

Senenmut Alumni Association Of Alpha Rho Chi Fraternity, Inc.  
First Quarter Meeting Minutes



**Meeting Minutes**

**Meeting Date: January 11, 2016**

**Meeting Time: 9:00 pm EST**

**Meeting Location: Conference Call**

**Call to Order:** Brother Margaret Scaglione motions to call the meeting to order at 9:12 pm EST. Seconded by Brother Frank Bayerbach.

**Roll Call:** (Those present at the meeting)

- **President**
  - **Brother Margaret Scaglione**
- **Vice President**
  - **Brother Frank Bayerbach**
- **Secretary**
  - **Brother Justina Zifchock**
- **Director at Large**
  - **Brother Keith Short**
- **Treasurer**
  - **Brother Alex Wiedemer**
- **Communications Director**
  - **Brother Nahshon Jagroop**
- **Other**
  - **Brother Christopher D'Ambrosia (observation)**
  - **Rebecca Elder (observation)**



**Officer Reports:**

- **President**
  - None.
- **Vice President**
  - None.
- **Secretary**
  - Minutes from last two meetings have been posted on the website.
- **Director at Large**
  - None.
- **Treasurer**
  - Taxes are coming up soon. Brother Margaret Scaglione offers to help if needed.
  - There is money still owed to the association from debts incurred at last year's white rose. Brother Alex Wiedemer will contact the active brothers to notify them what they owe and ask for a check made out to and mailed to the Alumni Association.
    - \$70 Stephen Jeffery
    - \$75 Randy Fernando
    - Neither will be able to join the Alumni Association until debts are paid in full.

**Committee Reports**

- **Communications Director**
  - None
- **Webmaster**
  - Website needs to be updated with a map of Alumni locations; Brother Frank Bayerbach is looking into possibilities.
    - We will be using the addresses listed on file
  - Committee section needs to be edited so that the positions are communications director, and active chapter liaison.
    - Currently the communications director and webmaster positions are held by separate members, however in the future the webmaster position is intended to be the responsibility of the communications director.
  - Pictures are needed for the website
    - Need picture from Brother Nahshon Jagroop
    - Need picture from Brother Keith Short
- Webmaster needs list of all members by class after Rho to post to the website.

**Old Business:**

- Our Annual meeting for 2016 will be weekend of April 30<sup>th</sup>, details to follow. It will be open to all brothers who are graduating seniors.
- Next event sponsored by the Alumni Association.
  - “mixer” with UB architecture school (students/faculty), active chapter, and local architects is a goal for the association in the next 1-2 years.
    - This event is not feasible for this upcoming May, it would take more time and the coordination than the EBoard is currently able to allocate.
  - In lieu of a “mixer” the Alumni Association proposes to organize a group camping trip for both active and alumni members.
    - Event will take place in the spring/early summer after ritual and active chapter graduation ceremonies.
    - The active chapter liaison will be responsible for contacting the active chapter about this event.
    - Brother Margaret Scaglione will be spearheading the organization of the event and will email out a notice to all Alumni Association members. Anyone who would like to help in the planning phase of the event is encouraged to contact Brother Margaret Scaglione directly. (Her contact information can be found on the website)
- Foundation Fundraiser
  - Organizing a mixer hosted by the Alumni Association will include in part some method of raising funds to be deposited into the Alpha Rho Chi foundation account.
    - Further discussion has been tabled until planning for the mixer begins.
- When are yearly dues actually due?
  - If dues are due on April 15<sup>th</sup> this gives us a month before the annual meeting to determine who, if anyone has to pay at the meeting before participating.
  - Brother Margaret Scaglione motions to make annual Alumni Association dues due on April 15<sup>th</sup>, seconded by Brother Alex Wiedemer.
    - No objections, motion carries.
- Does the Chapter need anything for White Rose?
  - Brother William Van Deusen emailed Brother Margaret Scaglione today regarding White Rose. He has been contacted by the chapter for help planning a white rose event. The chapter has expressed concern that there is a lack of experience in event planning among members and has reached out to the Alumni Association for help. Brother Margaret Scaglione will be in contact with the chapter to lend her expertise and guide them through everything they need to do to plan the event. It will be small scale at the

end of February. The goal is to get the active chapter to take ownership of the event, and get some younger members involved to ensure longevity.

**New Business:**

- Further Defining responsibilities of the Communications Director
  - Responsible for communication and organization of social events between and among members of the alumni association.
  - The Communication Director should aim to host two events a year. These should be “low key” events such as happy hour meet ups and group outings. The director is encouraged to use social media such as Facebook to notify members and to plan events that also appeal to senior members of the active chapter. Events should take place in Buffalo or any other major metropolitan area with a large concentration of alumni members.
  - The Communications Director should coordinate with the Secretary to prepare and send out a newsletter to all members twice a year.
  - This position is an appointed by a majority vote from the EBoard with no term limit.
- New Active Chapter Liaison Position roles and responsibilities
  - Coordinate with Alumni Association on all things related to the active chapter
  - Keep in contact with the active chapter
  - Get details including date, time, and location of all events the active chapter is planning each semester
  - Responsible for notifying the Alumni Association of all pledging and ritual events. As well as coordinating with the chapter all alumni roles for pledging and ritual events.
  - Coordinate food donated to the active chapter from the alumni association during ritual ceremonies each semester.
  - Get a list of graduating seniors (including inactive members) each semester (December and June) with contact information.
    - Coordinate with Alumni Association to send invitation to join the association to each graduate.
      - Use Alumni Association official email account, prepare and send a paper invitation, and confirm if the member has any owed dues to the active chapter or the national association.
  - Report to the Alumni Association EBoard quarterly with updates about what is happening in the active chapter.
  - Appointed by the EBoard by a majority vote for a one year term. (can be re-appointed)

- Brother Margaret Scaglione motions to nominate Brother Will Van Deusen for the position of Active Chapter Liaison, seconded by Brother Alex Wiedemer.
  - No objections, motion carries.
- Brother Margaret Scaglione will notify Brother William Van Deusen of his nomination. His responsibilities will begin immediately pending his acceptance of the position. Brother Margaret will notify the EBoard of his response when she receives it.
- Alumni Association positions.
  - Amend the website so that when you click on a current position you will be able to see a detailed list of the roles and responsibilities of that position.
  - Brother Frank Bayerbach will put a notification on the website home page announcing both the Communications Director and Active Chapter Liaison positions.
  - Brother Justina Zifchock will upload documents detailing descriptions for new positions to webpage in the documents section.
- What do we want from our members? Creating a guideline or a set of criteria that is required to join.
  - Up until now we have accepted every Alpha Rho Chi member that has requested to be part of the Senenmut Alumni Association. There needs to be a voting process among the EBoard to accept new members.
  - Suggestion: There should be a monthly email sent to EBoard members detailing who has applied on the website to join the Alumni Association. A digital majority response in favor will be sufficient to accept a new member. If any EBoard member is opposed to admitting a new member the floor is open for discussion until all parties agree.
  - Solution: Webmaster Brother Frank Bayerbach currently has the website set up to notify only him of any new member requests. He will change the website so that it emails the entire EBoard when a new member request is submitted and EBoard members will respond with a digital vote. A digital majority response in favor will be sufficient to accept a new member. If any EBoard member is opposed to admitting a new member the floor is open for discussion until all parties agree.
    - Each new member will receive a response from the EBoard welcoming them into the association, notifying them what is expected of members, and when dues are due.
- Nominations for Convention Delegate: Brother Chris D'Ambrosia, Brother Will Van Deusen, and Brother Nahshon Jagroop (Any Alumni Association member that would like to be considered for convention delegate for the 2016 national convention should contact a member of the EBoard ASAP)

January 11, 2016

- Brother Margaret Scaglione and Brother Frank Bayerbach will put together our Senenmut Alumni Association convention packet like they did last year.
- EBoard is expected to have a conference call every 90 days. Our next conference call will be April 11, 2016 at 9:00pm EST.

**Suggestions for betterment of the fraternity/informal discussion:**

- Event organizers should contact other chapters and alumni members to invite them to an Alumni Association sponsored camping event.
- Firms around the area are recognizing and valuing student organizations like APX and AIAS.

**Adjournment:** Brother Margaret Scaglione motions to close the closed meeting at 10:31 pm EST. Seconded by Brother Keith Short.

