

Sigma Phi Epsilon Fraternity
Minutes of the Meeting of the National Board of Directors
October 18-19, 2013
St. Louis Missouri – Sheraton City Center

National Directors in attendance:

Phillip A. Cox, Indiana '84	Grand President	2015
Richard W. Bennet, III, Central Missouri '74	National Director	2017
Sawyer J. Hicks, Davidson '14	Student Director	2015
Thomas B. Jelke, Ph.D., Florida International '90	National Director	2019
Billy D. Maddalon, North Carolina State '90	National Director	2015
Daniel W. McVeigh, Texas Wesleyan '90	National Director	2017
Erik D. Mikkelsen, Utah State '14	Student Director	2015
Marshall Miller, Valparaiso '14	Student Director	2015

National Directors in attendance via phone:

Christopher L. Bittman, Colorado '85	Grand Treasurer	2015
Garry C. Kief, Southern California '70	National Director	2019
Shawn McKenna, Maine '77	National Director	2015

Headquarters staff present:

Brian C. Warren, Jr., Virginia '04	Chief Executive Officer
Lynn C. Morris, William Smith '09	Executive Coordinator and Office Manager
Seth D. Irby, Louisiana State '11	Fraternity Operations Director
Beaux M. Carriere, Charleston '10	Marketing and Communications Director
Brady D. Wolfe, Drake '09	Director of Advancement
Matthew S. Parrish, Georgia '08	Senior Advancement Officer & Campaign Consultant
Kyle F. Sutton, Cincinnati '12	Balanced Man Program Director

Guests in attendance:

Jay T. Bilunas, Purdue '99	Indiana Alpha AVC, Vice President
John W. Hartman, Missouri '61	District Governor, District 18
Casey J. Zimmerman, Missouri S&T	Missouri Gamma, Chaplain

Call To Order

The meeting was called to order by Grand President Phillip A. Cox on Friday, October 18, 2013 at 1:03 p.m. Central Daylight Time.

Adoption of Meeting Minutes

National Director Thomas B. Jelke moved the Board to approve the minutes from the September 2013 conference call.

Seconded by National Director Billy D. Maddalon.

Unanimously approved.

State of the Fraternity

Grand President Cox called on Chief Executive Officer Brian C. Warren Jr. to discuss the State of the Fraternity.

Chief Executive Officer Warren stated at future meetings the strategic plan will be front and center as the staff works to propose goals, strategies, and tactics addressing each objective of the plan. Warren suggested that select objectives be the focus on deep dives at future meetings. He went on to address the SigEp's progress in each area of the strategic plan – growth, member development, volunteers, housing, partnerships with host institutions, and advancement.

Sigma Epsilon Chapters

Fraternity Operations Director Irby stated there have been sixteen alumni groups that have reached out to SigEp Staff since August 1, 2013, wanting to restart or start a SigEp chapter. Irby went on to describe how each response from staff is structured to address the new chapter development process and the work that alumni can do to prepare for a (re)chartering effort.

Irby explained that while there is demand for SigEp at many colleges and universities across the country, there is not the staff bandwidth to thoroughly respond to each opportunity in a manner that will yield a successful new chapter. Irby stated that the current number of Sigma Epsilon Chapters (SECs) – 19 – suggests there is an urgent need to improve the new chapter development process.

Irby announced that of the 19 SECs, seven will submit petitions before the end of the fiscal year. Another seven are in a position to submit their petitions in the following academic year. Five are struggling to meet with the current benchmarks.

Fraternity Operations Director Irby walked the Directors through several proposed changes to the SEC chartering criteria document.

The Board decided to change the language for the minimum GPA from a 2.8 to a 3.0 and state explicitly that the Balanced Man Program must be implemented.

Chief Executive Officer Warren confirmed the suggested changes will be made and the updated SEC chartering criteria document will be circulated amongst the Directors.

National Director Richard W. Bennet III moved the Board to adopt a three-year chartering policy for SECs and a new deadline of 1.5 years for current SECs, or by end of 2014.

Seconded by National Director Thomas B. Jelke.

Unanimously approved.

Educational Foundation Update

Chief Executive Officer Warren stated the work since Conclave with the Trustees was initially focused on making adjustments to the bylaws and articles of incorporations, and building a staff to support an aggressive fundraising approach while maintaining exemplary back office operations.

Chief Executive Officer Warren stated Matthew Parrish has been hired as the Senior Advancement Officer & Campaign Consultant and Jordan Hunt has been hired as an Advancement Officer and Jennifer Harter has been hired as the Foundation Accountant.

Chief Executive Officer Warren called on Director of Advancement Wolfe to walk the Directors through the Educational Foundation fundraising plan. Wolfe stated the Advancement Team's three focus areas: annual giving, major gifts, and planned giving.

National Director Bennet suggested the Board members get involved with personally thanking and staying in contact with certain high-level donors, that the Directors receive a monthly update as a new commitment or new contributions are made within Board of Governors.

Recess at 5:32 p.m. Central Daylight Time to attend event hosted by Brother Gregory Keller, Missouri '82.

Reconvened on Saturday, October 19 at 8:00 a.m. Central Daylight Time

Grand President Cox called on Director of Advancement Wolfe to continue his fundraising presentation.

Grand Treasurer Christopher L. Bittman arrived at 8:28 a.m. Central Daylight Time via conference call.

National Director Maddalon stated SigEp should always be in a campaign, whether that be in the cultivation phases, active, public and solicitation phase or follow-up phase and cultivating new donors for the new campaign. He added there needs to be some urgency and a fundraising vision for the Board and SigEp as an organization, with a timeline and objectives.

Financial Report

Grand President Cox called on Grand Treasurer Bittman to deliver an update on the Fraternity's financials.

Grand Treasurer Bittman reminded the Board the big drivers of the Fraternity's year-end revenue are membership fees, insurance fees and the grant from the Sigma Phi Epsilon Educational Foundation. He went on to remind the Directors of their decision to budget for a deficit in 2014 and the statement this decision should make regarding SigEp's commitment to investing in the experience provided to members nationwide.

Chief Executive Officer Warren made the Board aware of the Staff's investigation into how the Affordable Care Act will affect businesses of Sigma Phi Epsilon's size. He warned there could be a 20-40% increase in premiums, which would significantly affect resource allocation in the future.

Grand Treasurer Bittman recalled the two pieces of legislation passed by the Grand Chapter that would increase revenues in 2014-2015 and that the Grand Chapter did not act on the Conclave registration fee increase. Grand President Cox suggested the Board visit the Conclave registration fee legislation at the next meeting.

National Director Garry C. Kief joined at 9:27 a.m. Central Daylight Time via conference call.

Recess at 9:33 a.m. Central Daylight Time

Reconvened at 9:45 a.m. Central Daylight Time

Big Brothers Big Sisters

Grand President Cox called on Chief Executive Officer Warren to update the Board on the progress with the Big Brothers Big Sisters partnership.

Chief Executive Officer Warren explained that at the 52nd Grand Chapter Conclave in Phoenix, Arizona the Grand Chapter passed a resolution to begin a National Philanthropy Task Force to take a closer look at current philanthropic partners and make a recommendation to guide decisions regarding future philanthropic partnerships.

Chief Executive Officer Warren noted the National Philanthropy Task Force established a series of criteria and ultimately recommended that Big Brothers Big Sisters be adopted as Sigma Phi Epsilon's single service-learning and philanthropic partner moving forward.

Chief Executive Officer Warren stated at the 53rd Grand Chapter Conclave in Dallas, Texas Big Brothers Big Sisters was selected as Sigma Phi Epsilon's official philanthropic and service-learning partner, based on the National Philanthropy Task Force's recommendation. He noted that Executive Coordinator Lynn C. Morris has been communicating with Big Brothers Big Sisters of America since Conclave regarding the relationship structure, how to evaluate progress, how to prepare members to be effective mentors and ways to capture mentoring resources that should be incorporated into the Balanced Man Program.

Grand President Cox stated that while growth, the Balanced Man Program, volunteers and fundraising are high on his priority list, the Big Brothers Big Sisters partnership and the potential mentoring impact is extremely important, adding this is a chance for SigEp to look outside of the Fraternity world and positively impact communities while growing personally through that mentoring experience.

Grand President Cox encouraged other Board members to be passionate about this relationship and vocal about Sigma Phi Epsilon's support of Big Brothers Big Sisters.

Chief Executive Officer Warren stated that Executive Coordinator and Officer Manager Morris is working with the Big Brothers Big Sisters Staff to officially launch this partnership in January 2014, in conjunction with National Mentoring Month.

Grand President Cox suggested that Sigma Phi Epsilon recognize chapters that are working well with Big Brothers Big Sisters and highlight them in the Journal and other communication vehicles.

Online Membership Platform

Grand President Cox called on Balanced Man Program Director Kyle F. Sutton to discuss the Online Membership Platform.

Balanced Man Program Director Sutton explained the goal of the membership platform is to expand SigEp's ability to impact and engage its members through an interactive web experience, which includes an individualized website for each chapter and AVC that would improve connectivity between brothers, enhance the membership experience, and strengthen chapter, AVC and fraternity operations.

Chief Executive Officer Warren thanked everyone for the thoughtful discussion and committed to addressing feedback regarding financial and adoption concerns during future calls and meetings.

Break at 12:03 p.m. Central Daylight Time

Reconvened at 12:49 p.m. Central Daylight Time.

Career Development and Post-Collegiate Preparedness

Grand President Cox called on Balanced Man Program Director Sutton to present on the career development and post-collegiate preparedness information.

Balanced Man Program Director Sutton stated that this career development plan is a comprehensive approach to post-collegiate preparedness and is intended to become an integral part of the Sigma Phi Epsilon undergraduate student experience. He explained further the Staff's beliefs, based on member feedback and the current economic condition, that connecting the SigEp experience to employment will increase the number of recent graduates with a promising professional trajectory because of the Fraternity and therefore increase affinity to SigEp.

Other Business

National Director Bennet suggested that all future Board meetings include a higher education professional, who would be invited to speak on major issues facing higher education. He also recommended that the Board establish a formal position on traditional versus Balanced Man Program chapters. He asked the Staff to have a plan for Balanced Man Program conversion at the next Board meeting.

Grand President Cox encouraged all Directors to attend at least one Sigma Phi Epsilon program: EDGE, Ruck Leadership Institute, Life After College and Carlson Leadership Academy over the next two years.

Adjournment

Grand President Cox adjourned the meeting on Saturday, October 19, 2013 at 2:53 p.m. Central Daylight Time.