/97  
10:45 AM

FINAL.XLS

**NOTE ONE**

**Educational Foundation**

	<b>DEC. 1996</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
Market Value	8334000		9402133	9731678	10073289	10425665	10791206
% end of year balance (policy is 5.5%)		5.4985601%	5.49%	5.49%	5.50%	5.49%	5.50%
Endowment needed (Fnd. expense -Annual loyalty fund)		458250	473988	490129	508459	525476	544786
Fund Balance year end ( Market value - expenses)		8625810	8928145	9241550	9564830	9900189	10246420
Annual Loyalty Fund		180000	180000	180000	180000	180000	180000
Fnd. Expense							
Operating+ Misc. grants and aid		297250	306168	315353	324813	334557	344594
Rent and Grant available to ASP, inc.		341000	347820	354776	363646	370919	380192
TOTAL		638250	653988	670129	688459	705476	724786
Growth Figures-Endowment		0.09	0.09	0.09	0.09	0.09	0.09
Growth Figures - Expense		0.03	0.03	0.03	0.03	0.03	0.03
Growth Figures - ALF		0	0	0	0	0	0
Growth Figures-Grant to ASP,inc		0	0.02	0.02	0.025	0.02	0.025

11/15/97  
10:45 AM

FINAL.XLS

MACRO BUDGET		1997	1998	1999	2000	2001	2002
<b>INCOME</b>							
Undergrad Fees and Dues		281,136	306,296	324,097	344,175	365,167	387,108
Foundation		345742	404426	483118.1339	543818.2679	650376.5357	829449.6839
Programs and MISC		49450	38962	64500	67300	70100	72900
<b>TOTAL</b>		<b>676,328</b>	<b>749,684</b>	<b>871,715</b>	<b>955,294</b>	<b>1,085,644</b>	<b>1,289,458</b>
<b>EXPENSE</b>							
Programs funded by Ed. Foundation		185550	234950	304358	360416	462333	636764
Chapter Services Operations Funded by Ed foundation		160192	169476	178760	183402	188044	192686
Chapter Service Operations		45360	47959	50297	52405	55482	60090
Expansion		54012	54012	54012	54012	54012	54012
Fixed Expenses of Operating National HQ		186570	190396	189790	191183	192618	194097
Alumni Program		10000	10000	10000	10000	10000	10000
Savings and reserves		30000	30000	53000	54000	55000	56000
<b>TOTAL</b>		<b>671684</b>	<b>736793</b>	<b>840217</b>	<b>905419</b>	<b>1017489</b>	<b>1203649</b>
<b>TOTAL WITH INFLATION (SEE MICRO FOR %)</b>		<b>671684</b>	<b>751529</b>	<b>882228</b>	<b>977852</b>	<b>1129413</b>	<b>1372159</b>
<b>GAIN (LOSS)</b>	<i>Denotes areas we must cut INC. fixed If negative</i>	<b>\$ 4,644</b>	<b>\$ (1,845)</b>	<b>\$ (10,513)</b>	<b>\$ (22,559)</b>	<b>\$ (43,769)</b>	<b>\$ (82,701)</b>
Educational Programs Eligible for Foundation Funding		345742	404426	483118	543818	650377	829450
Educational Funds avail		341000	347820	354776	363646	370919	380192
<b>Surplus (GAP)</b>	<i>Denotes areas we must cut Programs w/inflation If negative</i>	<b>-4742</b>	<b>-64695</b>	<b>-152498</b>	<b>-223678</b>	<b>-350999</b>	<b>-565381</b>
<b>BOTTOM LINE GAIN (LOSS)</b>		<b>\$ (98)</b>	<b>\$ (66,539)</b>	<b>\$ (163,010)</b>	<b>\$ (246,237)</b>	<b>\$ (394,769)</b>	<b>\$ (648,082)</b>

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

JANUARY 16-17, 1998  
Indianapolis, IN

CALL TO ORDER AND WELCOME

Grand Senior President Garvey called the meeting to order at 2:58 p.m.

ROLL CALL

Those in attendance were Grand Junior President Stuart A. Spisak, Grand Secretary Robert G. Cabello, Grand Treasurer John B. Gibson, Jr., Grand Marshal Mark A. Williams, and Grand Councilor Edward Leedom. Also in attendance was Chief Executive Officer Steven V. Zizzo.

APPROVAL OF MEETING MINUTES

All past minutes were approved Spisak/Cabello

COMMITTEE REPORTS

Expansion

The report of the Expansion Committee was presented to the Grand Council. It was moved by Brother Cabello, seconded by Brother Williams to table the vote on Shawnee until staff can visit and provide updated assessment with a vote to take place on the next Grand Council Conference Call. Passed 5-1.

Discussion was held on expansion activities at Marietta College. The Director of Expansion will return for two weeks.

Undergraduate Operations

Widener--it was moved by Brother Gibson, seconded by Brother Williams to continue Extended Administrative Suspension until one item remaining is completed (by end of year) unanimous (pledge education program).

Lock Haven--It was moved by Brother Spisak, seconded by Brother Gibson and unanimously approved to: Remove Delta Nu Chapter from Administrative Suspension once the chapter has 1) submitted a written debt reduction plan which shall include a repayment schedule; 2) clarified four events in the pledge

education program; and 3) hosted a visit by a staff member to assist in the development of the new member education program.

Illinois--It was moved by Brother Williams, seconded by Brother Leedom and unanimously approved to require the Eta Chapter to complete item #4 of their requirements (live-in advisor by fall 1998) before being removed from administrative suspension.

Coastal Carolina--the Grand Council met with Chris Henderson of the Delta Sigma Chapter. No formal action was taken.

#### Alumni Operations

List of those needing CATs should correlate to the list of critical help chapters in the Undergrad Ops report.

#### Finance Committee

John Gibson reported on the Committee's work thus far. He shared the new policy and procedures manual which the committee is reviewing.

He also presented information on the current financial state of the fraternity. It was moved by Gibson, seconded by Linscott to accept the revised budget of the fraternity as proposed. Unanimously approved.

Committee to have survey results on structure of dues/fees and the credit card program by April 1.

Next Conference Call -- Next Call Tuesday, Feb. 24 at 6:00 p.m. Eastern Time, Tuesday, April 21 at 6:00 p.m. Eastern Time.

Kevin Garvey gave a report on the NIC Annual Meeting and distributed the resolution on Addressing the Misuse of Alcohol.

At this time, Scott Olson and Bob Kutz joined the meeting.

Jeff Owens presented the report of the Scholarship Committee. It was agreed that he would get some feedback on the scholarship plaque idea. After discussion of the committee's recommendation #2, it was moved by Brother Williams, seconded by Brother Cabello to raise the fraternity's minimum GPA to initiate to 2.3 GPA effective July 1, 1998. Passed 6-1.

Scott Grissom updated the Grand Council on the activities of the Ritual Committee. He specifically requested time at the 1998 summer conference where undergraduate brothers could provide input into any modifications in the ritual



that may be recommended. Some suggestions by the Grand Council included shortening and modernizing the ritual.

Grand Council agreed to replace the Ralph F. Burns monument plaque with one which includes a photo of Ann Burns' liking.

It was moved by Brother Gibson, seconded by Brother Cabello to permit electronic communication approval of reimbursement vouchers of the CEO, Executive Director, and Grand Council. Unanimously approved.

The Standards of Excellence Plan was discussed, no formal action was taken.

The Grand Council reviewed the upcoming Convention, issues, committees, and elections.

John Gibson updated the Grand Council on Educational Foundation activities.

Moved by Williams, seconded by Cabello to adjourn 11:40 a.m. Saturday January 17.

Grand Senior President Kevin Garvey called the Grand Council Meeting to order at 9:30 a.m. on Sunday, January 18, 1998.

After thoughtful discussion and deliberation on the hiring of a new Executive Director, it was moved by Brother Cabello, seconded by Brother Leedom and approved 6-0-1 to offer the position to Thomas R. Hinkley, Indiana '84.

There being no further business brought before this Grand Council, the meeting adjourned at 10:55 a.m.

MINUTES TO GRAND COUNCIL  
CONFERENCE CALL  
ALPHA SIGMA PHI FRATERNITY, INC.  
February, 24, 1998

CALL TO ORDER AND WELCOME:

Kevin Garvey, Grand Senior President, approx. 6:02 ET

ROLL CALL

Kevin Garvey, Grand Senior President; Stuart Spisak, Grand Junior President (excused early); John Gibson, Grand Treasurer; Bob Cabello, Grand Secretary; Mark Williams, Grand Marshall; Ed Leedom, Grand Councilor; Scott Olson, Grand Councilor; Stuart Linscott, Undergraduate Representative; Josh Orendi, Undergraduate Representative.

Staff Present: Steve Zizzo, Executive Vice President; Michael Hovermann, Director of Chapter Development; Bob Woerner, Director of Leadership Development; Robert Blaidell, Director of Expansion; Ryan Brown, Chapter Leadership Consultant; Joshua Waggoner, Chapter Leadership Consultant; Tom Hinkley, future Executive Director.

COMMITTEE REPORTS

Finance: John Gibson  
Accounts Receivable concern. Income under plan. Expenses under plan. Overall, on target.  
Sub-committee on fees and dues to have report in April.

Expansion: Bob Cabello  
New opportunities are not as plentiful as we would like. Robert Blaisdell is coming up to speed. Marietta did not go well. Penn State Altoona is going well.

Alumni: Mark Williams  
Nothing to report

Undergraduate Operations: Stuart Spisak  
Standards Matrix and Chapter Services Plan coming along. Begin looking at program evaluation.

OLD BUSINESS

None

NEW BUSINESS

Moved by Brother Cabello and seconded by Brother Williams to approve the chartering petition for the University of Maryland. Approved 7-0

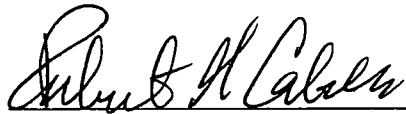
After much discussion, it was moved by Brother Olson and seconded by Brother Williams that Widener and Coastal Carolina be extended promissory notes to cover their 1997-98 liability insurance premium. Motion passed 5-1

At this time the Grand Council went into Executive Session.

ADJOURNMENT

The meeting adjourned at approximately 7:30 p.m.

Respectfully Submitted:



Robert Cabello  
Grand Secretary



Thomas Hinkley  
Executive Director



ALPHA SIGMA PHI.  
FRATERNITY  
NATIONAL  
HEADQUARTERS

8645 Guion Road Suite J  
Indianapolis, Indiana  
46268-3028

(317) 870-1911  
Fax (317) 872-8272

e-mail-alphasigs@iquest.net

1997-YEAR OF  
THE VOLUNTEER

DATE: February 6, 1998

TO: Chapter HSPs  
Alumni Council Presidents  
Past Grand Senior Presidents  
Grand Council

FROM: Steven V. Zizzo, Chief Executive Officer

RE: Constitutional Mail Vote

At their most recent meeting, the Grand Council authorized a mail vote to amend the Constitution of Alpha Sigma Phi. Please read this information carefully and return your ballot by April 6. Any ballots not returned by this due date must be counted as abstentions, which in essence count against the passage of the proposed amendment. If you have any questions please do not hesitate to give me a call.

This is a proposed amendment to the Constitution of Alpha Sigma Phi Fraternity conducted under Article 10, Section 3 of the National Constitution and By-laws of Alpha Sigma Phi Fraternity regarding mail voting. The proposed amendment to the Constitution of Alpha Sigma Phi is in regard to Article 4, Section 19 which reads as follows:

*Election of Grand Council: The Chairman of the Convention shall determine whether elections to the Grand Council shall be made on one slate, whether positions to which incumbents are eligible for re-election be considered and elected and then vacancies to which no incumbent is eligible for election be filled, or whether each vacancy be considered and election thereto made separately. The Committee on Nominations shall present its report, any minority report(s) and recommendations. Nominations received and seconded from the floor shall be considered whether or not the nominee(s) were considered by the Committee. Election shall be by secret ballot and the vote of a majority of the votes cast shall elect. In the event the number of nominees for any vacancy exceeds two and neither obtains a majority, the two receiving the highest vote totals shall remain in nomination and a new vote shall be taken, and the candidate receiving a majority of the votes cast for either of the two shall be elected.*

The amendment would read as follows:

*Election of Grand Council: The Chairman of the Convention shall determine whether elections to the Grand Council shall be made on one slate, whether positions to which incumbents are eligible for re-election be considered and elected and then vacancies to which no incumbent is eligible for election be filled, or whether each vacancy be considered and election thereto made separately. The Committee on Nominations shall present its report, any minority report(s) and recommendations. No nomination to elect a Grand*

*Councilor may be accepted from the floor unless the nominee had been nominated in accordance with Article IV, Section 16C. Election shall be by secret ballot and the vote of a majority of the votes cast shall elect. In the event the number of nominees for any vacancy exceeds two and neither obtains a majority, the two receiving the highest vote totals shall remain in nomination and a new vote shall be taken, and the candidate receiving a majority of the votes cast for either of the two shall be elected.*

Please indicate your vote for this amendment:

\_\_\_\_\_yes \_\_\_\_\_no \_\_\_\_\_abstain

Name and chapter/council/past GSP

---

#### Article IV, Section 16C

*Nominations: The Nominations Committee shall review nominations for election to the Grand Council, the needs of the Grand Council, and recommend to the convention candidates for election to vacancies on the Grand Council. The nominations committee shall consist of the Immediate Past Grand Senior President, or if the Immediate Past Grand Senior President is unable or unwilling to assume such duties, the most recent Past Grand Senior President willing to act, and certified Chapter delegates. As shortly after notice of the National Convention as practicable, and at least sixty days prior to the date set for the National Convention to convene, the members of the committee shall confer by conference telephone call or other electronic means, agree upon a call for nominations, the format and deadline for nominations to the committee, and a time not less than twenty days prior to the date set for the National Convention to convene on which to review nominations and outline their work during convention. The committee may, but is not required to, request assistance of the Grand Council in meeting travel and convention expenses of some or all of the nominees for election to the Grand Council and to extend invitations to any or all of the nominees to appear for interview by the committee.*

---

SVZ

**John.B.Gibson@ait6., 05:57 PM 3/18/98 , Mail vote**

---

Delivered-To: alphasigs@iquest.net  
From: John.B.Gibson@ait6.ameritech.com  
X-Openmail-Hops: 1  
Date: Wed, 18 Mar 1998 17:57:03 -0500  
Subject: Mail vote  
To: alphasigs@iquest.net

Approve,

John Gibson  
Grand Treasurer

## CRISIS MANAGEMENT

In the event a tragedy or crisis occurs at your chapter you should be aware of the steps to follow to assure you lessen the possible harm to individuals, the university and the entire fraternity.

Each chapter officer should have a copy of this procedure in his officer's handbook.

Put a copy on the chapter's bulletin board.

Step 1: **STOP.** Calm down and think of the situation which confronts you.

**COOPERATE** with officials who are involved. Give an **HONEST** account of the situation.

Step 2: **CLOSE THE HOUSE;** let no one in or out.

Step 3: **TELEPHONE:**

Fraternity Advisor \_\_\_\_\_

Chapter Advisor \_\_\_\_\_

Headquarters **614-363-1911**

**DO NOT CALL PARENTS.** The university is better equipped to handle emergencies.

Step 4: **ASSEMBLE ALL BROTHERS AND PLEDGES/ASSOCIATES.**

**EXPLAIN** the situation clearly.

**CLARIFY** who is spokesman - university or alumni.

**\* SPOKESMAN IS THE ONLY PERSON  
WHO WILL ANSWER QUESTIONS OR MAKE  
STATEMENTS.**

**REMINDE** members that they should not discuss the situation to anyone, including girlfriends and other brothers while on campus.

**DETAIL PLAN** for the next several days.

Step 5: **CALL HEADQUARTERS AGAIN FOR UPDATE AND ADVICE.**

Determine what insurance is applicable and verify who is contacting the agent.

MWilli6876, 09:22 AM 3/19/98 , Re: Mail vote

---

Delivered-To: alphasigs@iquest.net  
From: MWilli6876 <MWilli6876@aol.com>  
Date: Thu, 19 Mar 1998 09:22:19 EST  
To: alphasigs@iquest.net  
Subject: Re: Mail vote  
X-Mailer: AOL 3.0 for Mac sub 81

VOTE TO APPROVE UNIVERSITY OF MARYLAND CHARTERING

MARK WILLIAMS

MARCH 19, 1998



## CRISIS MANAGEMENT

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Step 5: **CALL HEADQUARTERS AGAIN FOR UPDATE AND ADVICE.**

Determine what insurance is applicable and verify who is contacting the agent.

Delivered-To: alphasigs@iquest.net  
Date: Wed, 18 Mar 1998 17:04:45 -0500  
From: Robert Cabello <rcabello@broward.cc.fl.us>  
X-Mailer: Mozilla 4.04 [en] (Win95; U)  
To: Alpha Sigma Phi National Headquarters <alphasigs@iquest.net>  
Subject: Re: Mail vote

*Maryland Mail  
Vote*

I Vote yes On The University of Maryland.

Alpha Sigma Phi National Headquarters wrote:

> Grand Council,  
>  
> We have received a chartering petition from the University of Maryland  
> Colony, which colonized in the Spring of 1997, and I have been instructed by  
> Kevin Garvey to conduct an e-mail vote for approval. The specific voting  
> motion follows below.  
>  
> First, I will provide a summary of the required documentation present in  
> the proposal. The petitions were priority mailed to each member of the  
> Grand Council today, Wednesday, March 18, 1998 and you should be in receipt  
> of them by Friday, March 20, 1998. We look to have the vote complete and  
> compiled by 4:30 pm (EST) Friday, March 20, 1998. If you do not receive  
> your petition by that time please submit your vote as soon as possible  
> thereafter. If you have any questions please feel free to contact me.  
> Thank you.  
>  
> Highlights of the petition:  
>  
> Colony was third out of twenty-seven fraternities in academic standing with  
> a 2.99 GPA.  
>  
> Colony has 45 members, which is above the campus average.  
>  
> Strong involvement in community service and philanthropy events.  
>  
> Projected a \$1902.59 budgeted surplus for the semester.  
>  
> Conducted two off-site brotherhood development retreats in the last 12  
> months, and will be participating in a ropes course retreat weekend in April.  
>  
> Originated as a group which formed to begin a fraternity that held and  
> practiced strict laws against hazing, while promoting the unity of  
> brotherhood and scholarship.  
>  
> ALPHA SIGMA PHI FRATERNITY, INC.  
>  
> MAIL VOTE NO. 239  
>  
> TO: Members of the Grand Council  
>  
> FROM: Robert A. Woerner, Director of Leadership Development  
>  
> DATE: March 18, 1998  
>  
> Pursuant to Article V, Section 5 of the Constitution, under the date of  
> March 18, 1998, the Grand Senior President has directed me to secure a Mail  
> Vote from the Grand Council on the following:  
>  
> Whereas the University of Maryland Colony at the University of  
> Maryland, College Park, Maryland, has duly submitted a petition to the Grand  
> Council in the proper form and style, and  
>  
> Whereas the Colony has included evidence in said petition showing that  
> they are meeting or exceeding all Chartering Standards of the Fraternity, and  
>  
> Whereas the Headquarters Staff recommends the Colony be recognized as a  
> Chapter,  
>

**AREA 1**

**GOAL:**

### OBJECTIVES/EVENTS PLANNED

1.

2.

3.

**AREA 2**

**GOAL:**

### OBJECTIVES/EVENTS PLANNED

1.

2.

3.

**AREA 3**

**GOAL:**

### OBJECTIVES/EVENTS PLANNED

1.

2.

3.

> Be it therefore resolved that the University of Maryland Colony petition  
> to be charter be accepted and that recognition shall be granted to them as  
> the Epsilon Delta Chapter of Alpha Sigma Phi Fraternity.

> \_\_\_\_\_ Approve

> \_\_\_\_\_ Disapprove

> \_\_\_\_\_  
> Date

\_\_\_\_\_  
Name

> Alpha Sigma Phi Headquarters  
> 8645 Guion Road, Suite J  
> Indianapolis, IN 46268

> Phone: (317)870-1911

> Fax: (317)872-8272

> Email: [alphasigs@iquest.net](mailto:alphasigs@iquest.net)

> << Please visit us at [www.alphasigmaphi.org](http://www.alphasigmaphi.org) >>

> CAUSA LATET VIS EST NOTISSIMA.

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Put a copy on the chapter's bulletin board.

Step 1: **STOP.** Calm down and think of the situation which confronts you.

**COOPERATE** with officials who are involved. Give an **HONEST** account of the situation.

Step 2: **CLOSE THE HOUSE;** let no one in or out.

Step 3: **TELEPHONE:**

Fraternity Advisor \_\_\_\_\_

Chapter Advisor \_\_\_\_\_

Headquarters 614-363-1911

**DO NOT CALL PARENTS.** The university is better equipped to handle emergencies.

Step 4: **ASSEMBLE ALL BROTHERS AND PLEDGES/ASSOCIATES.**

**EXPLAIN** the situation clearly.

**CLARIFY** who is spokesman - university or alumni.

**\* SPOKESMAN IS THE ONLY PERSON WHO WILL ANSWER QUESTIONS OR MAKE STATEMENTS.**

**REMAND** members that they should not discuss the situation to anyone, including girlfriends and other brothers while on campus.

**DETAIL PLAN** for the next several days.

Step 5: **CALL HEADQUARTERS AGAIN FOR UPDATE AND ADVICE.**

Determine what insurance is applicable and verify who is contacting the agent.

**SSpisak, 03:46 PM 3/21/98 , Re: Mail vote**

---

Delivered-To: alphasigs@iquest.net  
From: SSpisak <SSpisak@aol.com>  
Date: Sat, 21 Mar 1998 15:46:57 EST  
To: alphasigs@iquest.net  
Subject: Re: Mail vote  
X-Mailer: AOL 2.5 for Windows

In a message dated 98-03-18 16:57:10 EST, you write:

>  
>

I hearby approve the Chartering Petition for the University of Maryland Colony.

Stuart A. Spisak  
Grand Junior President

> ALPHA SIGMA PHI FRATERNITY, INC.  
>  
> MAIL VOTE NO. 239  
>  
> TO: Members of the Grand Council  
>  
> FROM: Robert A. Woerner, Director of Leadership Development  
>  
> DATE: March 18, 1998  
>  
> Pursuant to Article V, Section 5 of the Constitution, under the  
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>  
> Whereas the Colony has included evidence in said  
> petition showing that  
> they are meeting or exceeding all Chartering Standards of the  
> Fraternity, and  
>  
> Whereas the Headquarters Staff recommends the Colony be  
> recognized as a  
> Chapter,  
>  
> Be it therefore resolved that the University of Maryland  
> Colony petition  
> to be charter be accepted and that recognition shall be granted to  
> them as  
> the Epsilon Delta Chapter of Alpha Sigma Phi Fraternity.  
>  
>                   \_\_\_X\_\_\_ Approve  
>  
>                   \_\_\_ Disapprove  
>  
>  
>                   \_3/21/98\_\_\_\_\_ Ed  
> Leedom\_\_\_\_\_ Date Name  
>  
>  
>  
>  
> Alpha Sigma Phi Headquarters  
> 8645 Guion Road, Suite J  
> Indianapolis, IN 46268  
>  
> Phone: (317)870-1911  
> Fax: (317)872-8272  
> Email: alphasigs@iquest.net  
> << Please visit us at www.alphasigmaphi.org >>  
>  
> CAUSA LATET VIS EST NOTISSIMA.  
>

Delivered-To: alphasigs@iquest.net  
From: Ed Leedom <ELEEDOM@firstmerc.com>  
To: 'Alpha Sigma Phi National Headquarters' <alphasigs@iquest.net>  
Subject: RE: Mail vote  
Date: Sat, 21 Mar 1998 08:34:23 -0600  
X-Mailer: Internet Mail Service (5.0.1457.3)

I vote yes on the resolution

> -----  
> From: Alpha Sigma Phi National  
> Headquarters[SMTP:alphasigs@iquest.net]  
> Sent: Wednesday, March 18, 1998 4:56 PM  
> To: kgarvey@wcupa.edu; mwilli6876@aol.com;  
> rcabello@broward.cc.fl.us; john.b.gibson@ameritech.com;  
> sspisak@aol.com; duece@u.washington.edu;  
> j\_orendi@po.bethany.wvnet.edu; kingar@ucs.orst.edu;  
> olson.scott@mcleod.net; eleedom@firstmerc.com; kgarvey@wcupa.edu;  
> mwilli6876@aol.com; rcabello@broward.cc.fl.us;  
> john.b.gibson@ameritech.com; sspisak@aol.com; duece@u.washington.edu;  
> j\_orendi@po.bethany.wvnet.edu; kingar@ucs.orst.edu;  
> olson.scott@mcleod.net; eleedom@firstmerc.com  
> Subject: Mail vote  
>  
> Grand Council,  
>  
> We have received a chartering petition from the University of Maryland  
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>  
> Originated as a group which formed to begin a fraternity that held and  
> practiced strict laws against hazing, while promoting the unity of  
> brotherhood and scholarship.  
>  
>  
>



**S. Linscott, 12:53 PM 3/20/98 , Re: Mail vote**

---

Delivered-To: alphasigs@iquest.net  
Date: Fri, 20 Mar 1998 12:53:49 -0800 (PST)  
From: "S. Linscott" <duece@u.washington.edu>  
To: Alpha Sigma Phi National Headquarters <alphasigs@iquest.net>  
Subject: Re: Mail vote

On Wed, 18 Mar 1998, Alpha Sigma Phi National Headquarters wrote:

> Grand Council,  
>  
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> Colony, which colonized in the Spring of 1997, and I have been instructed by  
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>  
>  
>  
> ALPHA SIGMA PHI FRATERNITY, INC.  
>  
> MAIL VOTE NO. 239  
>  
> TO: Members of the Grand Council  
>  
> FROM: Robert A. Woerner, Director of Leadership Development  
>  
> DATE: March 18, 1998  
>  
> Pursuant to Article V, Section 5 of the Constitution, under the date of  
> March 18, 1998, the Grand Senior President has directed me to secure a Mail  
> Vote from the Grand Council on the following:  
>  
> Whereas the University of Maryland Colony at the University of  
> Maryland, College Park, Maryland, has duly submitted a petition to the Grand  
> Council in the proper form and style, and  
>  
> Whereas the Colony has included evidence in said petition showing that  
> they are meeting or exceeding all Chartering Standards of the Fraternity, and  
>  
> Whereas the Headquarters Staff recommends the Colony be recognized as a  
> Chapter,

S. Linscott, 12:53 PM 3/20/98 , Re: Mail vote

>  
> Be it therefore resolved that the University of Maryland Colony petition  
> to be charter be accepted and that recognition shall be granted to them as  
> the Epsilon Delta Chapter of Alpha Sigma Phi Fraternity.

> xx Approve

> \_\_\_\_\_ Disapprove

> March 20, 1998 Stuart Lincott

> \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

> Alpha Sigma Phi Headquarters

> 8645 Guion Road, Suite J

> Indianapolis, IN 46268

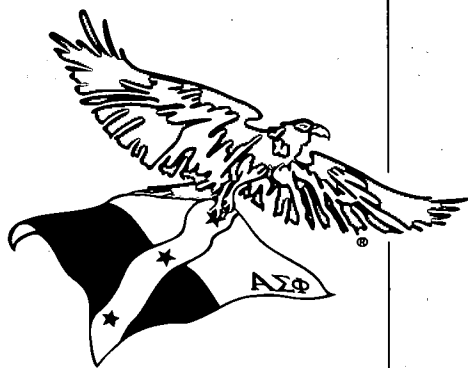
> Phone: (317) 870-1911

> Fax: (317) 872-8272

```
> Email:      alphasigs@iquest.net
```

> << Please visit us at [www.alphasigmaphi.org](http://www.alphasigmaphi.org) >>

> CAUSA LATET VIS EST NOTISSIMA.



ALPHA SIGMA PHI.  
FRATERNITY  
NATIONAL  
HEADQUARTERS

8645 Guion Road Suite J  
Indianapolis, Indiana  
46268-3028

(317) 870-1911  
Fax (317) 872-8272

e-mail-alphasigs@iquest.net

March 3, 1998

Mr. Gregory Krikorian  
Hartwick College  
Dewar Hall  
Oneonta, NY 13820

Dear Mr. Krikorian,

This letter is to inform you that Joshua Waggoner, Chapter Leadership Consultant, will be visiting Cornell University from **Thursday, March 12 to Sunday, March 15**. He will be in contact with your office, prior to his arrival, to schedule an appointment with you.

We would appreciate if the following information was available for Joshua during this meeting:

1. Fraternity scholarship report
2. Information about campus leadership opportunities (classes, forums, academies, etc.)
3. Suggestions for improvement of the chapter
4. Summary of any problems with the chapter
5. Summary of any accomplishments of the chapter

I thank you in advance for your time in preparing for this meeting. Only through collaboration can we help the Alpha Sigma Phi chapter at Hartwick strive for excellence. In addition, if you have any questions or concerns, at any time, feel free to contact me directly.

Sincerely,

Michael D. Hovermann  
Director of Chapter Development

RECEIVED

MAR 26 1998

Subject: Mail vote

Date: Wed, 18 Mar 1998 16:56:02 -0500

From: Alpha Sigma Phi National Headquarters <alphasigs@iquest.net>

To: kgarvey@wcupa.edu, mwilli6876@aol.com, rcabello@broward.cc.fl.us, **Alpha Sigma Phi Fraternity, Inc.**  
john.b.gibson@ameritech.com, sspisak@aol.com, duece@u.washington.edu,  
j\_orendi@po.bethany.wvnet.edu, kingar@ucs.orst.edu, olson.scott@mcleod.net,  
eleedom@firstmerc.com, kgarvey@wcupa.edu, mwilli6876@aol.com,  
rcabello@broward.cc.fl.us, john.b.gibson@ameritech.com, sspisak@aol.com,  
duece@u.washington.edu, j\_orendi@po.bethany.wvnet.edu, kingar@ucs.orst.edu,  
olson.scott@mcleod.net, eleedom@firstmerc.com

Grand Council,

We have received a chartering petition from the University of Maryland Colony, which colonized in the Spring of 1997, and I have been instructed by Kevin Garvey to conduct an e-mail vote for approval. The specific voting motion follows below.

First, I will provide a summary of the required documentation present in the proposal. The petitions were priority mailed to each member of the Grand Council today, Wednesday, March 18, 1998 and you should be in receipt of them by Friday, March 20, 1998. We look to have the vote complete and compiled by 4:30 pm (EST) Friday, March 20, 1998. If you do not receive your petition by that time please submit your vote as soon as possible thereafter. If you have any questions please feel free to contact me. Thank you.

Highlights of the petition:

Colony was third out of twenty-seven fraternities in academic standing with a 2.99 GPA.

Colony has 45 members, which is above the campus average.

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ALPHA SIGMA PHI FRATERNITY, INC.

MAIL VOTE NO. 239

TO: Members of the Grand Council

FROM: Robert A. Woerner, Director of Leadership Development

DATE: , March 18, 1998

Pursuant to Article V, Section 5 of the Constitution, under the date of March 18, 1998, the Grand Senior President has directed me to secure a Mail Vote from the Grand Council on the following:

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Whereas the Colony has included evidence in said petition showing th they are meeting or exceeding all Chartering Standards of the Fraternity, and

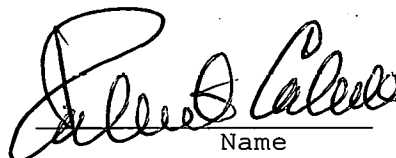
Whereas the Headquarters Staff recommends the Colony be recognized a Chapter,

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☒ Approve

☐ Disapprove

3/19/98  
Date

  
Name

Alpha Sigma Phi Headquarters  
8645 Guion Road, Suite J  
Indianapolis, IN 46268

Phone: (317)870-1911  
Fax: (317)872-8272  
Email: [alphasigs@iquest.net](mailto:alphasigs@iquest.net)  
<< Please visit us at [www.alphasigmaphi.org](http://www.alphasigmaphi.org) >>

CAUSA LATET VIS EST NOTISSIMA.

Mail vote

**Subject: Mail vote****Date: Wed, 18 Mar 1998 16:56:02 -0500****From: Alpha Sigma Phi National Headquarters <alphasigs@iquest.net>****To: kgarvey@wcupa.edu, mwilli6876@aol.com, rcabello@broward.cc.fl.us,  
john.b.gibson@ameritech.com, sspisak@aol.com, duece@u.washington.edu,  
j\_orendi@po.bethany.wvnet.edu, kingar@ucs.orst.edu, olson.scott@mcleod.net,  
eleedom@firstmerc.com, kgarvey@wcupa.edu, mwilli6876@aol.com,  
rcabello@broward.cc.fl.us, john.b.gibson@ameritech.com, sspisak@aol.com,  
duece@u.washington.edu, j\_orendi@po.bethany.wvnet.edu, kingar@ucs.orst.edu,  
olson.scott@mcleod.net, eleedom@firstmerc.com**

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# ALPHA SIGMA PHI FRATERNITY

NATIONAL HEADQUARTERS  
12 LEXINGTON BOULEVARD  
P. O. BOX 838  
DELAWARE, OH 43015-0838

## INVOICE

To:

Date

Ordered By

---

Mail vote

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☒ Approve  
☐ Disapprove

3/18/98  
Date

SAO  
Name

Alpha Sigma Phi Headquarters  
8645 Guion Road, Suite J  
Indianapolis, IN 46268

Phone: (317)870-1911  
Fax: (317)872-8272  
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<< Please visit us at [www.alphasigmaphi.org](http://www.alphasigmaphi.org) >>

CAUSA LATET VIS EST NOTISSIMA.





# **ALPHA SIGMA PHI FRATERNITY**

NATIONAL HEADQUARTERS  
12 LEXINGTON BOULEVARD  
P. O. BOX 838  
DELAWARE, OH 43015-0838

## INVOICE

To:

Date

Ordered By

---

MINUTES TO GRAND COUNCIL  
CONFERENCE CALL  
ALPHA SIGMA PHI FRATERNITY, INC.  
April 21, 1998

CALL TO ORDER AND WELCOME:

Kevin Garvey, Grand Senior President, approx. 5:58 ET

ROLL CALL

Kevin Garvey, Grand Senior President; Stuart Spisak, Grand Junior President; John Gibson, Grand Treasurer; Bob Cabello, Grand Secretary; Mark Williams, Grand Marshall; Ed Leedom, Grand Councilor; Scott Olson, Grand Councilor; Stuart Linscott, Undergraduate Representative; Josh Orendi, Undergraduate Representative; Art King, Undergraduate Representative

Staff Present: Tom Hinkely, Executive Director; Michael Hovermann, Director of Chapter Development; Bob Woerner, Director of Leadership Development; Robert Blaidell, Director of Expansion; Ryan Brown, Chapter Leadership Consultant; Joshua Waggoner, Chapter Leadership Consultant

GOOD NEWS

Time spent reviewing some of the good things going on in our chapters.

COMMITTEE REPORTS

Finance: John Gibson  
Accounts Receivable - still work to be done.

Expansion: Bob Cabello  
Making good progress. Penn State Altoona is going well, possibility of colonizing before semester end. Otterbein now has interest group. Approved for Eastern Michigan and Salisbury State in the fall. Local fraternity at Northwestern is looking at national organizations to affiliate with.

Alumni: Mark Williams  
Nothing to report

Undergraduate Operations: Stuart Spisak  
Nothing new to report.

NIC Meeting Update: Bob Cabello

Much discussion on alcohol free housing. Scholarship meeting in May in Indianapolis.

Alcohol Advisory Committee Update: Kevin Garvey

Three hour conference call. Trying to get committee to focus on issue of alcohol abuse rather than alcohol free housing.

Update on Chapters: Tom Hinkley

We asked to wait until June meeting to further discuss the situations with Widener and Coastal Carolina.

#### OLD BUSINESS

None

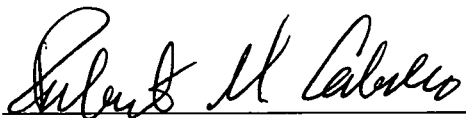
#### NEW BUSINESS

None


#### ADJOURNMENT

The meeting adjourned at approximately 6:48 p.m.

Respectfully Submitted:



Robert Cabello  
Grand Secretary



Thomas Hinkley  
Executive Director


MAIL VOTE RESULTS SINCE PREVIOUS  
GRAND COUNCIL MEETING

Constitutional amendment regarding the election process for Grand Council. Motion failed. Of the 84 eligible votes, 59 were YES, 5 were NO and 20 abstentions. Three attempts were made to get responses. 1) Mailed to chapters in January 2) Originally distributed and collected at the Academy 3) Follow-up mailer to all abstentions in mid-April.

Chartering petition for Maryland. Passed 6 - 0 - 1

Motion to allow the foundation to utilize 20% of the Executive Director's time to serve as Interim President of the Educational Foundation. Motion Passed 5 and 1/3 in favor, 1 and 1/3 opposed and 1/3 abstention.

Respectfully Submitted:

  
Robert Cabello  
Grand Secretary

  
Thomas Hinkley  
Executive Director