

**Sigma Phi Epsilon Fraternity
National Board of Directors
Meeting Minutes**

**November 5, 2005
Boulder Marriott Hotel
Boulder, Colorado**

National Directors in attendance:

Archer L. Yeatts, III, Richmond, 1964	Grand President	2007
Christopher L. Bittman, Colorado, 1985	Grand Treasurer	2007
Joseph M. Baird, Florida Atlantic, 2007	National Director	2007
Brian J. Barclay, Loyola Marymount, 2006	National Director	2007
Phillip A. Cox, Indiana, 1984	National Director	2007
Christopher S. Purdum, Wichita State, 2007	National Director	2007
Stephen B. Shanklin, Murray State, 1970	National Director	2007
Bert J. Harris, III, Florida, 1974	National Director	2009
Jeffrey D. Prouty, Iowa State, 1978	National Director	2009
Richard W. Bennet, III, Central Missouri, 1974	National Director	2011
Garry C. Kief, Southern California, 1970	National Director	2011

Headquarters staff in attendance:

Gregory P. Barra, Texas, 2003	Director of Recruitment
Christopher M. McCaw, Appalachian State, 2003	Director of Chapter Services
Christopher T. Minnis, Truman State, 2000	Director of Operations
Richard C. Proud, Georgia, 2002	Director of Volunteers
Craig D. Templeton, Kansas, 1981	Executive Director

Guests in attendance:

Jerad T. Stack, Wyoming, 1998	District Governor (Colorado, Utah, Wyoming)
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I. Call to Order

The meeting was called to order by Grand President Archer L. Yeatts, III, at 7:35 a.m.

The invocation was delivered by Brother Stephen B. Shanklin. Following the invocation, Grand President Yeatts told the Board that Executive Director Craig D. Templeton had requested Brother Shanklin to work with National Chaplain Rev. Raymond K. Ackerman to draft proposed scripted invocations and guidance for use at SigEp events in accordance with a request of the Board at its August Conclave meeting.

Motion by Phillip A. Cox: To approve the minutes of the August 10-14, 2005, meeting as corrected.

Seconded by Bert J. Harris, III

Approved on unanimous voice vote.

Motion by Cox: To approve the minutes of the October 24, 2005, conference call meeting as corrected to strike Director Joseph M. Baird as a participant as he was not present on the call.

Seconded by: Harris.

Approved on unanimous voice vote.

Grand President's Report

Brother Yeatts presented the slate of District Governors for reappointment, noting some vacancies awaiting nominees from District Governors who retired or were not being reappointed after the 2005 Conclave.

Motion by Garry C. Kief: To ratify the Grand President's District Governor appointments as stated (Appendix A).

Seconded by: Jeffrey D. Prouty.

Approved on unanimous voice vote.

Brother Yeatts presented the slate of standing committee appointments, noting that committee members are appointed after each Conclave for two-year terms, with members eligible for reappointment three times, or six years total service on a committee.

Motion by Stephen B. Shanklin: To ratify the Grand President's appointments to standing committees as stated (Appendix B).

Seconded by Kief.

Approved on unanimous voice vote.

Brother Yeatts presented the names of Edward E. Bishop, Virginia Tech, 1973, and Jacques L. Vauclain, III, Davidson, 1990, for appointment to the Board's Audit Committee, chaired by Clark H. Byrum, Indiana, 1957.

Motion by Harris: To appoint Brothers Bishop and Vauclain to the Board's Audit Committee.

Seconded by Shanklin.

Approved on unanimous voice vote.

Grand Treasurer's Report

Grand Treasurer Christopher L. Bittman reviewed the Fraternity's investment performance for the recently completed quarter and advised that the Investment Committee would be meeting in the coming weeks to evaluate the performance and recommend any changes.

Brother Bittman reviewed the Fraternity's financial statements. The Board requested that Conclave expenses and revenues be called out on footnotes in future reports. In discussion of the Liability Insurance Self-Insured Retention accounts, the Board directed the Executive Director to provide a statement of philosophy on the SIR.

Brother Bittman proposed a resolution to set aside \$106,987 in non-member revenue income from investments, retail sales and royalties for educational purposes as required for non-profit 501(c)7 corporate income tax filing.

Motion by Harris: To move \$106,987 from the Fraternity's operating accounts into the separate Set Aside account for the express purpose of educational programs and scholarships.

Seconded by Shanklin.

Approved on unanimous voice vote.

Brother Bittman proposed a statement of policy for short-term loans between the Fraternity and its wholly-owned subsidiary, the National Housing Corporation of Sigma Phi Epsilon, when Fraternity money is used to finance short-term loans made by the NHC. The issue arose over a recent \$904,000 short-term construction loan made by NHC, funded in part with Fraternity funds, to be repaid with interest when the loan is converted into a permanent mortgage in the BB&T mortgages pool in December, 2005.

Motion by Bittman: To adopt the policy as drafted by Controller Julie C. Ross.

Seconded by Prouty.

Withdrawn after discussion indicating the Board's desire for the Grand Treasurer to receive reasonable notice of such transactions and exercise of reasonable discretion in such circumstances, but not to apply policy restrictions on the Grand Treasurer, the Board or the NHC Board of Trustees.

Brother Yeatts requested the Board's ratification of the Executive Committee's September 17, 2005, extension of the BB&T loan portfolio to continue the Fraternity's 25% guarantee over the placement of the remainder of the \$15 million being placed in first mortgage loans by the NHC.

Motion by Shanklin: To ratify the Executive Committee's authorization of time extension and placement of remaining loan funds.

Seconded by Bennet.

Approved on unanimous voice vote.

Executive Director's Report

Executive Director Templeton reviewed the status of coverages and claims record to date for the year, and negotiations beginning for renewal of liability insurance due December 31, 2005.

Motion by Kief: To authorize the Executive Committee and Executive Director to negotiate renewal and set fees for liability insurance coverage for the 2006 calendar year.

Seconded by Shanklin.

Approved on unanimous voice vote.

Brother Templeton reviewed the Fraternity's progress toward the strategic plan deadlines of 2011.

Motion by Shanklin: To change the strategic plan goal under "Being the Best" for academic achievement to a member average grade point average of 3.15 by 2011.

Seconded by Prouty.

Approved on unanimous voice vote.

Brother Templeton and Director of Operations Christopher T. Minnis discussed staffing plans for the 2006-2007 academic year and moving up the schedule of planning retreats and involving District Governors with staff to provide earlier planning for the coming year.

The Board entered open discussion of the status of the Zollinger House Headquarters building and consideration of relocating to a more suitable facility. With general consensus, the Grand President was

directed to appoint a three-member committee of Board members to work with staff to recommend a concept statement of needs and develop a plan for Headquarters relocation.

Fraternity Operations

Director of Recruitment Gregory P. Barra introduced charter petitions and recommendations to grant charters for the Sigma Epsilon Chapters at the University of North Carolina at Charlotte and Salisbury University in Maryland.

Motion by Kief: To grant charter to the Sigma Epsilon Chapter of the University of North Carolina at Charlotte as the North Carolina Nu Chapter.

Seconded by Shanklin.

Approved on voice vote.

Motion by Cox: To grant charter to the Sigma Epsilon Chapter at Salisbury University as the Maryland Zeta Chapter.

Seconded by Prouty.

Approved on voice vote.

Director of Chapter Services Christopher M. McCaw reviewed status and progress of Alumni Advisory Councils operating at Pennsylvania Eta (Pennsylvania State University), Ohio Zeta (Baldwin-Wallace College), Michigan Beta (Western Michigan University) and one proposed for New York Beta (Cornell University).

Motion by Bittman: To authorize recommendations of staff to continue Alumni Advisory Councils at Pennsylvania Eta and Ohio Zeta, to return charter control to the Alumni and Volunteer Corporation board of Michigan Beta removing the Alumni Advisory Council authority, and authorizing formation of an Alumni Advisory Council to take charge of the New York Beta charter.

Seconded by Kief.

Approved on unanimous voice vote.

Brother McCaw presented a review of other chapter situations that may warrant future charter action.

Motion by Bittman: To authorize the withdrawal of the charter and closing of the New Hampshire Gamma Charter (University of New Hampshire).

Seconded by Harris.

Approved on unanimous voice vote.

National Housing Corporation Report

National Housing Corporation President Harris and Secretary-Treasurer Templeton reported on projects the NHC is working on at Michigan Beta (Western Michigan University) and Connecticut Delta (Yale University). Both have the potential to exceed the NHC's standard limits by extending credit at least temporarily beyond typical limits.

The Western Michigan chapter is undergoing reorganization and formation of new alumni and parent volunteer support and recent action by an Alumni Advisory Council to remove members will cause the chapter to operate at a loss in the Spring of 2006 with the expectation that it returns in the fall with enough members and high enough occupancy to repay the spring loss and maintain cash flow.

The Yale Alumni and Volunteer Corporation Board made an offer on a house. In order to accommodate financing for the property, the NHC may either accrue interest or take back an equity position on the property. The Board reviewed alternative properties and advised the NHC that it supported the NHC extending its resources as necessary to secure the appropriate property in New Haven, Connecticut.

The California Omicron Chapter at UCLA had been leasing a chapter house on the “Greek Row” from Zeta Psi Fraternity, but Zeta Psi did not renew the lease last summer to allow their re-established chapter to re-occupy the house. Headquarters Director of Real Estate John D. Weir has worked with the AVC to identify housing options. The Westwood, California, real estate market remains extremely tight. Volunteers located an apartment building that could be purchased and converted to Fraternity use, but the asking price of \$6.2 million exceeds reasonable debt service capacity for a chapter and inquired as to whether the Fraternity had the capacity to assist financially. NHC President Harris outlined NHC resources, illustrating there is nothing the NHC could contribute that would make such an acquisition economically feasible. The Board directed the real estate staff and NHC Trustees to continue working with the California Omicron AVC to identify ways to fund a house acquisition or alternative housing for the chapter.

NHC President Bert Harris proposed the Board adopt conditions under which the NHC’s Housing Fund-raising and Alumni Communications Program could be transferred to the Sigma Phi Epsilon Educational Foundation.

Motion by Harris: To allow transfer of the NHC Alumni Communications and Fund-raising Program and personnel to the Educational Foundation to be operated in the same manner but on a larger scale; that alumni donor contribution information from chapters going into the program be available to the National Board of Directors and/or National Housing Corporation; that the Foundation’s conditions for use of funds raised for housing be limited only to those items regulated under Internal Revenue Service Code or charitable giving laws; that the NHC continues to determine housing design with Foundation assistance and consultation on tax-related issues; the NHC determine selection of projects or chapters to participate in the program and that contributions to housing projects be given Foundation priority for donors from those chapters involved in the program during house fund-raising campaigns.

Seconded by Bennet.

Approved on unanimous voice vote.

The Grand President opened discussion to review the meeting agenda and the Board’s handling of matters to evaluate the appropriateness of the Board’s involvement and action as to whether the Board had properly avoided involvement in the day-to-day management matters of the Chief Executive or staff. By general consensus, the Board directed the staff to move to a consent agenda process for Board meetings to resolve routine matters.

The consent agenda allows boards to take care of routine business items in one action. Those items that are standard, non-controversial, and/or self-explanatory and do not require subsequent action can be consolidated and approved with one motion and vote. The consent agenda and information for each item will be distributed prior to a meeting to permit thorough examination of all agenda items without using meeting time. Board members can direct questions to the person responsible for that item prior to the meeting. If the question is not resolved to the member’s satisfaction, the member may request, during the meeting, that the item be removed from the consent agenda and discussed separately before a vote.

The Grand President called the Board into executive session, dismissing guests and staff, for the consideration and discussion of personnel and compensation matters.

The Grand President recessed the meeting at 12:30 p.m. to reconvene at 6:00 p.m.

The Grand President called the meeting back to order at 6:00 p.m. for dedicated, extended discussion (“Deep Dive”) on the Fraternity’s volunteer program and direction. Director of Operations Christopher T. Minnis gave a presentation to the Board on the history of volunteer and alumni initiatives over the last 30 years. Director of Volunteers Richard C. Proud reviewed findings of his meetings with Delta Delta Delta Sorority staff and volunteers and his participation in Pike University Alumni Weekend at Pi Kappa Alpha Fraternity Headquarters last summer.

Motion by Bittman: To establish a permanent Committee on Volunteers.

Seconded by Harris.

Approved on voice vote.

Motion by Shanklin: To charge the Committee on Volunteers to develop programs to identify, recruit, train, and retain volunteers at the local level to ensure undergraduate chapter progress on GPA, manpower (recruitment), member development (retention) and housing.

Seconded by Harris.

Approved on voice vote.

Motion by Shanklin: To direct the Committee on Volunteers to provide:

- 1. A report to the Board (big picture and specific action steps) by the May, 2006, meeting of the National Board of Directors.*
- 2. Provide a study and outline of other “exceptional” volunteer organizations.*
- 3. Develop a plan for fielding three key volunteers per chapter, specifically: AVC President, AVC Treasurer and Chapter Counselor.*
- 4. Develop a budget and staff plan to assure adequate resources to recruit, train and serve a minimum of three volunteers per chapter.*

Seconded by Bittman.

Approved on voice vote.

The Grand President appointed National Director Phillip A. Cox to be the inaugural Chairman of the Committee on Volunteers and said he would name five other “at-large” members, to serve staggered terms as with other standing committees, who will represent District Governors, Alumni and Volunteer Corporation boards and other volunteer roles, along with Director of Operations Chris Minnis as the staff representative for the committee.

The Board outlined criteria to evaluate the effectiveness of the volunteer program development over the coming decade in terms of improved recruitment and growth, higher grades, better member retention through implementation of the Balanced Man Program, and improved chapter fiscal performance.

The Grand President adjourned the meeting at 9:35 p.m.

Appendix A

Grand President's District Governor Appointments



District 1
Brian P. Tahmoush
[Email](#)

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont



District 2
Robert W. Mead-Colegrove
[Email](#)

New York



District 3
Mitchell G. Crane
[Email](#)

Delaware, Maryland, New Jersey



District 4
William M. Turner
[Email](#)

Virginia, DC



District 5
Joseph W. Langella, Jr.
[Email](#)

Pennsylvania (Eastern)

District 6
Vacant
[Email](#)

Pennsylvania (Western), West Virginia

District 7
Vacant
[Email](#)

North Carolina, South Carolina, Georgia Southern



District 8
J. Russell Stephens
[Email](#)

Georgia, Alabama



District 9
Kevin A. O'Connor
[Email](#)

Florida



District 10
Gary L. Huff
[Email](#)

Louisiana, Arkansas, Mississippi



District 11
Gary W. Adkins
[Email](#)

Kentucky, Tennessee



District 12
Michael J. Skordeles
[Email](#)

Ohio



District 13
Salvatore A. Moschelli
[Email](#)

Michigan



District 14
John F. Skelton
[Email](#)

Indiana



District 15
Michael G. Ellis
[Email](#)

Illinois



District 16
David W. Friederichs
[Email](#)

Iowa, Michigan (Northern), North Dakota,
Minnesota, Wisconsin



District 23
Steven R. Ruttner
[Email](#)

Alaska, Idaho, Montana, Oregon, Washington



District 17
John W. Hartman
[Email](#)

Missouri



District 24
Stephen L. Young
[Email](#)

California (Northern), Nevada



District 18
Jeffrey C. Gates
[Email](#)

Kansas, Nebraska, South Dakota



District 25
Paul R. Chabot
[Email](#)

California (Southern)



District 19
Daniel W. McVeigh
[Email](#)

Texas (Northern), Oklahoma



District 20
Phil J. Goeken
[Email](#)

Texas (Southern)



District 21
Vacant
[Email](#)

Arizona, New Mexico

District 22
Jerad T. Stack
[Email](#)

Colorado, Utah, Wyoming

Appendix B

Grand President's Standing Committee Appointments

Committee Members

Each committee is funded for two meetings per year and can coordinate additionally via teleconference.

(Name, Year Term Renewal Ends)

National Leadership Committee: Christopher T. Minnis, Director of Operations

Student: M. Stuart Saylor (Tennessee Alpha, University of Tennessee)

Chair: Dr. Ron S. Binder, 2007

Franklin E. Robeson, 2007

Col. Robert W. Lanham, 2009

Thomas A. Barton, 2011

Michael J. Taylor, 2011

NBD: Richard W. Bennet, III, Brian Barclay

Member Development Committee: David J. Graziano, Director of the Balanced Man Initiative

Student: David R. Frenkil (District of Columbia Alpha, George Washington University)

Chair: Thomas B. Jelke, Ph.D., 2007

Zariel J. Toolan, 2009

Eugene C. Schurg, Jr., 2011

Bryson M. Ridgway, 2011

Norman E. Nabhan, 2009

NBD: Stephen B. Shanklin, Joseph M. Baird

Marketing Communications: E. Scott Thompson, II, Director of Communications

Student: Michael J. Powers (Oregon Alpha, Oregon State University)

Kenneth V. Pyle, 2007

Shawn T. Sedlacek, 2007

John P. Adams, 2009

Clinton N. Schaff, 2009

Chair: Troy P. Queen, 2011

NBD: Phillip A. Cox

National Recruitment Committee: Gregory P. Barra, Director of Recruitment

Student: Stephen J. McMullin (District of Columbia SEC, Georgetown University)

Chair: Jay J. Brunetti, 2007

Darron J. Trobetsky, 2009

Rick Johnson, 2011

Vacant, 2011

NBD: Jeffrey D. Prouty, Christopher S. Purdum

Technology Committee: P. Sean Leahey, Director of Technology

Student: Vacant

Chair: Matthew T. Domenici, 2007

Matthew V. Fuoco, 2007

Andrew J. Triplett, 2009

Nathan E. Gamble, 2009

David O. Chang, 2011

NBD: Garry C. Kief